

MINUTES

Louisa May Alcott Elementary PTA Minutes

May 18, 2021

The virtual Zoom meeting was called to order at 5:37 p.m.

Attendees:

Kelly Mattingly, President	Femina Mildh, Vice President
Cathy Bohnet, Secretary	Sherry Schneider, Treasurer
Crystal Milosh, Auditor	Tammy Payton, Parliamentarian
Melissa Rivera, Hospitality	Alisha Powell, Volunteer Coordinator
Steve Lewis, Principal	

Approval of Minutes

The April 20, 2021 Board meeting minutes were presented for review and approval. Cathy motioned; Crystal second. Approved.

Treasurer's Report

- Sherry presented the April 2021 Treasurer's Report and Balance Sheet for review and approval.
- Check Nos. 2099-2100 were reviewed for ratification. Sherry motioned; Crystal second. Ratified.
- A \$39 donation check was returned due to exceeding the deposit time limit. Sherry to call donor and see if check can be reissued. The check was dated July '20 and sat in the school lockbox during Covid shutdown.
- Approx. \$800 profit raised from Mrs. Field's cookie fundraiser.

Next Events

Field Day – To be held Thursday, 5/27.

- Jason Milosh is available to help with the obstacle course; Crystal Milosh can help too.
- Alisha to form cmte. to help plan event.
- We can use funds designated for the cancelled Fiesta de Mayo event for this give back event; we can possibly use the cancelled Art Night/STEM night funds also.
- Cheryl K. has already bought water and treats for the kickball tourney and back to school treats so we may be able to use some of those excess supplies.
- Classrooms will rotate through the different stations and stay in their stable groups.

5th grade promotion – Mtg. held with Mr. Lewis last Friday to discuss.

- Promotion ceremony to be held on blacktop on Monday, 6/14/21. Limit 4 guests per student.
- Thanks to Alisha for helping with certificate, programs, decorations, and RSVP invite.
- Decorating and set-up will be challenging due to outside event this year and Monday morning event. PTA given approval to come on Sunday, 6/13, to decorate.
- Treat bag items have been ordered.

- Femina checking on ordering a riser (approx. cost \$300) and drop-off/pick-up dates. Can Christian get a riser from the District? Mr. Lewis asked Femina to forward the riser fee quote to him so he can request District use of discretionary funds for this expense.

Dine Out – Kelly to email Mo and ask about organizing one more Dine Out Night.

Volunteer Hours – Tammy to collect estimated hours for May and June and forward them to Heather. Final data for Historian report due in May. Hours are uploaded into PTAEZ.

Membership – Julie James continues to send monthly email requesting new PTA memberships. Two more membership fees were collected: Jody Reed (Infant/Toddler) and Tammy Payton.

Principal's Report

- Hope to be back to in person school 5 days/week next Fall.
- Big focus on safety (i.e. new signage by fence on blacktop for fire drills; reality of being visible: all adults wearing a vest while on playground, etc.)
- Equity work - discussing culture, relevant teaching, racial equity
- Summer school principal to be assigned.
- School Site Council (SSC) – looking at where we're allocating money and adjusting as needed

President's Report

Staff/Teacher/Nurses Appreciation Day and Budget - Lunches for both Certificated and Non-certificated staff were combined into one event (Staff/Teacher/Nurses Appreciation luncheon) due to Covid limitations. Alcott has 85 staff members, 60 of which are Classified.

Mrs. Riley's retirement celebration

- Event scheduled for 6/2/21 at 8:30 a.m. in front of school.
- Lisa Morgan to take Mrs. Riley on tour to each classroom separately after the Garden Naming ceremony and presentation.

Sage Garden Project

- Alcott received the Sage Garden Award; 60 lessons (10 lessons/classroom for a year).
- Yvonne can only help on the weekends.
- Build out from inside classroom to outdoor classroom.
- Get fully equipped wheeled cooking cart.
- Ask Mrs. Riley if she would like to take on this project.

Spring/Summer Newsletter – Alisha volunteered to do the newsletter.

Bank statement review – Crystal and Sherry continue to review statements monthly.

Transitioning new board members

- Reach out to your new counterpart to facilitate training for Board position responsibilities.
- Banking signers to be changed. Need to coordinate a time to do this. New Executive Board to decide whether to stay with current bank or move to a new one.

- New executive members to attend training; \$50 each budgeted for President and Treasurer.
- Sherry made ID's and passwords for PTAEZ and emailed the incoming Pres. and Treasurer.
- Creation of generic Board email addresses that can be passed from outgoing to incoming Board members (i.e. presidentalcott@gmail.com, treasurercott@gmail.com).

Open Table

- **Blaze Pizza** – Still have not received check from them for Dine Out fundraiser.
- **Assembly planning process** – New Board to seek volunteer to plan and book PTA sponsored assemblies for next school year. Can refer to list of District Authorized/Approved assemblies. PTA usually sponsors 3 assemblies per year. Average cost per assembly is approx. \$600 -700.
- **Ordering 4th/5th grade planners** from Coole – Historically, Julie James provided the PTA with the number of incoming 4th/5th graders so that the PTA could order planners for their use during school year. The PTA was asked to cover cost of planners 4 years ago. After discussion, Principal Lewis said the school could pay for planners out of Discretionary Funds vs. PTA continuing to pay for them. Femina to email Mr. Lewis with request for planners to come out of Discretionary Funds; Cost of planners to be removed from PTA budget for 2021-2022 year.
- **Fun Run** – Discussed doing an in-house fun run vs. using a 3rd party. Femina suggested recruiting High Schoolers to help with marking laps, etc., as they need to fulfill 40 volunteer service hours.
 - Research 99pledges.com for ideas.
 - Square and VenMo can be used for payments.
 - Melissa R. to reach out to OB Elementary to get outline of how they organize their fun run, collect donations, etc.

Next Board Mtg.: June 11, 2021.

Meeting adjourned 6:58 p.m.