

## **Slavens School PTA Meeting Minutes**

Tuesday October 16, 2018

The monthly PTA meeting was called to order on October 16, 2018 from 5:30 pm-6:35 pm at the Slavens Library. In attendance were: Angie Hendricks, Marko Wilson, Colleen Domer, Todd Domer, Heather Witsoe, Meredith Jones, Cheryl Badger, Ted VanDeburg, Robin Berg, Katie Ozimek, James Urbonas, Tracy Renner, Randy Moyer, Meghan Brown, Melissa Hatchett, Stephanie Slaybaugh, John Ordelleide and Alaina Neale.

### **Approval of September Minutes/Notes**

*John Ordelleide*

September notes were approved

### **Current Needs/Check Requests/Meeting Minutes Email/Agenda on Flyer App**

*John Ordelleide*

The Edukit Coordinator remains vacant and needs to be filled. The responsibilities for this position start in January and the position requires variable time commitment. Contact Katie Ozimek for details.

The Assistant Treasurer position has been filled by James Urbonas and the Fundraising Oversight Chair position has been filled by Chris Edwards. Thank you for volunteering!

A new procedure for requesting reimbursement (check requests) from the PTA has been implemented. A check request form can be obtained in the PTA drawer in the front office. Funds will be reimbursed twice a month (middle and end of the month). The form must be submitted to the PTA Treasurer (Colleen Domer) the Tuesday before one of the two check runs. Contact Colleen Domer/PTA Treasurer with any questions.

Requests have been made by parents for the PTA meeting minutes to be more accessible. Historically, a draft of the meeting minutes have been sent to the PTA committee chairs for review. Once reviewed, the minutes have been posted in a shared PTA Google file. Moving forward the PTA Secretary will send a draft of the meeting minutes to the committee chairs for review. The minutes will then be voted on for approval at the following PTA meeting. Once the minutes have been approved, they will then be made available to parents via the school Flyer app by Slavens VP Melissa Hatchett. The Slavens VPs could also email the notes to all current PTA members.

The PTA meeting agenda will also be sent to all parents via a push notification on the Flyer app the day before monthly meeting. This will inform interested parents of the topics to be discussed and encourage them to attend meetings.

PTA meetings are regularly held on the 3<sup>rd</sup> Tuesday of every month. This will coincide with Thanksgiving Break in November, therefore the November PTA meeting will be moved to the 2<sup>nd</sup> Tuesday which will be 11/13/18.

### **Principal's Report**

*Melissa Hatchett*

Melissa attended in Kurt's place as he is currently on personal leave for three weeks to visit his daughters in Europe. He should return on 10/23/18.

The construction of the addition to the school continues to be on schedule to be completed by November 15<sup>th</sup>. Melissa discussed which staff/teachers will be moving or remaining in their rooms. She will coordinate a volunteer signup sheet to help with the move of the classrooms. Room 207 is currently a Science room but will become a classroom. All the classrooms upstairs are currently carpeted with the exception of Room 207. Kurt is obtaining estimates to carpet this classroom and will likely make a request to PTA to help pay for this expense. Melissa will email the PTA presidents when that estimate is available.

Melissa informed the PTA that Steven Smith, a Slavens Tech Para, is currently hospitalized and not expected to return to work within the current school year. The PTA discussed organizing an effort to raise funds for Steven's current needs. The PTA will follow up with this after gathering more information about how the school can help Steven the most.

Melissa reported that the National Junior Honor Society is looking for opportunities for service. She is trying to minimize fundraising within the school community as a form of service as there are already so many fundraising requests made for various groups. Chris Edwards, Fundraising Oversight Chair, may be able to provide some insight into fundraising events. Robin Berg, Green Team, offered many opportunities to the NJHS.

There is not yet an estimate for how much money DPS will provide to help pay for the Slavens playground renovation.

### **Treasurer's Report**

*Colleen Domer*

Current Balances: Savings: \$192,290.42      Checking: \$357,919.95      8<sup>th</sup> grade/CIMI: \$88,556.50

The PTA discussed the use of and fees associated with PTA Paypal versus other companies for processing credit card payments for fundraisers. PTA Paypal is run by a former Slavens parent and currently charges 3.5%. This appears to be a competitive rate compared to other companies.

Colleen went over the income and expenses for the month. Some money was transferred from the checking account to the savings account to ensure para and Spanish teacher salaries would be covered. Expenses from several line items exceeded their approved budget. The 8<sup>th</sup> grade carnival is continuing to submit receipts but already exceeds the budget by over \$800 for expenses. Fewer people bought tickets and a new prize system was implemented this year. There were lots of prizes left over which can be used for next year's carnival so some of the additional expenses may be recouped next year. Credit Card Processing Fees also exceeded the budget by over \$200. This is likely because there are more fundraising events using credit card payment this year resulting in additional fees. Colleen requested approval from the PTA to amend the budget to pay funds to cover the additional expenses. A motion was made and approved.

### **Fun Run Update**

*Meredith Jones*

The Fun Run was held on Sept 16<sup>th</sup> and resulted in a profit of \$8900 to the PTA. This was slightly less than last year due to 100 fewer registrations. The PTA discussed possible reasons for the lower attendance. There were other sporting events outside of Slavens that likely interfered. Feedback was that participants preferred this year's course and it cost less for police barricades/protection. Meredith discussed that the police have agreed to staff the event again next year at a similar rate however,

beyond next year the fees may increase. Meredith is stepping down from chairing the Fun Run after six years of co-chairing this event. She is unsure of Mychael Jones' commitment to continue to chair the Fun Run.

### **Mixed Bags Fundraiser**

*Tracy Renner*

Tracy sought feedback from the PTA on whether to pay for an additional incentive for high-selling participants in this year's catalog fundraiser. In the past the catalog company has paid for a limo ride; however, Mixed Bags will not pay for this incentive. The cost of providing a limo ride with ice cream or pizza would exceed \$500. The fundraiser started a week ago and will end next Friday on 10/26/18. The PTA discussed the pros/cons and agreed to not offer an additional incentive for this year's fundraiser.

### **Green Team/Recycling/Composting**

*Robin Berg*

Robin updated the PTA on her efforts to create a Green Team at Slavens and improve recycling programs/procedures at the school. She is working with Gretel Pavao and the DPS Sustainability Analyst to take advantage of existing programs and procure any additional funds. She will soon be holding Green Team meetings and is working toward actively recruiting students and parents to fill volunteer opportunities. Per Heather Witsoe, Middle School students are interested in being involved in order to procure community service hours.

Notes taken by Alaina Neale