**PTA Board Meeting – July 19, 2016**

**Board Attendees:** Lynette, Leslie H., Lori, Jade, Heather, Amy, Allyson, Amy, Chris

**School Attendees:** Principal Melanie Parrish, Asst. Principal Mary Wendland, and K-2 Teacher Taylor Duhamel

1. Welcome to 2016-2017 School Year
   1. New Members - Intros
   2. Roster – Final Roster Coming Soon
   3. General PTA meetings – Three Per Year:
      1. Sept (evening before Book Fair) – 26th?
      2. December (based on Sing Along date)
2. Calendar Dates
   1. Community Use request
      1. Spelling Bee – Dec. 3rd
3. PTA Manual/Guide Book – To create an ongoing manual for all members. Will be housed on drop box with below items.
   1. Job Descriptions
      1. Heather to create a form for Board Members to define their role that will be in manual and send deadline to get back to her
   2. Check Request process
   3. Budget
   4. Deposit Information
4. Playground
   1. First phase is $30,000 (grading, tire game, drainage, etc) – we have funds to begin that process and defining what plan will be.
   2. We have architect design plan but not detailed to our lot – due to Wake RFP process we need to bid out to 3 bids to get $10K grant from Wake County
   3. Instead we can use $10K grant money for something for building; PTA would still need to match – Heather, Ms. Parrish, Sabrina meeting to discuss
   4. More to come on playground and Wake County grant money
5. Hospitality Committee ($2000 Budget)
   1. Compile Hospitality Committee vs having a Chair
      1. Lynette, Lori, and Amy to join committee
      2. Early release luncheon
         1. Each track takes one early release luncheon
         2. Ruckus was a big hit – could use our grade night out to pay for one of luncheons
         3. Eat at 12:30 all together (vs staggered lunch)
      3. Teacher Appreciation Week:
         1. Move to February around Valentine’s Week
         2. Ideas:
            1. Have Room Teacher arrange for group gift from class
            2. Handmade items throughout week
            3. Use SWIM dollars to buy items for teachers (PTA bring in snack, flowers, etc for kids to ‘purchase’ with their SWIM dollars)
            4. PTA sponsored chair massage
6. Committee reports/updates
   1. Audit
      1. Financial Review due August 31st – Chris will work with Secretary and Treasurer for historical records
      2. Check Request – two signatures required (IRS regulation for checks). Signatures must be updated with bank. Heather/Nadine are currently on there. Leslie will be added. Recommended that we add one more for total of four.
      3. Deposits – Best Practice – two individuals counts, we do have two signatures on deposits as well
      4. Audit committee needs two additional members named to committee to sign off on audit. Jade and Lori (VPs) are added to that committee.
   2. Principal’s Report
      1. School year off to great start and kids are happy!
      2. Great BYOD (bring your own device) day. 20 teachers have implemented. Kids can bring own device to school. Not meant to be one to one…kids can use school computers if don’t bring device. Goal: to get more technology in classroom.

Other Notes:

* No longer doing math club as did not have engagement last year, subbing that with Chess Club for grades 2-5