

PTA General Meeting
November 4, 2013

Attendance

Brooke LaFave
Kylie Phillips
Zoe Hecht
Amy McMahan
Nikki Spaulding
Carol O'Sullivan
Kim Cader
Jane Al-Tamimi
Howard Keck
Regina Reeves
Mike Cousino
Izzy Baldo
Mari Nowitz
Amy Ottovelli

Call to Order

Brooke LaFave called the meeting to order at 6:32.

Welcome and Introductions

Approval of Minutes

Brooke LaFave motioned to approve minutes from October 7, 2013. Nikki Spaulding seconded the motion. The motion passed unanimously.

Principals Report

Jane Al-Tamimi said that she had nothing to report.

Treasurer's Report

Carol handed out and reviewed the financials for October (see attached).

Carol then asked that the appropriate form be filled out and backup given to her for the check that was written to the WPTA for memberships.

She also reminded the Board that they needed to fill out separate financial sheets for each item so that they could be properly applied to the corresponding budget line.

OLD BUSINESS

October Events

Book Fair/Fall Fling/Cougar Mountain Cookie Dough Debrief

Kylie Phillips said that she has put this on the agenda so that the Board could discuss what worked and what didn't for these events. The hope was that they would have the minutes to refer to at the end of the year when planning next year's calendar.

Kylie said that for Fall Fling, her feeling was that it should not occur the same week as Book Fair/Conferences. She felt that Book Fair spread the Board too thin and Conferences made it difficult for teachers to participate because they were exhausted by the then of the week. Kylie also pointed out that they were also unable to meet the OSD's requirement that all volunteers have a WATCH background check in place before they can volunteer. Nikki Spaulding said that she didn't think that meeting WATCH was the PTA's responsibility and that they had gone way beyond due diligence in trying to meet the WATCH requirement. Kylie agreed with Nikki. Kylie also said that it still might be worth considering holding Fall Fling later in the year.

As far as Book Fair, Kylie reported that of the 36 available hours for volunteers to work Book Fair, members of the PTA Board worked 16 and 20 were worked by others. She hoped that they might be a way in the future to have more parents volunteer for these shifts and lessen the dependence of Book Fair on PTA Board member involvement. Brooke and Kylie also reported that Brie Gylys had mentioned that she would be interested in collaborating on next year's Book Fair. Kylie also reported that the PTA continues to have difficulty with sticky fingers on the smaller items, especially during recess and immediately after school. Kylie felt that maybe were setting kids up by putting small items out. A number of the PTA Board members pointed out that in many cases the small items were all that could be afforded. Jane Al-Tamimi agreed with both assessments and suggested that classes be brought in by teachers to shop. Mike Cousino said that another school the students were given passes by teachers that allowed them access to the Book Fair. Another suggestion was to have Book Fair open only during conference hours after school.

In regards to the Cookie Dough sales, Kylie said that for next year it might be good to keep in mind that it takes over two hours to do the accounting on the last day of sales and the Board should make sure that there are two people to help with the count.

Book Fair

The Board discussed whether they wanted to host a spring book fair. Carol O'Sullivan pointed out that they would not be able to do the buy one get one free book fair as spring conferences were too early to qualify. It was decided by the Board not to host a spring book fair.

Cougar Mountain Cookie Dough

Nikki reported that the PTA had a recorded breaking year for cookie dough sales. She says that there were close to \$10,000 in sales, half of which would come to the PTA. She said that last year there were 575 tubs sold and 86 kids participated while this year we sold 594 tubs and 93 kids participated.

She said all students who participated would win a small prize. She said three students had won free popcorn for the year: Lola, Jadee, and Kyllen. She pointed out that Lola sold 56 tubs and was a three-time winner for highest sales.

There was a tie for the classroom that sold the most between Taylor Meadows and Theresa Hedwall so both classes would get an ice cream party. She said Katy Beattie's class had come in second and won the popcorn party.

She said that cookie dough would be delivered on the 15th and she could use volunteers to help distribute it from 12:30-3:00pm. Student who sold more than three tubs would need to make arrangements to have their parents or a responsible adult come by the school between 3:00pm and 4:00pm to pick up. Everyone else would be able to backpack his or her tubs home.

Garfield Apparel

Brooke said that Color Graphics would create a flyer we could use as an order form for apparel. She added that she had checked with them and there was also no minimum order required.

Brooke then asked what apparel items the PTA would be interested in selling? The list that was created included hoodies, zip-up hoodies, long sleeve tees, short-sleeve tees, sweatpants, and tote bags. Adding hats was discussed but they were decided against because students aren't allowed to wear hats in school. It was also decided to offer items in both gray and black.

Kylie asked if there would be an option to pay with a credit card. Brooke explained that all payments would be made to Garfield PTA. We would then write a check to Color Graphics. Since the PTA has no way at this time to take credit cards payments, all sales would need to be cash or check.

eScrip

Kim said she was having difficulty finding anyone at the Westside Safeway that knew anything about eScrip. She said they keep referring her to the eScrip website. Nikki said that Stacey Spears had worked with Safeway previously and might have the name of a person there to contact.

Kim also reported that our eScrip payments were down this year because of a change in policy. Safeway no longer pays eScrip returns on credit card purchases. Only cash, check or debit card purchases are used for totaling eScrip payments.

Entryway Bricks

Kylie said she spoke with Shane at Customer Etchers. He said that their previously quoted prices were still good - \$10.50 for one line, \$12.50 for 2 lines, and \$14.50 for 3 lines, for Red Inca 4"x8"x1.5" pavers.

Kylie also said she spoke with him about larger bricks that could incorporate logos for business. Shane said he did those in 12"x12" size. He said the PTA cost for those would be \$70-\$100 for a brick with just text and \$150-\$180 for a brick with text and a logo. Kylie also reported that Shane said there that logos that had many fine lines or a high level of detail don't lend themselves to being etched and he wouldn't be able to do those. Kylie said that Shane had suggested that the PTA price on those items should be double – around \$200 for text only 12x12 and \$300 for logo 12x12.

Kylie then said that were a number of configurations the PTA could use to fill the 10'x15' paver area. If the PTA went with only 4x8 pavers, they could sell around 675. Or they could go with 450 4x8 pavers and 50 12x12 pavers. Or they could sell 360 4x8 pavers and 70 12x12 pavers.

Regina and Nikki then offered that they thought the prices suggested for the 12x12 pavers was too low and that business should be willing to pay more to have permanent advertising at the school.

It was decided to discuss pavers more at the next meeting since the PTA wasn't looking to begin taking orders until after the New Year.

Kylie said she would continue to work with Shane as well as trying to sort out with the OSD about tax deductions and our non-profit tax status.

Staff Appreciation

Kim said that Emily Jean Baker had volunteered to take over for Staff Appreciation. She said that they had further decided that Staff Appreciation days would be the 3rd Friday of the month. Kim then said that she needed the list of people who were interested in volunteering for staff appreciation. Kylie told her that there was a list in the PTA Gmail account under contact.

Quarterly Newsletter

Kylie said that the quarterly e-mail had gone out. She added that she was looking to switch to electronic e-mails for the rest of the year. The PTA Board thought that this was a good idea. It was also pointed out that the newsletter was well received and appreciated by many.

Kylie asked how many new memberships the PTA had received as a result of the newsletter. Brooke responded that it was maybe 3. Kylie expressed her disappointment at such a low return.

November Events

Movie Night

Kim said she had secured a copy of the ***The Croods*** for the November's movie night. Kylie then said she had created a flyer in order to post it on Facebook but was having a hard time with it because Movie Night now incorporates the two options. She passed it around and asked for feedback. Mari Nowitz then pointed out that the PTA should check its licensing agreement to make sure that they are allowed to post movie materials that are under copyright on the web.

Kim then said she needed volunteers for movie night. Regina Reeves, Amy McMahan, Kylie Phillips, and Nikki Spaulding all said they would volunteer.

School Play

Brooke said that the directors were having a hard time getting children organized and focused for the play rehearsals. She said that she would now be staying on at all rehearsals to help things run more smoothly. She also said that the directors said that kids were coming in hungry so she was providing snacks and invited anyone on the PTA to do so also. She said the play now had 30 kids.

Brooke then said due to the difficulties the directors were having, the play had been condensed into 45 minutes. She said that on a positive note, a friend of hers who works professionally for a local new organization had offered to film the play. She said she was thinking about asking \$5.00 per CD and asked the group for feedback. It was agreed that \$5.00 was a fair price. She then said that she was looking for volunteers to help sell tickets, which would be \$1.00, as well as flowers the night of November 22nd. She anticipated the evening show would run from 6:30-7:30pm.

Other

There was no other old business.

NEW BUSINESS

Peace scouts

Mike Cousino said he wanted to let the PTA know that he was bringing Peace Scouts back to Garfield and was looking for support from the PTA. He said that they were planning on offering it as a MORE class after the beginning of the year. He then gave a brief description of Peace Scouts. He Kylie said that she would be happy to post something on the PTA Facebook account to help familiarize everyone with Peace Scouts before the group began.

December Events

Bingo/Children's Store

Brooke began by saying that Jessica Duncan had approached her and let her know that her mother had been purchasing items to donate to the children's store. It was further discussed that no one on the current Board had run the Children's Store and the current state of the gifts was unknown. The group then discussed how to go about securing more items for the Store. Some said that JoAnne's frequently donated items to Garfield and that some of those items could be used for gifts. It was decided that it would be a good idea to put out a request for hand made crafts and small items in regiffable condition.

Carol O'Sullivan suggested that it might be a good idea to start a committee for Children's Store. Kylie volunteered to be the PTA member in charge. Regina Reeves volunteered to be on the committee as well. Carol said that she had some information on Children's Store that she would e-mail to Kylie and also that her husband, Mike, would be willing to be Santa again.

It was then discussed where to hold Children's Store. Previously it had been held in the gym and the Multi-purpose room but due to construction other arrangements would need to be made this year. Some discussion ensued. It was finally decided that Bingo and the snack bar would be together in the gym and the Children's Store would be staged in the hallways near the office. It was pointed out that the PTA would need to order additional tables and chairs from the OSD.

Holiday Spirit

Nikki said that the Holiday Spirit Committee was moving along well.

Other

Kylie asked for permission to create and put a PTA membership form on the website. Everyone in attendance agreed that this was a good idea.

Mari Nowitz then discussed box tops. She said that she had just sent off November's package of box tops and that it had cost \$18.68, including insurance to cover the value of the \$300 worth of tops. She said that while she didn't mind underwriting the cost of postage, she thought the PTA should consider adding an expense line to the budget for costs associated with box tops. She said about \$100 should be sufficient. Harold Keck then motioned that \$100 be added to the budget for Box Tops to cover shipping costs and prizes. Carol O'Sullivan seconded this motion. It passed unanimously.

Mari also asked for direction regarding the classroom prizes. It was pointed out that there were a number of competitive staff members at Garfield and that being able to promote exactly what the classroom prize would be might increase participation. Some discussion occurred and it was decided that the classroom that collected the most box tops would win a bounce house and popsicle party at the end of the year.

Adjournment

The meeting was adjourned at 7:53.