

PHES PTA Executive Board Meeting Minutes

Date: January 4, 2022

Attendees: Crystal Levine, Kristen Parks, Bridget Alexander, Leigh Glenn, Kayla Everhart, Brittany Collinson, Elaine Cain, April Bolivar, Greta Stewart, Stephanie Alexander

Agenda Item:	Discussion:	Action:
<p>Call to Order & Welcome</p> <p>Approval of Minutes</p> <p>President's Report</p> <p>Crystal Levine</p>	<p>Meeting was called to order at 7:04PM.</p> <p>December minutes stand approved as written.</p> <p>Crystal got a job offer over Christmas Break! She will be working remotely full time from home.</p> <p>Crystal did not register with the secretary of state, but she plans to remedy that asap. We must register with them each year to operate in SC.</p>	
<p>VP's Report</p> <p>Leigh Glenn</p>	<p>Leigh has a third staff grant. She is working more on the Smart Talk night. She also is trying to schedule the staff and student Smart Talk date for Feb 9th. As far as the parent's date, it will be sometime in March.</p> <p>There were 2 staff grants where money was requested. We will be allowing both of those grants based on the rubric scores of the board.</p>	<p>Kristen: Add to calendar Smart Talk</p>
<p>Treasurer's Report</p> <p>Bridget Alexander</p>	<p>Please see treasurer's report for specific numbers. There was not a lot going on in December. All the money was used from staff treats, so the money was pulled from another staff appreciation area. We received the money for the Smart talk grant and for square one art.</p> <p>Crystal will check the box for the DNO for Sub Station 2 money.</p>	<p>Crystal: Check box for DNO checks</p>
<p>Secretary's Report</p> <p>Kristen Parks</p>	<p>Kristen reported that we have 3 entries for reflections and one still needs to upload to the link. She will get in touch with the PHMS art teacher to determine a winner for the two in the 3-5 grade category. Then the winners will be reported to state PTA.</p>	<p>Kristen: Email art teacher about judging for reflections</p>

<p>Principal's Report</p> <p>Crystal Levine</p>	<p>Mrs. Mitchum's only report is that we are back to high spread for COVID. Students can still go to related arts; cafeteria is still shut down for now.</p>	
<p>Communications Report</p> <p>Brittany Collinson</p>	<p>If we have anything we want advertised or any flyers to be made, let Brittany know asap. She can start advertising DNO earlier to let people know about it.</p> <p>Brittany asked about advertising the grants on social media for awareness. Crystal and Leigh will discuss and let her know.</p>	<p>Everyone: Let Brittany know if you want anything advertised</p> <p>Crystal/Leigh: Let Brittany know about advertising grants for awareness on social media</p>
<p>DEI Report</p> <p>Greta Stewart</p>	<p>Greta reported that we did not get to the Native American history walk but plan to do it this month. They are also doing a canned food drive for Mission Lexington on the 10th-28th of January.</p>	<p>Kristen: Add canned food drive to calendar</p>
<p>Events Report</p> <p>Marett Bishop</p> <p>Elaine Cain</p>	<p>BANDIGO is Thrs. Feb 3rd. Knead Pizza DNO will coincide with BANDINGO. It is 6-7 and 7-8. They will create a google sign up.</p> <p>They are still hoping to have lucky to be a cougar in March depending on how things look concerning COVID. If they can do it, the proposed date is March 11th.</p>	<p>Kristen: Update calendar for Kneads pizza. Remove Kneads for March.</p> <p>Elaine/Marett: Get back with Mrs. M about the March event</p>

<p>Fundraising Report</p> <p>Kayla Everhart</p>	<p>We have a CFA biscuit sale next week. We need to start advertising the CFA biscuit sales asap. We will have online only pre-orders and the teacher pre-orders. School messenger can go out with the link to pre-order.</p> <p>There is no DNO now for March since we moved Kneads Pizza to January. Kayla proposed a Sonic DNO in March and will try to get in touch with them. She is thinking March 24th.</p> <p>Fern sale is in March as well.</p> <p>Cougarthon is still on and running for April. Square one art will be in happening too.</p>	<p>Brittany: Start advertising CFA biscuit sales ASAP.</p> <p>Kayla: Get in touch with Sonic in town about DNO</p>
<p>Membership, Volunteer Recruitment Report</p> <p>April Bolivar</p>	<p>The VOM receives the parking space at the front. Ms. Youmans nominated Jennifer Askins this month to be VOM.</p> <p>April has started a sign-up genius for volunteers to go to the work room and help. We have a standing member to be there Tues, Wed and Thrs to help in the room work, and April is trying to get someone to be there Monday and Friday.</p>	<p>April: Please be sure that the board members are on the communication for work room volunteers</p>
<p>Staff Appreciation Report</p> <p>Stephanie Alexander</p>	<p>Staff Luncheon is Jan 13th. It will be catered by PDQ. Stephanie will get back to everyone about set up time on Jan 12th.</p> <p>Stephanie still wants to do the coffee bar/truck in February. She will get with them about costs.</p>	<p>Everyone: Stephanie may need help with setting up luncheon (meet in evening before Jan 12th)</p>
<p>New Business</p>	<p>Approve Staff Development</p> <p>We want to continue using the rubrics for teacher grants, PD requests. There is a \$500 limit on teacher grants. There is nothing on the PD requests that has that limit. Leigh went over the third teacher grant asking for money to attend a summer PD workshop.</p> <p>Leigh set the motion to approve a teacher grant for \$550. It was moved and seconded. Marett moved to amend the motion to pay to increase amount to \$750. All were in favor; none opposed the amendment. Then all approved the new motion; no one opposed.</p>	

	<p>Board for next year</p> <p>Crystal has spoken with Amy H and Rachel about next year. Crystal does not plan on returning as president but will commit to being treasurer. We tossed around ideas to fill the executive board for next school year. There were ideas to have co-presidents. Crystal mentioned that if we do not have a president next year, that we will not be able to renew our charter with PTA. Crystal and Kristen will chat with Rachel to see about her ideas.</p>	<p>Everyone: Please continue to think about people you would recommend for executive board next year (president, VP, secretary, treasurer)</p>
<p>February General Membership Mtgs</p>	<p>We will still hold the February general meeting during BANDINGO night the first 5 minutes of each time slot. They will vote on the budget and nominating committee.</p> <p>Approving plans of work will be done electronically via email. Be on the lookout for that.</p>	<p>Everyone: Let Crystal know if you want to make any changes to the budget</p> <p>Crystal: Send info about plans of work and voting on that</p>
<p>Adjourn Mtg</p>	<p>We adjourned meeting at 8:33PM.</p>	