

Matoaka PTA Executive Board Meeting

Tuesday, August 27, 2013

Attendees: Dana Kailan, Tricia Royle, Christy Grubbs, Fran Metzger, Debbie Arnett, Anthony Tucker, Katherine Klarenbach, Marbury Abella, Sue Borarchein, Leanne Conrad, Christine Tirone, Erin Otis, Karen Quinlan, Francie Teer, Andy Jacobs, Christian Dunn, Robin Bennett, Stephanie Thees, Lisa Iannuzzelli, Beth Robles, Stacey Long, Michelle Alexander, Karen Talley

- I. Call to Order – 7:01pm Michelle Alexander
- II. Contact List will be distributed within one week (this has been done)
- III. Introductions made to the group
- IV. President's Report:
 - a. Garden – improvements are continuing
 - b. Hospitality Cook-Out for teachers was a success
 - c. Open House – volunteers needed
 - d. BooHoo/Yahoo – volunteers needed
 - e. 9/6 General Membership Meeting/Ice Cream Social –
 - i. No childcare, but activity table will be manned
 - ii. Budget will be presented for approval
 - f. Introduce Standing Rules – changes made and they will be attached to these minutes once finalized
 - g. VA PTA positions are available
 - h. Introduce PTA National School of Excellence program
 - i. School Photos 10/25
 - j. Please get calendar items to Michelle ASAP for clearance from Andy Jacobs and Exec Committee
- V. Vice President Fundraising Report – introduce Committee Chairs
- VI. Vice President Programs Report – introduction of new Chairs Tricia Royle and Karen Klarenbach
- VII. Treasure's Report
 - a. New lock box for checks/cash
 - b. Reminder to use tax exempt card for purchases

- c. Budget Compliance – committees may not exceed budget without approval from Executive Committee
- d. Motion made to introduce Budget – Karen Talley, seconded by Stacey Long
- e. Motion to Vote, seconded
- f. Budget unanimously passed
- g. 2012-2013 PTA accounting passed Audit Fest

VIII. Secretary's Report

- a. Sign Up Genius account created for PTA use
- b. New secretary email for continuity - messecretarypta@gmail.com
- c. Minutes distributed within 10 days of meeting and posted on PTA website
- d. Advocacy minute – will be advising of work being done by state and national PTA

IX. President's Report

- a. Year 7 for Matoaka
- b. Staffing changes to administration and faculty
- c. 738 enrolled students: 379 boys, 359 girls
 - i. 75 new families
 - ii. 5th grade over cap, may need to add an additional classroom
- d. New doorbell for school security
- e. SOL scores are down across the state, but MES is up to region and state

X. Committee Reports

- a. Boxtops – awarding Quarterly (all fruit!) popsicle parties and trophies
- b. Grocery Programs
 - i. Reminder that we need to renew sign-ups every year
 - ii. Monies collected from Martin's, Target and Harris Teeter were used for carnival prizes and recess packs for each grade level
- c. Merchandise – tye dye t-shirts are back!

- d. Spirit Nights
 - i. Successes from last year- Moe's, ZPizza gave 20%; we will do again
 - ii. Papa John's & Domino's offer monthly opportunities
 - iii. Duck Donuts – owned by an MES family, very willing to do a fundraiser
 - iv. Agreed to limit these to 4 this year with an additional Barnes & Noble Bookfair in April
 - v. Sticks & Honeybee Combo Night?
 - vi. Marketing – include Facebook, PTA website, Flyers, Stickers for kids, Twitter
- e. Walk-a-thon – Friday 10/18
 - i. Theme – Wild West: request for décor
 - ii. Prizes
 - 1. Top 3 earners: iPad mini, iPod Touch, Nook HD
 - 2. Top Class school-wide
 - 3. Top Class in each grade
 - iii. Get online donation set up earlier
 - iv. \$12,000 goal
- f. Cultural Arts
 - i. Theatre 4 – 2 shows: Stuart Little (K-2) and Harriett Tubman (3-5)
 - ii. Rags to Riches – “Owl & Turtle”, maybe an evening performance
 - iii. WJCC Drum Line?
- g. Family Fun
 - i. Dance Event with 7 Cities Ballroom: family instruction
- h. Healthy Lifestyles
 - i. continuing the week in November
 - ii. reminder to incorporate in all events
 - iii. Add an additional day to Local Produce program
- i. Matoaka Dads

- i. 10/11 breakfast
- ii. K-2 Reading Program
- iii. Math & Science program for 3-5
- iv. Chesapeake Bay Outing Saturday 10/19; details to come
- v. Possible Spring movie and camp-out on the soccer fields
- j. Membership
 - i. Goals – 100% staff participation and 25% male participation
- k. Reflections
 - i. Theme – “Believe, Dream, Inspire”
 - ii. Submissions due 10/21-10/28
- l. Website
 - i. 5-7 days notice to Tryna for posting
 - ii. Write-up full submission in pdf format
- m. Newsletter
 - i. Deadline – 25th of each month (For May, deadline is 31st)

XI. New Business

- a. Standing Rules – developed as a result of info from VA PTA Conference
 - i. Reviewed, Discussed
 - ii. Motion to Approve as amended during discussion
 - iii. Motion approved unanimously
 - iv. Approved Standing Rules attached to Minutes
- b. Living Wedge – discussed changes and possibility to use PTA monies to make improvements

XII. Next Executive Board Meeting Wednesday 10/16 7pm

XIII. Meeting Adjourned