

PHES PTA Executive Board Meeting Minutes

Date: December 7, 2021

Attendees: Kristen Parks, Crystal Levine, Margaret Mitchum, Bridget Allison,
Elaine Cain, Leigh Glenn, Kayla Everhart, Greta Stewart

Agenda Item:	Discussion:	Action:
<p>Call to Order & Welcome</p> <p>Approval of Minutes</p> <p>Two Minute Tidbit</p> <p>Crystal Levine</p>	<p>Meeting was called to order at 7:03PM.</p> <p>The minutes from last month were approved.</p> <p>Crystal talked about the National PTA style guide: https://www.pta.org/docs/default-source/local-leader-kit/2017-npta-styleguide.pdf</p> <p>There are standards for the national logo. This is a great guide to use especially for those making flyers.</p>	
<p>President's Report</p> <p>Crystal Levine</p>	<p>Last week the homeroom mom orientation and the volunteer orientation were held. We have a system going and work room volunteers. We have plenty of volunteers but not a lot of work yet.</p> <p>Mrs. Mitchum is going to create a list of students who need additional help for volunteers who don't have enough work to do in the work room.</p>	<p>Crystal/April: Get Celeste and Amy to let teachers know times/days volunteers will be in building</p>
<p>VP's Report</p> <p>Leigh Glenn</p>	<p>Please update your plans of work and send those to Crystal or Leigh.</p> <p>Teacher grants: Everyone please fill out the rubric and send to Leigh by tomorrow.</p> <p>Leigh will reach out to Mrs. Mitchum about the 2 other teacher grants. Leigh will also firm up the dates about stem talks for the spring. Newsletters are still going out as well.</p>	<p>Everyone: Fill out the teacher grant rubric and get to Leigh ASAP</p> <p>Everyone: Revise/Update plans of work</p>
<p>Treasure's Report</p> <p>Bridget Allison</p>	<p>Please view the treasure's report attached to the email.</p> <p>Bridget made a big CC payment to CFA for biscuit sales.</p> <p>Movie night there were a good deal of sponsorships/donations.</p>	
<p>Secretary's Report</p> <p>Kristen Parks</p>	<p>Kristen reported on Reflections that we still do not yet have any entries. Once we see what we get after the 17th, we can then decide on who will judge. They are due to the state sometime in January.</p>	

<p>Principal's Report</p> <p>Margaret Mitchum</p>	<p>At PHES, we are now eating lunch back in the classrooms. Mrs. Mitchum said they are trying to minimize the number of students quarantined before the holiday. We have had a few positive cases among students/staff, so everyone is being extra careful. Holiday parties, there are no changes for the homeroom moms from what was said in the meeting last week.</p>	
<p>Communications Report</p> <p>Brittany Collinson</p>	<p>The website is live! Brittany does need a picture of all of us. We can continuously build on the website. Crystal mentioned that the calendar does not show up on the website for her. DNO is next week that Brittany can add to social media at Sub Station 2. Please let Brittany know about anything not working on the website. Mrs. Mitchum said that the Lexington wildcat is coming to PHES on the 16th to get connected with LHS.</p>	<p>Everyone: Send Brittany a picture</p> <p>Brittany: Post on social media about DNO Sub Station 2 and Wiley coming to PHES</p>
<p>DEI Report</p> <p>Greta Stewart</p>	<p>Greta is still passing out books. We did not get to the Native American walking trail in November, but it is going to happen and is TBD.</p>	
<p>Events Report</p> <p>Elaine Cain</p>	<p>Movie night was a super, cold night but was a great success! Elaine still has the equipment. Elaine reached out to the people about virtual bingo. He already has our date booked, so Elaine is still looking at dates. We are looking at Thursday, Feb 3rd or Friday, Feb 11th. It would be tentatively planned for 545-645 and a separate group 7-8. Elaine will get with Mrs. Mitchum on the final decision.</p> <p>Lucky to be a Cougar is TBD and more to come beginning of the year.</p>	<p>Elaine: Confirm final date of bingo night with Mrs. M</p> <p>Elaine: Please let Kristen know once date is confirmed so I can edit on calendar</p>

<p>Fundraising</p> <p>Kayla Everhart</p>	<p>DNO is on the 16th from 5-close at Sub Station 2. To earn the money at Sub Station 2, people must put their receipt in the bucket.</p> <p>Kristin Senn is making vests for Gilbert and was asking if we wanted her to make something different for PHES. She could put a paw on it so it could be more universal. This could be another thing to add to our spirit wear.</p> <p>Spring is very busy with fundraisers. We are going to move Cougarthon from the 8th to the 1st.</p> <p>April is doing a sign-up genius for people who want to volunteer in the work room.</p>	<p>Kayla: Get big green bucket that says PHES for DNO</p> <p>Kristen: Change calendar to April 1st</p>
<p>Membership, Volunteer Recruitment Report</p> <p>Crystal Levine</p>	<p>April is doing a sign-up genius for people who want to volunteer in the work room. Crystal reported earlier about the volunteer/homeroom mom orientation held.</p>	
<p>Staff Appreciation Report</p> <p>Crystal Levine</p>	<p>Stephanie is doing favorite bags to go out before the holidays. Staff lunch got moved to January on the collaborative planning date. In February, she is having a coffee break truck (if allowed).</p>	
<p>New Business</p> <p>General Membership Mtgs</p> <p>Crystal Levine</p>	<p>There is no new business.</p> <p>We need to have a meeting and appoint a nominating committee and update our budget. We need to eventually have elections in April and in May vote on the new budget and calendar. Elaine proposed the idea the hold the general meeting during the intermission of BANDINGO night or holding the meeting the first 5 minutes before each BANDINGO started. We decided to hold the general meeting at the beginning of each BANDINGO times.</p> <p>We talked about the duties for the nominating committee. Bridget will help recruit for treasurer. Kristen is a maybe for being on the nominating committee.</p> <p>March 31st is a potential date for Smart Talk. In April and May, we will just have electronic votes, no in person or virtual meetings.</p>	

Adjourn Mtg	Meeting adjourned at 8:12PM.	
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