

SWES PTA GENERAL MINUTES

Southwest Elementary School - High Point, NC

August 11th, 2022, 6:30pm | Meeting called to order by Rachana Prabhu, President

In Attendance

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| Rachana Prabhu | Brandi Franks | Erik Garland | Ellison Cooper | Jodi Johnson | Casey Lloyd |
| Krisi Moore | Shanta Buchanan | Jenna Schaefer | Mariana Hernandez | Emily Barnes | Jennifer Skender |
| Alison Snyder | Shaunda Menke | | | | |
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Approval of Minutes

No Approvals necessary at meeting open

Board

Rachana Prabhu called the virtual meeting to order at 6:31pm via Google Meets

- Introduction of the Officers of the PTA
 - **Rachana Prabhu – President**
 - Seeks to strengthen the diverse community; Rising 3rd Grader; volunteered for 2.5 years
 - Biggest event will be Boosterthon this year
 - PTA will encourage collaboration, transparency, and accountability
 - **Brandi Franks, Vice President of Communications**
 - First year in PTA; has a rising second grader; excited to engage with the PTA community
 - **Erik Garland, Secretary**
 - Has a rising third grader; Excited to collaborate with other members of the PTA.
 - **Ellison Cooper, Vice President of Operations**
 - Has a rising third grader; Really encourages parents to participate and lead.
 - **Jodi Johnson, Treasurer**
 - Rising fourth grader; Has found Southwest Elementary School to have a strong community
 - **Casey Lloyd, Principal**
 - Has twins at Southwest High School; First year as principal at Southwest Elementary; Excited to partner with the PTA.
 - **Krisi Moore, Advocacy Chair**

- Also partners with DEI; Mom of six; Has a kindergartener and a rising sixth grader; Would love to have help with improving conditions for exceptional students, as well as overall school environment
- **Shanta Buchanan, Assistant Principal**
 - Second year as Assistant Principal
 - Has a rising third grader; Excited for the new school year.
- **Jenna Schaefer, Audit Chair**
 - Rising 2nd and 1st grader; Looking forward to meeting parents and interacting with students.
 - Audit Chair last year
- **Mariana Hernandez**
 - Rising fourth grader and first grader; A member for last 5 years.
 - Excited about multicultural events
- **Emily Barnes**
 - Several years on PTA
 - Rising 4th and 1st grader; Has served multiple roles in PTA over past several years
 - Likely to serve on Yearbook Committee
- **Jennifer Skender**
 - Relocating from Oklahoma; Will have third grader and Kindergartner
 - Previously a teacher; Excited to embrace a PTA/community with involved parents
- **Alison Snyder, Assistant Principal**
 - Fifth year with Southwest School system
 - Looking forward to PTA collaboration
- **Christie Graves, DEI chair**
 - Happy to be active with PTA, and looking forward to the school year
- **Shaunda Menke, Membership Chair**
 - Rising 1st and 3rd Grader; helped in past years but will have more active role this year with Membership

Budget

- Jodi Johnson, Treasurer
 - Expense Report Review
 - INCOME
 - **Membership:** \$1,675 expected; Majority Of membership dollars go to cover state and county; Budgeted net of \$625
 - **Fund raising:**
 - \$40,000 worth of income from Boosterthon. Will spend \$20,000 paying the Boosterthon company, leaving net of \$20,000 for PTA.
 - Restaurant days: \$500 estimated
 - Spirit rock: want to relocate this to the front of the school to make this visible and usable again
 - General Donations: not much of a budget here, this money often is unpredictable
 - Spirit Wear: Currently have stock so will not need to reorder as of now. Plan to sell at open house and upcoming events \$1,464
 - Yearbook: The PTA/School welcomes assistance with the yearbook effort.
 - Sponsor a staff: parents can honor staff and teachers; raises \$500

- Book Fair: \$2,000 projected
 - **Projected Fundraising: net of \$24,664**
- Notes: Attractions Books is one of the third largest fundraisers but does not have currently have volunteers for this year. This fundraiser may discontinue unless community has concerns.
- **Passive Fund Raisers**
 - PTA advertises but checks come in passively. \$750 Harris Teeter. \$300 AmazonSmile: If 40% of school participated with AmazonSmile on a consistent basis, this could replace the income from the Attractions Guide.
 - Boxtops \$30
 - \$2 interest from bank
 - **Passive Fund Raiser \$1,082 Total**
- **Grants**
 - 2022-2023 Home Depot Grant: \$1,998.08
 - Will apply for Spice Grant of Guilford County: potential \$1,000
 - **Grants Total of \$2,998.08**
- **Sponsorships**
 - Each year during Boosterthon children typically receive free T-shirts, paid for through business sponsorships: each put their logo on the shirt
 - **Budgeted \$4,000** for this, and if target missed than the funds will come from PTA funds
- **Carryovers**
 - PTA Income of 2021-2022: \$21,235.42
 - All for Books: \$1,590.47
 - Playground: \$3,725.19 (from 2 years ago)
 - Spice Grants: \$317.87 must spend by December 31st but ideal to spend in October so we can apply for the next round of spice grants
 - Staff appreciation: \$75.12
 - **Total Projected Income \$26,944.07 (How much we have available to allocate for expenses)**
- **EXPENSES**
 - **Family and student programming**
 - All for Books \$600
 - Family and student programs \$5,000
 - Mindfulness Garden, \$300.00 (Carry-over)
 - Spice Grant Carryover of \$317.87
 - **Projected Family and student programming: \$6,217.87**
 - **Educational enhancements**
 - Book Fair \$200
 - Home Depot grant \$1,998.08
 - Playground enhancements \$3,725.19 (2-year carryover)
 - Special grants \$3,500
 - Teacher mini grants \$3,500 (Counselors, Art, P.E teachers: those without dedicated classes)
 - Technology software and supplies \$8,000

- Why did we choose to get planners only for upper, and not lower grades? A: Teachers have suggested that the calendars have not been popular academically for the lower grades. Also, there was conversation amongst the teachers, and K1-2 teachers are not seeing the need for it. The school will use class Dojo as means of class and teacher communication.
- Action Items:
 - Brandi will send a post informing community that there will be no Attractions Guides this year
 - Emily and Jodi to follow-up about Money Minder categorization of Home Depot grant/cash. Also, to compile summary of products purchased to assist with inventory and Gift Card balance/usage.
 - Rachana will continue to reach out to sponsors and can use help with this. We need to secure these sponsors quickly, as we should order T-shirts soon to have all participants accounted for. There is the hope that the platinum sponsors will participate again this year. Contact Brandi if available to assist.
- Notes
 - Currently planned: multi-cultural event both in Fall (October) and one in the spring
 - We could increase this to a monthly event (TBD)
 - Clarification: four events, one each quarter
 - The committee could move the Fall Multicultural event could be nearer September; but we should consult the calendar to prevent overlap or conflict
- Quorum: sixteen members present
 - Vote to Approve 2022-2023 PTA Budget
 - Jodi Johnson made motion to approve budget
 - Emily Moore seconded the motion
 - Unanimous Approval and 0 Nay's
 - 2022-2023 Budget Approved

Principal's Report

- Casey has been meeting with every staff member to talk with them about the strengths of southwest and getting to know them as people
- Thanks to the addition of new teachers, there are no more teachers needed at this time.
- We will have our opening staff meeting for all staff on Tuesday and are excited about welcoming back our theme this year is a fresh start
- We want to foster building good great relationships with the community and PTA
- Casey and Shanta met with Mike Ritchie, Emergency Services contact for the school; walkthrough of school performed; reviewed ideas about securing the front office as well as ideas regarding safety, what to do, and when; School admin will review this safety info with school staff monthly. Also, they met with middle and high school, discussing overall safety of the three schools; Mike will also be available for questions regarding ongoing concerns, as he is also in touch with police department
- This year we plan to have 'Coffee with Casey' this year (Quarterly)
- Question: Are new teachers' replacements, or additions due to growth? A: Currently, new teachers are to replace teachers that have left.
- Question: Is the front office camera dysfunctional? A: The camera functions properly, though standing too close affects clarity. Action: Casey will work with office staff about verbiage when someone approaches the front door of the school.

Committee Reports

- Advocacy Committee
 - There is concern about quickness of front staff to admit visitors into the school
 - Safety “2 door system” is a part of the school bond, though this may not be an immediate upgrade
 - Krisi will be contact for questions or concerns regarding safety/security
- DEI Committee
 - Getting request updates from teachers for supplies.
 - Planning to do an event every quarter, starting in October with Hispanic Cultural event
 - Looking forward to Mariana helping with the first event.
- Membership Committee
 - Will be sending email to Casey Lloyd regarding needs for setup at Open House
 - Request for help at Open House as well as selling Spirit Wear
 - Regarding volunteering at the Open House, Shaunda will send out a signup: 45-minute shifts
 - PTA will have table at Kindergarten Open House and have an opportunity to speak as well
 - Important for Parents of Kindergarteners to be able to speak with teachers as well as parents and PTA members
 - Tiger Kim would like to have a table at Open House; they have been sponsors in the past

Announcements/ Questions/ Open Floor

- Will PTA go back to in person meetings throughout the year? A: Next meeting and monthly board meetings will happen at school.
- Outdoor signage, inviting parents to meetings will resume as well.

Next Meeting

Date September 08, 2022

Meeting Adjourned at 19:50