

MINUTES
PTA

Wilmot PTA - Evergreen, CO
September 4, 2012 6:00-7:00 p.m.

CALL TO ORDER: The regular meeting of the Wilmot PTA was called to order on September 4, 2012 at 6:02 pm, by President Blythe Hamilton-Teaff. Secretary Cristin Jacobson recorded the minutes.

AGENDA: The agenda for the meeting was presented. Blythe Hamilton-Teaff indicated that Tracee Vikery would like a discussion on Crosswalks to be added to the agenda. This topic will be placed under New Business.

ATTENDANCE: Board Members Blythe Hamilton-Teaff, Cristin Jacobson, Candace O'Brien, Lisa Blake, Stacey Rothgeb and Remy Reese were in attendance. A list of members in attendance is available.

MINUTES: The minutes of May 1, 2012 were approved.

OFFICERS' REPORTS:

SECRETARY: Secretary Cristin Jacobson reported due to the school website being revamped over the summer the PTA section has not been updated. Hopefully she will be able to update the site in the next few weeks. If anyone has anything they would like added to the site please let her know. In addition, the PTA bulletin board has been cleared for the year. PTA Chairs and members are encouraged to use the bulletin board to present upcoming events, encourage volunteerism and get parents excited about our school.

TREASURER: Candace O'Brien presented the treasurer's report.

1. The audit of the PTA books was conducted by Amy Bergavin (thank you). The audit went well with no findings. There was one recommendation that the "Preschool" be removed from the PTA audit. A discussion ensued regarding why the preschool was part of the PTA audit and did we want to have them removed or not. Blythe indicated that now that the preschool is in the school building we are trying to incorporate them into more school events so maybe we don't want to remove them. The discussion was then tabled as it was suggested we discuss this with Pat Doverspike to get all the information and history before a decision is made.
2. Candace reported that the PTA budget currently has \$14,959.47 for allocation at this time.
3. Candace also suggested that Bandana Days be moved to the fall so that the money generated from the event could be spent sooner in the year rather than having to carry the money over the summer before it can be allocated.
4. Candace also wanted to introduce our new Co-Treasurer, Lisa Blake.

5. We were reminded that all reimbursements MUST be signed by a Committee Chair (Candace needs a current list of these) and presented on the reimbursement forms which are available in the Treasurer's Mailbox in the office. Each Chair is responsible for keeping their own budget. Annie Coppock offered to generate a sample budget tracking sheet for Chairs so that they would have an example of what was required.
6. Candace indicated that we need to have a third signer on the PTA bank account now that Victoria Burge is no longer president. Anne Coppock volunteered to be the third signer.
7. All cash deposits this year should use the Cash Receipts Verification form that Candace has. This form required that at least 2 people sign off on the amount of cash and provides for better book-keeping.
8. Finally, Candace indicated that she would like to close the old "Technology Fund" account that was opened years ago as part of the old raffle system. The account currently holds a balance of \$76 and she would move this money into the current PTA account. ***This motion was passed.***

MEMBERSHIP: Melissa Gutierrez was not present at the meeting. Blythe indicated that we would like for PTA to have a presence at a majority of school events (Fall Dance, Bandana Days, Ice Cream Social, etc) to encourage greater membership in PTA.

VP OF PRESCHOOL: Stacey Rothgeb did not have anything to report at this time.

PRESIDENT: Blythe Hamilton-Teaff did not have anything to report at her position at this time but did want to thank everyone for the great turnout we have tonight.

COMMITTEE REPORTS:

REFLECTIONS: Emily Hilgers did not have much to report at this time. She is looking for volunteers to help promote, set-up, judge etc Reflections. The theme of this year's competition is "Magic of a Moment". She would like to see at least 40 submissions this year.

KING SOOPER'S CARDS: Marcie Synchef has again taken over the King Soopers Card fundraiser. She was not present tonight but we do know that quite a few cards were handed out at Back to School Night. We need to encourage everyone to participate in this wonderful program.

Sue Queen also wanted to comment that Safeway has some good fundraising programs at the moment. Christine Gaber offered to look into what programs are available and give the information to Marcie Synchef to add to the King Soopers program.

PARTY BOARDS: Julie Huckman indicated that the fall Party Board season is well underway. She has a goal of 40 boards for the fall season. In an effort to obtain this

goal she is asking that Room Mom's try to get each classroom to generate at least 2 party boards. All party boards are due Wednesday, September 12th in the front office. Stacey Rothgeb indicated that the preschool will be having a "preschool only" free party board to encourage parents to get involved in party boards and suggested that someone create one for the kindergarteners as well. This would hopefully elevate the anxiety associated with party boards for new parents.

FUNDRAISING COMMITTEE: Anne Coppock indicated that the Fundraising Committee will continue to hold monthly meetings at 5:30 just prior to PTA meetings. It has been decided that Bandana Days will be moved back to the fall with the silent auction becoming a separate winter event. The Silent Auction will likely be held off-site as an adult only event. There were several other ideas for new fundraising events this year as well. They included having Early Release Playdates available to those parents needing a place for their child to go on our early release days. Also the idea of Wilmot hosting a Holiday Fair where parent vendors could purchase a table to sell their wares. This brought about a discussion of possibly joining with the high school's holiday fair or having the event at a less stressful time of the year. Annie appreciated the feedback and the fundraising committee will continue to work on ideas.

VOLUNTEERS: Kara Schmitt indicated that in an effort to determine what staff needs and committee needs are for volunteers the Volunteer Needs form would be put on line. In addition, both Kara Schmitt and Cristin Jacobson made an effort call families that were new to Wilmot and welcome them and encourage them to volunteer. We want to encourage new people to volunteer so if everyone would ask one new person we could fill many of our volunteer positions.

OLD BUSINESS:

ALLOCATION OF FUNDS: The PTA has \$14,959.47 available for allocations at this time. Sue Queen presented a list of Needs/Wants developed by the staff:

1. Science Materials, \$1000 for each grade level to buy kits (\$6000) and \$1500 for nonfiction books to accompany the units for a total of \$7500.
2. Smart Response System, 32 unit pack for \$2000.
3. Learning A-Z, 10 license for 36 kids per license - \$1400.
4. Think Tank Boxes - \$1000.

John Anderson suggested that we increase the annual Teacher Allotment from \$100 per full time teacher to \$200. While the Teacher Allotment is currently a budget item for the PTA this would increase the amount by \$2000. After much discussion it was determined that Teacher Allotments would be increased to \$200 with \$100 distributed now and \$100 distributed later in the year once some of the PTA's fundraising has taken place.

Motion: Candace O'Brien to spend the existing allotment on Sue Queen's list as presented above as well as the Teacher Allotment as presented above.

Motion Seconded: John Anderson
Motion Passes

NEW BUSINESS:

FIELD DAY: Joyce Jefson indicated that this year the kids would be divided into teams for Field Day using colored bracelets. The kids are very excited. She is very thankful to our parent volunteers who make field day happen but we still need a few more. In addition, she needs someone to bring in the popsicles for the kids. Kara Schmitt volunteered to take on this responsibility.

OPEN POSITIONS FOR 2012-2013: Bylthe Hamilton-Teaff indicated that we still have several positions that need to be filled this year. They include, but are not limited to, Fall Dance Chair, Sunshine Committee Chair and members, and most importantly Bandana Day Chair. Committee members for Bandana Day have already assembled but we need a chair.

CROSSWALKS: Tracee Vickery presented her concerns regarding kids crossing at Hatch Drive on their way to school. This has been a long standing issue with the Wilmot and surrounding community. She proposed that a Safety Committee be created to assist in controlling traffic along Hatch. This may include parent volunteers to act as crossing guards. It was suggested that she write something up to be put in the Wilmot Wire as well as send home flyers in Friday Folders. She also collected names of interested individuals. Randy Braemer suggested that she contact the Sheriff's department to determine our authority to control traffic along the road.

SCHOOL REPORTS:

WILMOT COUNCIL: Byron Gale indicated that tonight's Council meeting would be used to update the membership, update the Council's Climate and Culture plan, Yearly Goals and discuss School Board issues.

TEACHER LIAISON: There was no report specific report at this time but several of the teachers present wanted to thank the PTA for their support and all the parent volunteers.

PRINCIPAL: Danae McReynolds wanted to thank the PTA and all of Wilmot's parents for their support. This year the school has seen a lot of movement with the preschool moving in and classrooms being moved around but at the start of school they managed to have everything in place. This year the school has two sections at each grade level with an additional part-time teacher at the 5th grade level. Field Day is coming up on Thursday and the kids are excited. Assessments will be held this Friday and next Friday for all grades, please sign up your students. The preschool has moved into the building and are a very welcome addition. The school has adopted GIRR to its PBIS system this year. Also, Sue Queen and Sarah Hays will be presenting the Brain Wise

Curriculum to our students this year. This program is a wonderful addition and will support the character growth of our students as well as fit in well with our existing PBIS system.

ADJOURNMENT: The meeting was adjourned at 7:57 pm by Blythe Hamilton-Teaff.

NEXT WILMOT PTA MEETING: Tuesday, October 2, 2012 in the Wilmot Library.

Cristin Jacobson, Secretary

Approved: _____
Date: _____