

SWES PTA BOARD MINUTES

Southwest Elementary School - High Point, NC

July 10, 2023 4:00pm | Meeting called to order by Brandi Franks-Odeh, President

In Attendance

Brandi Franks-Odeh	Casey Lloyd	Shaunda Menke	Emily Barnes	Jodi Johnson	Christie Graves
Kate Steele	Rachel Cole	Toneysha Frisby	Ronda Daniels (GCS PTA President)	Jenny Skender	

Approval of Minutes

No Approvals necessary at meeting open

Board

Brandi Franks-Odeh called the virtual meeting to order at 4:05 pm in person

Introductions:

- Brandi Franks-Odeh- President. Rising 3rd grader. Was VP of communications in the past year.
- Jodi Johnson- PTA member at large. Rising 5th Grader. Has been very involved in PTA in the past
- Emily Barnes- PTA member at large. Rising 2nd and 5th grader. Treasurer last year
- Rachel Cole-Treasurer. Rising 2nd grader. Excited to be more involved in PTA this year
- Toneysha Frisby- DEI Chair. Rising 1st grader. Excited to be more involved in PTA this year
- Shaunda Menke- Secretary. Rising 2nd grader and rising 4th grader. Membership Director last year
- Casey Lloyd- Principal 2nd year. Excited about the new year now that she has one year under her belt.
- Christie Graves- VP of Ops. Rising 4th grader. DEI director last year
- Jenny Skender- VP of Communications. Rising 1st and 4th grader. Volunteer of the Year for GCS last year
- Kate Steele- Audit Chair. Rising 4th grader. Has been involved in PTA in the past and excited to have a larger role again
- Ronda- Present of GCS PTA this year.

By-Laws:

- Brandi presented by-laws and asked that Ronda be present to assist with answering any questions to help provide clarity of rules.
- Jodi: By-laws are very important for providing a road map of year to come and will help with preventing any problems.
- Jenny: My question is for committees. Do we need all of these committees? How many do we need to have? Obviously, we need to recruit, but how do we fill them when we still need to recruit?
 - Brandi reviewed standing committees required: DEI Chair, Audit, Membership, Advocacy, Nominating Committee, Finance.
 - Jodi Johnson discusses why the finance committee (page 20 of by-laws) is important to help prevent problems from what happened in years past where spending was happening without being accounted for with questions asked. Recommends building budget nimbly to allow for easier approval.
 - Ronda: Per by-laws, you are required to have 3 general PTA meetings. It usually happens in the beginning of the year, around Christmas time, and at the end of the year to vote on the Executive Board for next year. During those meetings, you typically vote on changes to the budget. As the board, we would make the decision to approve items that need to be moved on the main budget to pay for other urgent spending items (used a Special Project Grant form) and the board voted, then presented to the main group. Northern's board group is quite large, so anytime we needed to vote, it would meet the quorum required for approval.
- Casey Lloyd presents the question about if Assistant Principals are part of the voting board. Ronda states that it depends on how the standing laws are written and how the board and the principal are comfortable with.
 - Ronda states that standing rules need to be amended, if desired at the beginning of the year, approved by the executive board, then the first general PTA member.
 - Yearly, we need to discuss who is the voting committee for the executive board. Who has voting rights moving forward.
 - Jodi Johnson brings attention to PTA Bylaws Article 7 for section 7.3 (page 7) to regard who needs to be included. Could potentially put Assistant Principal as PTA member at large. Possibly add a K-2 teacher and a 3-5 teacher involved for teacher member/liaison.
 - Brandi and Emily ask about possibly changing standing rules for our PTA for the year to supplement the PTA by-laws.
- Need to update some of the standing rules to update dates and some other older information and forms in the standing laws.

Budget

- Rachel Cole, Treasurer and Emily Barnes, Former Treasurer
 - Interim Summer Budget: Can create a budget once you have 15 members and speak with how much is in the bank.
 - Current money in the bank is \$38,628 with money that is still to come out of the budget (SEL and decodables for pending debts). Approximately \$11,000 remaining.
 - Start up costs at the beginning of the year need to be considered.
 - Dues for software, Hispanic Heritage, and other events that occur before major fundraiser at the end of October.

- Still have some carryover that has been earmarked for specific purchases. Such as the SPICE grant still has \$900 to use. Ronda states that the SPICE grant money can roll over into general DEI, if needed.
- Discussion on Home Depot Grant gift cards and how to notate on the budget. Several gift cards left from last year and new gift cards coming for this year. Will be used for beautification. After the main project is completed, we can use the Home Depot gift cards on anything on HomeDepot.com
- We need to plan out the new budget and complete it by Jul 24, 2023
- Summer Interim Budget would be for Open House. By the by-laws, if ever questioned, it is the “first budget” and the formal budget will be approved and voted at the general meeting.
- Recommend teachers submit for grade recommendations on what they want to spend before the budget is approved.

Principal's Report

- Staff Meetings are Tuesdays right after school
- Teacher Training Day 8/21/2023
- Teachers can come on 8/17/2023 to start setting up classrooms if they want
- All teachers to be trained in CKLA and all math will be updated to Eureka 2.0 (for the children, it will be similar to how it was).
- Breakfast would be nice to be provided on 8/21, but used Fasting Center to train for breakfast and meeting last year.
 - Brandi to ask about patrons to their restaurant who have a large church and have been asking for involvement
 - Piedmont Chapel has provided breakfast in the past
- Some teacher teams have been changed this year with bigger teams (the largest is 8 people). In the lower grades, they will be teaming together in smaller groups.
 - There will be teachers on specific grade levels who will be leading and can help drive support
- Car Rider line will be changing to having parents of adaptive children to side parking lot for more fluidity
- Will no longer have 20 cones
- Purchased a large movie screen and projectors with speakers to project a movie
 - Possible movie night in September, but the date may need to change
- Possibility of tailgating before SWHS games
- Looking at PBIS, use of Office Referrals, and balancing out how to address. Trying to get a true baseline.

Committee Reports

- Questions on meetings moving forward. Possibly looking at First Tuesdays of the month at 6 pm (approved by all of quorum of executive board)
- Next Board meeting is July 24, 2023 at 4:00 PM
- First General Meeting will be Aug 1, 2023 6:00 PM at 6 pm

MEMBERSHIP CHAIR

- Membership Chair, Maria Schniath-Ivan not present, but she has some ideas to drive membership.
 - Open House on August 24, 2023
 - Kindergarten (10-11)
 - Grades 1-2 (3-4:30 pm)
 - Grades 3-5 (4:30-6 pm)
- Jenny Skender presents ideas: Posters to specifically ask for things that we are looking for with specific sign up sheets. Poster to list events and potential dates
 - Casey Lloyd and Alison Snyder went to event at HPU to have a sign up for SWES (such as Ranch Hands). Had the idea to instead of being in the front lobby, have PTA only be in the gym and have stations set up instead of one table.
 - Toneysha Amos states that she wants to change PTA from being event driven to impact based
 - Maybe have a poster about accomplishments made in the past year
 - Missing some diversity in the PTA board, may want to make sure that we have more diversified group of PTA general members to be more inclusive. Be sure that people don't feel marginalized due to not speaking English as a first language.
 - Need to be sure to have interpreters present at Open House. Casey Lloyd reports that she will get these from the district.
 - How to we increase membership, when we only had 200 members for the 900 students enrolled
 - May need to offer better incentives to raffle off to encourage membership
 - Maybe raffle off big ticket item 3 times per year (can use random number generator and pick that number off the number on membership hub)?
 - Bracelets to give out at Open House as parents sign up?
 - Getting students involved in PTA and having classroom membership drives
 - Auction off school drop off priority pass
- All Pro Dads possible? Used to have. Ronda states that at Northern, they had "Nighthawks Dad". Possibly have new Assistant Principal to lead something for male parents.
 - May need to do Donuts with Grownups or Muffins with Mentors to be more inclusive

SPIRIT WEAR

- Brandi proposed keeping the same pricing structure as we utilized in February. All quorum of board approved the same price.

BOOK FAIR

- Nicolle Taborda Ribas is chair and will reach out to Principal Lloyd to set dates twice in the year.

BOOSTERTHON

- October 16-24th, approved at the end of last Boosterthon
- Brandi asked everyone to please update the Google Drive each time someone is reached out to
- 41 classroom teachers for next year
 - Need to include EC and Assistant Teachers
- Need \$6500 in Sponsorships to buy shirts for students and teachers
 - need sponsorships by August 28th for discount on tshirts from Boosterthon
 - approximately \$6 for shirts
 - possibly let teachers buy tshirt if we do not raise enough money (they only got a guide shirt last year)
- Edible Arrangements likes to be the top sponsorship on the tshirt (please reach out to him to be sure that he knows the last donation)

DEI CHAIR:

- Toneysha Frisby has been approved as the chair
- Report has been sent and uploaded into Google Drive
- Talk to HS and middle school about possibility about combining for multicultural event

AUDIT CHAIR:

- Kate Steele will be chair this year
- Will need help to have people to spend an hour a month to help with audits (need 2 more people)

Still seeking Advocacy Chair (and committee), Nominating Committee, and Finance Committee

- Please see PTA website for training videos
- Advocacy Chair may need to be teacher liaison

SPIRIT ROCK

- Casey Lloyd contacted Samet, who provided initial rock to have them move it. They stated that they will move it, but they never came.
- May need to follow up with them or contact another company to provide another Spirit Rock. Vulcon instead?

Announcements/ Questions/ Open Floor

- Ronda to follow up when the budget needs to be approved and can board approve it or if it does need to be General PTA need to approve each time.
- New Business: need to figure out our goals before the next event
- For every fundraiser, you should have 3 events associated (general rule of thumb)
- Additional Fundraisers

Next Meeting

Date 7/24/23 at 4:00 PM in media center

Meeting Adjourned at 6:56 pm