

Prospect Mill Elementary School PTA

Type of Meeting: General Membership Meeting

Date: 11/09/2023

Location: PMES Media Center



Attendees: Lisa Rice (Treasurer), Emily Hale (Recording Secretary), Amanda Heise (Principal), Mrs. Benjamin-Jones (Assistant Principal), Amy Manolis, Melissa Zorbach, Nicole Gianni, Caitlin Lynch

Meeting start: 7:02pm. Welcome, and introductions – Treasurer, Lisa Rice. We have quorum.

Request to approve minutes from last General Membership meeting (September 09, 2023). Melissa Zorbach motions; Nicole Gianni 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, has been excused from this meeting. Lisa Rice reports on Laura's behalf. Canned Food Drive will go through the November 22nd. We aside money last year for the 4th Grade Cubbies. With the surplus from FUNd Run we want to give back to the school. PTA Exec wonders if there would be a 5th Grade Cubbie request from Admin. Admin graciously said they will put together a proposal.

VP/Membership Report: Vice President, Emily Colvin, has been excused from this meeting. Emily Hale reports on Emily Colvin's behalf. We have 260 PTA members. Perks of membership are discounted/first access to Sweetheart Dance (more info coming soon). Mrs. Heise said that we should look for a locked mailbox for the PTA so money isn't sitting out. All money to PTA should be put inside locked box.

Treasurer's Report: Treasurer, Lisa Rice, [shows actual budget and discussed line by line]. FUNd Run made a net \$11,400 over our goal after all expenses were taken out. We appreciate everyone who helped and participated. We do have some more expenses that will be rolling in. We are still ahead of our budget by \$3,500. Once we pick up all of these other events I estimate we will be ahead by \$10,000 by end of the year.

Request from Mrs. Manolis for March Madness Book Proposal: Instead of a competition we want to find a way to come together. Last year we did *The One and Only Bob*. It's very hard to find that book that works across all grade levels but we have a great one picked out. During the month of March, our school will be embarking on a special project, an all-school book club One School. Every family will receive one copy of the same book and will be asked to read it together at home throughout the month. We will also have literacy games and activities to celebrate all that we've done together. I am requesting, 540 copies @\$5.12 would be \$2,764.80 plus \$300 for Literacy Night which would be \$50 per grade level (decorations, games, etc.). Lisa Rice states that we as an executive PTA have discussed and we believe this is a great event, everyone is included, and rewarded with the extra money we have from Panda FUNd Run.

Caitlyn Lynch proposes a motion to approve \$3,100 to this March Madness book proposal. Nicole Gianni seconds the motion. All in favor say "aye" [unanimous]. All opposed [none]. Ayes have it.

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

Corresponding Secretary's Report: Corresponding Secretary, Meredith Colburn, has been excused from this meeting. She has nothing to report.

Teacher/Staff Report:

Principal, Mrs. Heise: November is School Safety Month. We have been practicing drills and classrooms will be working on the ACERT drills. This is just a walk-through, talk-through lesson that is scripted. This resource is provided by the county and we will send out an email on this so everyone is aware what is being discussed. We have done modified lock-down practices which is just when we keep students out of the hallways. The

students are familiar with that drill. The Volunteer PowerPoint is finished and will be sent out. This training is for all volunteers. If we have visitors for events or volunteers we will need physical identification.

Assistant Principal, Mrs. Benjamin-Jones: Mrs. Benjamin-Jones has nothing to report.

Committee Reports:

Panda FUNd Run: This was amazing. Everyone stepped up! We raised \$27,541.01! This was Ashley Porter's last year organizing the event and she did a great job. The assembly for reaching our FUNd Run Goal will be in the afternoon on Tuesday, November 21st. We got feedback that the fees were high so possibly next year we, as a PTA, will absorb the fees. A suggestion was that the Pre-k not be on the sidewalk because someone fell and got hurt. Admin suggested they would like to be included during PTA summer FUNd Run planning meetings.

Trunk-or-Treat: Trunk-or-Treat was a great success. Chair, Melissa Zorbach, suggested that we increase our budget next year from \$400 to a larger amount. Emily Hale, suggested to come to the board with a proposed number. Next year we are looking to shorten the time to 7pm. It gets dark and most people come early.

Candy-Grams / Adopt-a-Family: Fliers have been distributed. Candy Grams will be sold in the lobby from 8:30am – 9:00am from 11/27 – 12/8. Sign-up Genius is out for anyone who would like to come in and assist with sales. As a PTA board we have decided that we will cover the cost of the candy canes from last year's surplus of funds raised. We have been asking for a lot of donations as a PTA and feel as though some families may be overwhelmed. With the surplus funds from Candy Grams last year and the additional funds of sales anticipated from this year, we will have plenty to cover the cost and any additional items needed for Adopt-a-Family.

Adopt-a-Family: We currently have 4 families already signed up for this year that we will be adopting. We anticipate possibly one more. We are working on the Sign-up Genius for families to sign up to donate. We will post the sign-up the week of Thanksgiving. All proceeds of candy grams will also go toward sponsoring the families. We are very fortunate to have great community partnerships that will help purchase items if needed.

Reflections: Information has gone out. The theme is "I am Hopeful Because..". Due December 6th.

Holiday Shoppe: Planning meeting has happened. It is December 8th. Everything is \$10 or less. Cash or Check only. Candy Gram and Spirit Wear will be sold in the hallway as well. We will be looking for more volunteers.

Spirit Wear: Melissa Zorbach feels as though the selling of spirit wear in-person is a waste of our money due to product sitting. Mrs. Heise said that she knows that buying Spirit Wear in-person is always something that sells and that people like to see it in person. Executive board was split originally on in-person verses online sales of spirit wear. Ultimately, the board decided that since online sales brought in ~\$100 and in-person sales brought in ~\$850 that we would continue in-person sales.

Kid's Book Bingo: This will be January 10, 2024. We will be doing this online due to the possibility of inclement weather. Many families like the online event as well. We will send out information soon. It's a super fun event. There is discussion about bringing it back to in person the following year if families want it.

Sweethearts Dance: We are still deciding if extending the dance into the cafeteria so we can invite more people is a good idea. Admin will get a final number on max capacity for ticket sells. Reminder to put on the flyer that kids and parents must stay together. We have had multiple complaints about kids being left unattended at events. Mrs. Heise suggested two 1 hour sessions for the dance so more people could attend. Emily Hale suggested we sell tickets for two different dance sessions on Memberhub so people can choose what time works best for them.

New Business: None.

Meeting wrap:

Meeting adjourned 8:26pm

Minutes respectfully recorded by Emily Hale, Recording Secretary