

## **Executive PTSA Meeting Minutes**

### **Dated: 7/18/16 Continued 8/4/16**

#### ***Individual responsibilities:***

Michelle—Registration 8/10 from 2:30-5. Clean up Registration at end of day. Ice Cream Social/Meet and Greet 8/17 from 4:30-6. Welcome Back Staff Lunch 8/17 from 12-1. Will work with Susan Chapla to put together a brief presentation. Will get copy of budget for year. Will email Lana about “Square” account info.

Jodi—Registration 8/10 from 7:30-11. Welcome Back Staff Lunch 8/17 from 12-1. Boo Hoo Breakfast with Addie 8/18 from 8:50-9:30. Will get food (mini bagels, cream cheese, mini muffins, coffee, juice from Costco. Checking with ARC about which weeks they have available for fundraising. Working on getting Sams Club to donate a BBQ grill that we could use at multiple PTSA events. Working on scheduling at Skate City for early release days, also on 8/24 for a “Back to School” skate. Volunteered to be Reflections co-chair with Cathi. Gave us an update on PTSA training she attended. Will look into Firehouse Subs and Panda Express to cater for the staff luncheon. Checking out if the “Lamar Street Center” would be a viable option for the Silent Auction.

Trina— Set up Registration on 8/9 at 1:30. Registration 8/10 from 11-2:30. Ice Cream Social/Meet and Greet 8/17 from 4:30-6. Welcome Back Staff Lunch 8/17 from 12-1. Working on back-drop “What does PTSA do?” Ordering a sign for all events “PTSA presents...” Scheduling “anti-bullying” event- check with Shira Belkov to see if she knows of any good programs we could use. “Day without Hate”? Gave update on Carnival- everyone will get a bracelet and a punchcard which will include something like... pony ride, face paint, balloon animal, popcorn... Checking out possible Silent Auction venue’s- Arvada Center, Indian Tree Golf Course. Gave update on new playground addition. First quote about \$30,000.

Dawn—Registration 8/10 from 11-2:30. Ice Cream Social/Meet and Greet 8/17 from 4:30-6. Welcome Back Staff Lunch 8/17 from 12-1. We will need a cash box (with \$1’s, and \$5’s) for any events we collect money, ie. Registration, Teacher Luncheon, etc.

Lindsay—Set up Registration on 8/9 at 1:30. Registration 8/10 from 7:30-11. Ice Cream Social/Meet and Greet 8/17 from 4:30-6. Welcome Back Staff Lunch 8/17 from 12-1. Will buy ice cream for Ice cream social. Will be working on the Student Directory, hoping to get it out by end of September this year. Will put together letter for Ice Cream Social to use at Walmart and hopefully get a donation of ice cream. Will check with Janelle Fuller to see if she has a connection at the “School House” restaurant for the Silent Auction.

Rhonda—Discussed communications. Will let Laura know that the board decided to “remove the middle-man” and have people communicate directly with Laura Orr in regards to the school marquee sign and daily announcements. We need to let all committee chairs know of this change.

Cathi—Registration 8/10 from 2:30-5. Will print registration forms, and updated committee chair forms for filling positions. Will help clean up registration at end of day. Welcome Back Staff Lunch 8/17 from 12-1. Volunteered to help co-chair *Reflections*. Will create folder with a timeline for each committee chair to be handed out at Committee Chair meeting held on Monday, August 22 from 5:30-6:30.

**Notes:**

**Registration:** Need laptops and I-pad for parent sign up with Registration forms 7:30-5 (Set up the day before-1:30PM). Need to get “Square” account info to use credit card reader. Break up into 3 (3Hour) groups. Jodi/Lindsay 7:30-11, Trina/Dawn 11-2:30, Cathi/Michelle 2:30-5 Trina is working on a back drop- “What does PTSA do?” Also wants balloons for the table top, and some sort of giveaway. Giftcard raffle.? Need to focus on getting volunteers, committee chairs for Carnival and Silent Auction.

**Back to School Skate:** Scheduled for August 24<sup>th</sup> from 6-8. Will have fliers for first Friday Folders, and stickers for day of reminder.

**Membership Drive:** November 1, and Feb 1 are PTSA membership number turn in days- need to send out reminders as often as the opportunity arrises.

**Ice Cream Social:** PTSA Sign up near the ice cream hand out in the cafeteria. Need computers for that- ask Michelle McHugh (she will be here that night). Michelle/Dawn/Trina/Lindsay will be representing PTSA. Lindsay will be getting the ice cream to hand out. Jodi brought up that we now have a tax exempt Costco card- Lindsay will look into price comparison between Costco and Walmart.

**BooHoo Breakfast:** 8/18 Jodi will represent PTSA with her daughter Addie. PTSA supplies breakfast food.

**Welcome back staff lunch:** 8/17 PTSA provides decorations and a themed lunch. PTSA tells teachers what our goals are for the year, and invites teachers to meetings. Introduce the committee members. Theme ideas?? 12-1. Michelle will work with Susan on the presentation.

**Silent Auction:** Need to recruit volunteers. Live auction? DJ? Need another meeting to organize the information for this event. Need to book a venue still- venue with a liquor license.

**ARC Donation Drive-** week long drive with drop off at ARC

**Carnival-** Need 5-6 LEAD volunteers. Need 2 balloon animal people this year instead of 1.

**Student Directory-** Jeffco Connect has an “opt-out” option for this. We will send out an email (Chapla’s Chatter?) to confirm anyone who does not want to be included in the directory. Then we will transfer info from Jeffco Connect to a program we can use for printing.

**Reflections:** Cathi/Jodi co-chairs. Turn in in early October.

**Curriculum Night:** Need volunteers to run the table, but will figure that out later due to the date may be changing because of the possible conflict with the Broncos opening game.

**Committee Chair meeting:** 8/22 from 5:30-6:30 to explain all positions and also explain things such as how to use the school copier. Hand out folders explaining each committee and give timelines

**Playground:** First quote came back at about \$30,000. Not including ground prep. Will speak with Dan Lee (Black Forest Landscaping, and VA parent) to see if he will help with ground prep.

**Antibully Assembly:** Need to look into setting a date for this assembly- Susan Chapla said she will get back with us on this. Need to find out our budget for this event.

**Miscellaneous:** Jodi working on getting Sams Club to donate a BBQ grill that we could use at multiple PTSA events... if not donated then the cost is \$399.99  
Jodi also working on scheduling Skate City (early release day) events. Remember we can get a Skate City bus at any Skate City events if we would like.

**NEXT EXECUTIVE MTG:** Sept 12 @ 1pm