

Swift Creek Elementary School PTA Meeting

August 13, 2015

Dina Goembel, President, called the meeting to order at 7:48pm at Kim Partin's house.

Here are the topics discussed at this meeting:

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Kick-Off with Review of Committee Chair Packet

Each committee chair this year receive a packet with this content:

- Code of Ethics form. Sign and return to Marie Dexter, Secretary.
- Welcome letter with list of responsibilities
- Dates for the year
- Financial guidelines
- Reimbursement forms, cash request forms
- Inventory of PTA closet
- Final budget for 2014-15 school year
- Proposed budget for 2015-16 school year
- School copier number, Rewards numbers for Office Depot and Staples

A new committee this year, 5th grade Celebration, needs a chair. This person should be a 5th grade parent.

ACTION: Committee chairs who did not attend this meeting should contact Kim Partin for their packet.

Review of Proposed Budget for 2015-16 School Year

Delores Ragsdale and Kim Partin reviewed the changes to the budget for the upcoming school year:

- **Painless Fundraising:** Increased income and expenses to \$3000 to reflect amount raised in the previous year.
- **School Store:** Increased income and expense by \$250 to account for Cougar Coupons for Character Education awards.
- **School Supply Kits:** More sales are being done online, so decrease in income and expense.
- **Agendas:** This expense has already been paid.
- **Book Fair:** Increase in entertainment expense because we removed Fall Festival/Parade of Pumpkins from the budget
- **Drama Club:** Budget increased by \$350 so Mrs. Fallon can buy scripts.
- **Healthy Lifestyles:** Budget increased by \$200 to accommodate expense for Walking Wednesday tokens. Lisa is investigating a way to use the tokens as currency at the Cougar Counter. That way, we could reuse tokens.
- **Paypal fees:** Expense remained the same. However, current plan is not to use PayPal for membership.
- **Principal Discretionary Fund:** Increased by \$500 to purchase staff T-shirts.
- **Reflections:** No change in budget
- **Safety Patrol:** Remains at \$150; however, we want to be sure to spend this money this year.
- **Science Fair:** Increase by \$150 to purchase metals, which have increased in cost. Jen Miller said many changes to Science Fair this year. For example, only three students who go to regionals needs to complete the forms. Also, she will introduce a demo category this year. Can we provide incentive, such as a Homework pass, to students who participate.
- **Track team:** The school has been paying for this transportation, which is why this money hasn't been spent over the last 3 years. **ACTION:** We are leaving this item as is until we can talk to Allison about this expense. If not used for transportation, maybe this money could be used to help buy team shirts or water bottles.
- **Training:** Expense lowered to \$100. Last year, we increased this item in the budget because of the NC PTA Convention being held in Raleigh.

From last year, we are carrying over \$16,636.75. At the end of this year, we want to carryover around \$8000, which covers our summer expenses. To help spend this surplus, we set aside \$1000 for grounds improvement (for in between the Kindergarten building and main building) and money for buying playground equipment for the classrooms.

ACTION: PTA officers will ask teachers about playground equipment needs at the Welcome Back Teacher Luncheon.

Updates to Standing Rules

Over the summer, the PTA officers reviewed and revised the Standing Rules.

- One major change is that for general membership meetings, we will use a consent agenda. This means that committee chairs and the treasurer will need to submit a written report to the Secretary about a week before the PTA meeting.
- Another change is that committee chairs are being asked to attend all PTA meetings. If a chair cannot attend, please submit a report when your committee is active.

Welcome Back Teacher Luncheon

This luncheon is scheduled for Tuesday, Aug 18 at 12:00. Elizabeth Worthy, Hospitality chair, reports that she has everything she needs for the event. Setup will begin at 11:30am in the media center.

Meet the Teacher

Meet the Teacher is scheduled for Wednesday, Aug 19 from 3-5pm.

ACTION:

- Marie will create a checklist that can be distributed to parents at the event.
- Committee chairs (who want to) will create a display board for the PTA fair.

Fun Run

Marie distributed a first draft of the Fun Run packet for review. Kim Partin stated that this year we want to increase participation. (Last year, only 45% of the students turned in donations.) This year, any student who turns in money will be entered in the grand prize raffle. She is also thinking of ways to encourage teachers to encourage participation in their classrooms.

Reflections

The theme for this year is “Let Your Imagination Fly!” Ann-Margaret is trying to simplify the rules in order to increase participation this year.

Meeting adjourned at 9:18pm. The next PTA meeting is Tuesday, September 8, before the Swift Creek Open House. This will be a general membership meeting in order to vote on the budget.

Marie Dexter
PTA Secretary 2015-16