

Prospect Mill Elementary School PTA

Type of Meeting: General Membership Meeting

Date: 09/20/2023

Location: PMES Media Center



Attendees: Laura Lenker (President), Emily Colvin (Vice President), Lisa Rice (Treasurer), Emily Hale (Recording Secretary), Meredith Colburn (Corresponding Secretary), Amanda Heise (Principal), Mrs. Benjamin-Jones (Proud Assistant Principal), Caitlin Lynch, Kristi Schwartz, Jamie Kalck, Nicole Gianni, Melissa Zorbach, Miguel Zambrano, Stephanie Stefanoni

Meeting start: 7:06pm. Welcome, and introductions – President Laura Lenker. We have quorum.

Request to approve minutes from last General Membership meeting (May 17, 2023). Caitlin Lynch motions; Melissa Zorbach seconds the motion. **Minutes approved and will be filed.**

AGENDA: President's Report, VP/Membership Report, Treasurer's report, Secretary's Report, Principal's Report/Teacher Report, Committee Reports, New Business.

President's Report: President, Laura Lenker, we are putting hubs together on MemeberHub so all committee chairs can easily contact their committee volunteers.

VP/Membership Report: Vice President, Emily Colvin, for membership we have two different raffles running. One is for families and one for staff. We have 217 members so far. We are low on staff memberships (16). We would like to reach 75% staff membership so we are going to open it to a paper membership. If anyone is unsure if they became a member we can check.

Treasurer's Report: Treasurer, Lisa Rice, [shows proposed budget]. Last year we approved the purchase of 4th grade cubbies. That cost was pushed over into this year due to when it was purchased. [Line-by-line income/expense review.] Our goal was to increase membership from last year by 20%. Panda FunD Run is currently going on and we have already reached ~50% of our goal. Spirit Wear is running low but we will be buying stock soon to sell in person. We have a large line called "special events" that includes a lot of events that are just for the good of the school and doesn't make any money. Support our school is very large and the biggest piece of that are the cubbies that we purchased for the school last year. We are showing a net loss but we have funds that will cover that expense for next year.

Motion to approve the 2023-24 budget: Nicole Gianni motions to approve the budget. Caitlin Lynch seconds the motion. By show of hand, majority raises hand. No one disagrees. Budget is approved.

Recording Secretary's Report: Recording Secretary, Emily Hale, has nothing to report.

Corresponding Secretary's Report: Corresponding Secretary, Meredith Colburn, will post the PMES School Spirit Days when they come in.

Teacher/Staff Report:

Principal, Mrs. Heise: It's been a smooth start. We had our first evacuation and that went well. Tomorrow is a bus evacuation. Next week we have adopted "Say Hello". It is about spreading kindness for the students. Flyers will be coming home. We are excited to find out what fun thing will win the vote if we reach the Panda FUNd Run goal! Ms. Welling, Lead Secretary, will be going on leave before our next meeting but Ms. Gillian Brubaker will still be in the front office. We have a new system to scan in visitor's driver's license. Everyone has to redo it this year.

Assistant Principal, Mrs. Benjamin-Jones: 5th grade job assignments are happening and the Safeties job is coming back. We are asking the 5th graders to volunteer and then foster it with upcoming 4th graders. Golden Spatula award has been going well with all of the classes in the cafeteria. We have four expectations in the

cafeteria. If the class gets all four for all five days, Pax will walk around with the class with music. The spatula is gold with glitter and ribbon. It's not a competition, everyone has the chance to earn it. At the end of each month there is a trophy you get to put outside your classroom if you win the most points for the month. Volunteer Cafeteria Helpers will be able to come in again. We are finalizing a PowerPoint for volunteers.

Committee Reports:

Playground Night: We handed out 133 snowballs for free plus sold many. It was great weather. Feedback on the event is that the parents weren't watching their kids. We need to add a note on events that parents need to supervise their children.

FUNd Run: October 10th! Donations are underway. We had 48% of the goal already this morning. 154 students are already registered. There has been some minor issues with how to register but we posted step-by-step instructions and everyone has gotten it. We do have some fun ideas for the assemblies if we reached our goal. Our top three ideas are to: turn the admin into ice cream sundaes, cover admin n silly string, or wrap the admin into toilet paper mummies. The students can vote on the ideas starting next week. Also we need to find a date to do the assembly if we reach our goal.

Trunk-or-Treat: Committee meeting is next week on Zoom to walk through all of our items and to do lists. The biggest changes for this year is that we will make sure supervision is required and no pets are allowed. We had a huge turnout last year so we need to make sure we have the field open for parking. Entry will start at 5:30. If you are decorating a trunk and are late for the entry window you will not be able to get in due to safety. This year we are pre handing out a pre allotted amount to each car.

Candy-Grams: Info will be sent home by November 15th on when candy crams will be able to be purchased. We will be using full sized peppermint candy canes. We need two volunteers for each day.

TAC: Up and running since September 11th. The bin is outside Ms. Laurie Smith's office.

New Business: None.

Meeting wrap:

Meeting adjourned 8:06pm

Minutes respectfully recorded by Emily Hale, Recording Secretary