
Chicod PTA Board Meeting Minutes

Date: July 29, 2019

President: Sherry House

Location: Chicod School Media Center

Secretary: Summer Dail

Present: Sherry House, Heather Bryant (Vice President), Stacey Pigford (Treasurer), Summer Dail, Danielle Davenport, Tanya Cannon, Laura Deans, Brittany Evans, (Assistant Principal), Renita Holt, Stephanie Meadows, Courtney Yates, Nikki Weber, Stephanie Perry, Mike Pollard, Kelly Reed, Megan Roberts, Kelly Slade, Courtney Stallings

* Taco Bar Dinner provided

Call to Order: 5:38 pm by Sherry House

Members introduced themselves and positions on the board. Acknowledged children they represented at this school.

Reports of Officers

Subject: President's Report

Discussion: Swap Shop~Get rid of or keep? No one to run it. Staff members expressed a desire to have it stay. Used by staff and students. Counselors store better things in their office for immediate needs but do use this as a resource. Courtney Yates suggested a letter should go home to parents about what items will be taken. Summer Dail, Kelly Reed, Megan Roberts and Nikki Weber acknowledged that they would commit to cleaning and organizing.

Subject: Vice President's Report

Discussion: None at this time

Subject: Secretary's Report

Discussion:

- Minutes will be emailed out after meeting
- Meeting reminder will be sent out a few days before the next scheduled meeting

Approval of Minutes: Approved by members from previous meeting

Motion: Stacey Pigford

Second: Heather Bryant

Subject: Treasurer's Report

Ending Balance \$19,889.24 with one outstanding check of \$500.00

Playground: Grant committee submitted grant request with Bullard and Beddard working very hard on evidence. PTA will plan to supplement any funds that are not endowed by the grant. The committee will meet again to discuss in August results of grant information. Mr. Pollard has looked at various playground options. Tanya Cannon said there is an additional grant that could be sought if this one is not awarded but they were by the same group so they were waiting for word before submitting.

Courtney Yates inquired when the Chicod community would be notified of the plan to get a new playground. Membership says that something should be set up for open house. A donation button is located on the website. Members suggested that button be added to Member Hub for just playground donations. Playground should be taken on by entire PTA as an advocacy for children with a table set up at Open House. Courtney Yates will spearhead this initiative. Mr. Pollard will get photos printed to place on a display board for that night. Monies should be run through PTA with checks having 'playground' specified in the memo in order to keep track of funds. Kelly Reed will be here to work the table and Laura Deans will assist.

Approval of Treasurer's Report:

Motion: Renita Holt

Second: Stephanie Meadows

Subject: Principal's Report

Discussion: Mr. Pollard stated that they are excited for the coming year. Gave information regarding \$150/teacher from State level for teachers instructional supplies on an online store. These are not additional funds but an additional line item that has been added to instructional allotments. This is a challenge because it impacts instructional allotments at the school level. Chicod is down about 25% in funds because of this mandatory line item in the budget. The state has designated that these funds be removed from county budgets and reallocated to this separate line items. Teachers have submitted PO's for the funds that they were to be allocated but they have not been able to order these items because of this change in budget. Teachers may not have these items by the time school starts as the school has not been directed in what the online platform is that they are directed to use to spend these monies.

Mr. Pollard also gave information in regards to iStation as a replacement to mClass. This is a large issue in the Educational arena as it is highly debated and can largely impact our younger children. It involves having the students read to a computer instead of their teacher, regardless of ability.

Staff asked if there would be a \$50 reimbursement to the teachers for supplies as it has in the past. Sherry House said that she and Mr. Pollard discussed that this may be impacted because of the entire school needing additional financial assistance in other areas because for the pull of funds from the overall budget. Both she and Mr. Pollard expressed the need to choose items to spend money on that would impact the most students. Members expressed that they want to be able to reimburse teachers. Around 36 teachers submitted reimbursements last year. Only staff

that are PTA members may seek reimbursement for instructional supplies only. TA's got t-shirts. Heather Bryant Motioned and Kelly Slade seconded for both keeping the \$50 reimbursement and to change the line item from \$5730 to \$3000 based on the amount that was reimbursed last year. Teachers and TA's will not receive shirts this year.

Total Staff members are 85.

Budget Amendments:

Budgeted profit of \$1000 will be changed from previous budget of \$3400 to reflect actual profit from dances. Coupon books budget will be amended to \$10,000. Sweetheart dance will be amended to \$500. Milk and cookies will be changed to \$200.

Reports of Committees

Renita Holt gave each member a calendar to be reviewed of important dates for the year.

Membership

Megan Roberts, Chair

Online membership will be used via member hub with some of the funds given to PTA and NCPTA receiving \$4 per registration. Only one person per family is able to be listed in MemberHub. Membership in NCPTA has advantages but we have not been utilizing them. We will be continuing to charge \$10/adult member. Each person that would like to be in PTA will have to complete a form. Decals will not be given with membership but will be sold for \$5. Stephanie Meadows made a motion and Courtney Stallings seconded that the \$10 membership fee remain unchanged.

Advocacy/Education

Chair: Kelly Reed

Health bags are being updated and will be disseminated for teachers.

Requested dates of Academic breakfasts. Kelly now has a part-time job and will need to know in advance to plan accordingly. Tanya Cannon requested that FCA days be taken into account when planning those events. Tanya will also be assisting with academic breakfasts.

Kelly requested an additional \$100 be added to the budget to purchase oranges for the breakfasts as they cost more than bananas. Renita Holt made a motion and Tanya seconded the motion for the increase. Kelly requested that we keep in mind the gift cards for drawings at the last Academic Breakfast so that they can go ahead and be collected through donations. Tanya Makes a motion that the number of gift cards are increased to 5/grade level and add this increase of \$75 to the budget to cover the cost of the gift cards so they would not need to be donated. Courtney Yates seconded the motion and it was approved.

National Lunch Week(Week of October 14th) and National Breakfast Week (Week of March 2nd). Kelly Reed requested that she have additional volunteers to help with the lunch week activities. Kelly will have volunteers assist her with the boards (Nikki Weber) and teachers will assist with supplies (Perry and Davenport).

Kelly requested a bulletin board to use to “speak” to both students and parents. Mr. Pollard will let Kelly know which bulletin board will be allocated for this. She will follow up with Mr. Pollard.

Communication

Nikki Weber, Chair

No information to communicate at this time but she will begin disseminating information to parents through various means~FB, email, etc.

Mrs. Perry inquired how information is disseminated to teachers. She requested that information be communicated directly to them. Mr. Pollard reported that minutes are shared with everyone.

Fundraising

Sara Smith/Laura Deans, Chair

Laura requested that a strong Fundraising committee be set in place. Playground information will be displayed at a separate PTA fundraising table at Open House. A facilities use form will be needed to host all of these events and Laura Deans will fill it out and turn each one in.

Mrs. Slade volunteered the volleyball team to assist with the Fall Festival on October 25th. In case of rain the festival will be held in the gym.

Belk Charity Day Sales will be handled by Stephanie Meadows. Three a year are held and have raised around \$500 at the sale and additional funds can be raised by selling \$5 tickets to parents prior to the sale. Stephanie reported that previous experience has not been worth it for presales. She will continue to do this and will provide tickets for Open House night.

Candyman sales will be September 4-17. Mr. Pollard sets this up with the CandyMan. PTA is responsible for handling the collection of money, dispersion of items, and the Main Event. Nikki Weber is going to put Mr. Pollard in touch with an alternative to Candyman for next year.

Sherry House will handle coupon book fundraiser that will directly benefit the playground fund. This information will be given out during Open House in back to school packets. Incentives will be given to teachers for %100 of return of books or orders and to students for high sales. An incentive can be given to parents if this is chosen. (It was not chosen.) Ms. Slade suggested that an incentive would be helpful for increasing 6-8 involvement. Ms. Slade says that food would be the best incentive with it being maintained through homeroom teachers. Ms. Slade suggested breakfast (donuts) be an incentive. Sherry stated that attractions will pay a portion of the cost of the incentives. A donut party will be given for the K-5 group as well as 6-8 for the class with highest sales. There is a website that can be used for EZ-Pay and that parents can

earn additional FREE books if they purchase through the website. Books will be sent home with students on Open House night. PTA is responsible for receipting each book that is paid for in cash. Checks and on-line payments do not have to be receipted.

A motion was made to change Milk and cookies from 12/6 to 12/5 on the calendar in order to avoid conflicts with other events in town. The time was also changed to 6-7:30 pm. Courtney Yates made the motion and Nikki Weber seconded.

Hospitality

Stephanie Meadows, Chair

Back-to-school breakfast will be provided by Cracker Barrel. Lunch will be Texas Roadhouse on Thursday. Desserts will be provided to teachers and a sign up was distributed with desserts provided by PTA. They need to be dropped off by 2:30. PTA will also provide gift cards for teachers to be drawn the first Friday each month. Nine weeks cart will still be done with breakfast at the end of each nine weeks. Treats will be provided on three occasions throughout the year. Trail mix, taco bar, hand sanitizer and supplies are all ideas that are well received by staff. Teachers loved the supply table and treats each month. Teachers appreciate gift cards and specific items that have been given as teacher appreciation gifts. A suggestion was given by Laura Deans for "ballfield" chairs and she will pass that information on to Stephanie.

Volunteer

Renita Holt, Chair

Let Renita know no later than 2 weeks from the time that you need volunteers and/or supplies along with the specific information for the event. This allows for her to create a signup so that she can accurately and efficiently keep up with this information. As the year moves on keep in mind that it becomes more difficult to procure volunteers. You will need to allow more time to get the help that you need.

Nominating Committee

Renita Holt, Chair

Meeting Adjourned at 8:00pm

Next Meeting: September 9, 2019 @ 5:30 pm

Attachments: