PHES PTA Executive Board Meeting Minutes

Date: February 1, 2022

Attendees: Crystal Levine, Kristen Parks, Leigh Glenn, Stephanie Alexander, Elaine Cain, Marett Bishop, Kayla Everhart, Margaret Mitchum, April Bolivar, Brittany Collinson, Bridget Alexander

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| **Agenda Item:**Call to Order &WelcomeApproval of MinutesTwo Minute Tidbit Crystal Levine  | **Discussion:** Meeting was called to order at 7:03PM. There were no changes to January minutes, so they stand approved as written. Crystal discussed that PTA has a sub website called Center for Family Engagement. There is a section on DEI. There are a lot of resources there. There is a document about CRT (critical race theory) and another called how to talk about race and justice in America. Both of those documents are there to use as great resources.  | **Action:** |
| President’s ReportCrystal Levine | Crystal did not have anything pressing to discuss. |  |
| VP’s ReportLeigh Glenn | PHES received the recycling grant, and we are waiting to hear back about getting the bins and putting them in every classroom and for most other rooms. We will also have a recycling center. Smart Talk event is also coming up. The student and staff smart talk is scheduled for next Wednesday, collaborative planning day. Evening parent session is March 27th at 4:00PM via zoom and should last an hour. Mrs. M will send out an email to all parents with an outline for what will happen in the student portion. Leigh discussed teacher grants and the fact that we do not have any official scoring evaluation after completing the rubrics. Leigh and Crystal discussed using an average of 14, and 80% of the board would need to score those in order for those to pass. | Mrs. M—Send out email to families about Smart Talk |
| Treasurer’s ReportBridget Alexander | We had a very successful biscuit sale and earned $1,689 and received an additional check from CFA.We paid for Learning A to Z subscription. Bridget has not yet seen any income from Sub Station 2.  | Kayla: Check with Sub Station 2 again about DNO check |
| Secretary’s ReportKristen Parks | Kristen presented the Reflections winners to everyone: Lena Larmon in K-2 and 1st place Adelaide Levine and 2nd place Bella Grace McFerrin in 3-5. Annual rewards are coming up, so Kristen will begin thinking about those.  | Kristen: Send Reflections winners pics to Brittany  |
|  Principal’s ReportMargaret Mitchum | Mrs. M reported that applications for 4k started today and 5k registration also began today. 5th grade families have been invited to curriculum night at PHMS. They can do face-to-face or zoom. COVID cases are looking better. It is still very real, but things are slowly starting to look up. Mrs. M asked about when to send out the email about Smart Talk. She thought closer to the time would be better, and Leigh said that tomorrow would be fine so that families could have time to ask questions.Mrs. M asked about the VOM for February. April said it will be Amanda Ramos.  | Mrs. M—Send out email about Smart Talk |
| Communications ReportBrittany Collinson | Please get communication requests ASAP to give Brittany more flexibility to get it created and edited and time to go through the approval chain.Brittany asked if anyone had anything at the moment. Kristen said that she will be sending her the Reflections winners pics. Leigh will be sending Brittany info about the Smart Talk presentations and teacher grants. Elaine will get the BANDINGO winners out to Brittany after it ends (end of Thursday night).Kayla will get the details about the fern sale to Brittany and more info about the Sonic DNO. | Everyone: Send your requests to Brittany asap for social media and/or flyers |
| DEI ReportCrystal Levine | DEI is hosting a step show, and the district videographer will be taping it in front of our course. Crystal had the idea to also include our school mascot Coco. Becca Burris will be teaching step in her PE classes in February also. They are still working on the stops for the Native American walk for our school. There is a slide show with videos for teachers to show.  |  |
| Events ReportElaine CainMarett Bishop |  BANDINGO is this Thursday night. Crystal will hold the general meeting the first 5 minutes. There are some fun prizes and there are 10 winners for each session. Elaine will send out the link tomorrow night. The links for both times will be the same. Elaine and Marett are proposing Lucky to be a Cougar on a different date.They will go back and work on a date.  | Elaine/Marett: Think again on another date for lucky to be a cougar |
| Fundraising ReportKayla Everhart | This Thursday DNO is Kneads Pizza from 5-8 with BANDINGO. Sonic is on March 24th on Main St. The Sonic manger wants to get the teachers involved as we have done before. Fern sale is coming up and another CFA biscuit sale. Crystal will send Kayla the email address for Costco for fern sale. Kayla asks if Leigh could put a note in the staff newsletter for March asking for support at the Sonic DNO. Kayla will work with Amy on details about Cougarthon. If parent’s pay for Cougarthon online, parents would have to pay a small fee. | Crystal: Send Kayla email address for Costco ferns |
| Membership, Volunteer Recruitment ReportApril Bolivar | Amanda Ramos is the VOM. Please let April know if there is anyone we would like to recommend. April sent out the link asking if people want to volunteer to sign up for a shift in the work room. Teachers are getting more used to having volunteers again in the work room.  |  |
| Staff Appreciation Report Stephanie Alexander | Stephanie is hoping to have the coffee house if she can ask a local church to split the funds with her. Her goal is to have that end of February.  | Stephanie: Talk with local church about coffee house |
| New BusinessCrystal Levine  | * 1. Crystal moved to ratify electronic vote taken on January 25, 2022, to adopt revise plans of work. It was moved and seconded and approved by all. None were opposed.
	2. Crystal moved to adopt grant evaluation criteria being 14 points minimum and 80% of board complete those. It was moved and seconded. All were in favor; none opposed.
	3. Adopt revised budget - - Crystal went over the budget and changes that would be made. Kayla would like to add Nothing Bundt Cakes as a fundraiser for March. There was a change with the helium tank and an additional line for two people to attend the National PTA conference. Crystal moved to adopt the revised budget. It was moved and seconded. All were in favor; none opposed.
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| Other Topics of Discussion Margaret MitchumLeigh GlennCrystal Levine | 1. Innovation Grant--Mrs. Mitchum mentioned that **i**n the past, we have had people apply for an innovation grant. It must be in by February 10th and Mrs. M is proposing putting together fitness stations around the walking track. It would be about $6000, and the grant covers $5000. They present in March before the committee.
2. Nominating Committee—Crystal went over the executive board slate for next year: Kristen Parks and Leigh Glenn- Co-President, Rachel Onello- VP, Crystal Levine- Treasurer, two people running for secretary- Christy Stokes and Mandy Whittimore. Crystal asked for volunteers for the nominating committee: Jackie McFerrin will head it up. April Bolivar and Stephanie Alexander will also be on it.
3. February General Meeting—We will hold this the first 5 minutes of BANDINGO. Crystal and Kristen will send an email with the proposed budget, last month’s minutes, and the treasurer’s report tonight so all general members can come with any questions they may have.
4. Staff Grants—The last 2 grants that came in put us over our allotted amount. We can either update the budget and fund both, or we have the option to say one does not meet our criteria and not fund it.

Crystal moves to increase our staff grants budget by $400. It has been moved and seconded. All are in favor; none opposed. We will fund all grants and let staff know that they have now been cut off for this year. |  |
| Adjourn Mtg  | Meeting was adjourned at 8:37PM.  |  |