**AJ WHITTENBERG PTA BOARD MEETING - FRIDAY, NOVEMBER 8, 2024**

Board members present:

Bonnie Barr - President Jamie Stover - Room Parent Coordinator

Jonathan Siau - President Elect Mills Stover - Membership Coordinator

Shannon Ellis - Treasurer Cameron Brice - Principal

Jeannine Cox - Secretary Allie Munafo - Robot Ruckus Coordinator

Jessica Blake - VP Fundraising Kat Bougie - Volunteer Coordinator

Kathryn Knott - VP Communications Sherlen Crawford - VP Outreach

7:55 am call to order. A Motion to approve the Board minutes dated September 6, 2024 was accepted and seconded. The minutes will be uploaded to the AJW PTA website. The required financial review was performed and documented and the results were motioned to be approved and submitted.

Allie Kramer - Hospitality Coordinator

* Via written update - the unsung heroes honoring the custodial staff (especially the timing upon returning from the hurricane break) was well received.

Bonnie Barr - President

* PTA is conducting an online book fair from 11/12/24-11/22/24. It is strictly online and books purchased will be sent home directly. A wide selection of books is available for all age groups. PTA can promote it and the link can be shared with anyone interested. A flyer detailing how to access the online book fair is being sent home in student folders and will be included in Mr Brice’s newsletter.
* Newly purchased headphones have arrived (stored in the PTA room) and are available to all teachers by request. A note was sent to all teachers. If a PTA board member is approached for headphones, be sure to consult the instruction sheet in the PTA room and log how many and which teacher plus tag each set. The sets can be delivered directly to the teacher or placed in the teacher cubby. This can help us determine if they are being returned at school year end and if not, discuss options.
* Per the bylaws, we must hold 3 general membership meetings during the school year. First one was held in conjunction with Popsicles on the Playground, second one is planned for an upcoming Bingo night and the third one could be held alongside a potential Literacy Night.
* A nomination committee needs to be formed soon in January for recruiting people to the board. Typically we have 3 current board members and 2 staff.
* Buddy benches in the K5 playground and big playground are here (gifted by community sponsors). The request for GCS to install has been submitted so just waiting on that order. These new steel benches will replace the old ones and should last a much longer time. We could have an unveiling and showcase/thank our sponsors - that signage needs to be updated. Each bench has a memorial plaque for donors.
* Mon Nov 11 > Spirit night will be at Claire's Creamery on Parkins Mill at Laurens Rd - go in and place your order, then say AJW and we’ll receive 10% profit share, flyer in student folders today with newsletter and social media marketing
* Fri Nov 15 > Swap Shop will be open, cool weather gear items needed. We don't have money to donate sweaters but perhaps a sponsor could donate money so we could buy the needed clothes. Judson Mill has mentioned being this type of sponsor so we need to get them sizes and items needed.

Kathryn Knott - VP Communications

* Needs pictures of PTA board members in action.
* Please give Kathryn a few days notice for any graphics to be created and added to the website. If you want to include a graphic for the PTA announcement in Mr Brice’s newsletter - be sure to have that in early.
* A google form could be created to post for gauging interest in outreach programs.

Shannon Ellis - Treasurer

* Shannon handed out the approved budget and itemized expense/income report (see attached report).
* Two checks were lost with 1 being located and 1 never located - a stop was placed on that one and fees were paid
  + Therefore, the process for requesting checks is being updated and different options to cover costs are being explored including using a debit card for ongoing vendors (debit card could only be used by Treasurer and President) - checks will be used in instances where a credit/debit card fee is incurred. The state PTA and GCS are good with the debit card option.
  + On the reimbursement form, there is now a note that you have to cover the stop fee if the check is lost.
  + All checks must be deposited timely and reimbursement checks will only be issued at board meetings.
* Note - all cash box requests need to be 5 business days before the event needed - a form will be created to easily submit online.

Jessica Blake - VP Fundraising

* Attractions Books - worked with John (the salesperson for Attractions) to finalize our campaign on Wednesday, October 16. We are still awaiting the final refund of $850 from Attractions (no payment from the PTA is required):
  + Books delivered: 520
  + Books sold at school: 129
  + Books sold online: 178
  + Total online sales: $4450
  + Total Donations received: $170
  + Total Donations Credit: $127.50 (75% of total for AJ)
  + Online Credit: $10
  + Books returning:102
  + Books comped: 25
  + Books outstanding:86
  + Total Deposits: $3225
  + Total Donations received at school: $0
  + Total received from the company for prizes: $100
  + Expected refund from Attractions: $850
  + *Final Fundraising Total: $3975 (including donations)*
  + # of Students who sold books at least one book (receives a keychain): 130
  + # of Students who sold 3 or more books (receives Hat-Day pass): 28
  + Student who sold the most books (receives $50 cash prize): Karston Brown-Kelly (Mrs. Roberts class) - 24 books
  + Teacher whose class sold the most books (receives pizza party and teacher wins $50): Mrs. Robert’s 2nd Grade Class (note the pizza party is funded by the Attractions refund)
* Trying to give out cash prizes as soon as possible and still no check received yet from Attractions.
* Hurricane Helene greatly interrupted the Boosterthon review and a lot of dedicated time is needed to coordinate this - requesting 2-3 volunteers for both Attractions and Boosterthon. It’s also a difficult time to spearhead and coordinate before the holidays so perhaps Jan 9-17 are better dates
* Last year teachers received tshirts but not this year - there is a credit of $250 if we want to continue this or maybe this could be utilized in the form of a sponsorship. This would not interfere with field days tshirts sponsorships (typically we ask for a sponsor to donate money just for field day shirts). Could we coordinate both tshirts to incorporate together? A sponsor donation could go to both? And use the same vendor for both? Discussions to continue.

Principal - Cameron Brice

* We are halfway through the 2nd quarter - Mr Brice thanked the PTA for their support with the major school events - even the small things like duty free lunch and fun treats are a big hit.
* Upcoming Thanksgiving luncheon is a very important event.
* Several holiday concerts will be held in December.
* The 5th grade winter dance is not likely being planned this year as funds are available for the 5th grade field trip. There will be some discussion if there is a great interest.
* Traffic issues with the bridge being out is a big concern. Mr Brice has spoken with the city police and they are unable to assist in any way. They will not operate the stoplight. There is no timeline available for the bridge replacement (could be until Spring 2025). There is not enough staff to manually direct traffic. A crossing guard is coordinated through the city so that option may not be warranted for our smaller population. Mr Brice will send out traffic flow reminders in his newsletter noting not to drop off on Hudson or Mayberry which disrupts traffic flow and more especially, is a safety factor. If the city is under capacity, could the county assist? Mr Brice will also reach out again to the district emphasizing the security and safety components for assistance although the district is aware of the impact of the bridge outage. Perhaps the district could apply pressure to the city regarding safety.
* Mr Brice will check with the district on the gym rental application.
* Still waiting on the work order submitted to the district to be fulfilled regarding the buddy benches installations.

Sherlen Crawford - VP Outreach

* Gearing up the morning reading program and gauging volunteer opportunities.
  + 7:30-8a, students could eat and then get tutored
* Possible meditation lunch ideas…
* Possible math program…
* Waiting on buddy bench installations - would be great to hold a ceremony to applaud our sponsors and provide what the buddy benches are for to all the students. There is a budget line item for $200 to use for this.
* Keep in mind with all of these potential programs to work, we need to actively recruit solid volunteers plus staff has to be involved with monitoring. We need to address which days and which grades to focus on first.

Mills Stover - Membership Coordinator

* Membership is at 248 (surpassed last year this time).
* 10 signed up in September but unable to view their profiles (if student, parent or staff) so need to resolve.
* How do we send correspondence to only current PTA members as it looks like the last note was sent out to past members.

Jamie Stover - Room Parent Coordinator

* Room Parent lists were sent out in mid October. Some classes are struggling as we haven’t heard back from some teachers. A note will be resent to teachers and room parents for details on what is needed for their next steps. The full room parent list is available on the shared drive. Most teachers want lunch duty!

Kat Bougie - Volunteer Coordinator

* Harvest Lunch - need volunteers for check in, directing people, serving drinks, Sign Up Genius will be created.
  + Last year we were short staffed so we will add a few more spots for coverage.
  + Plus spots to manage parking.
* The birthday club sign up will go out first to PTA then to general volunteers.
* Ms Cooker needs volunteers every Friday for Backpack Buddies (food items sent home for the weekend). We’ll confirm a time and create a monthly signup. This is for delivery and not actually packing food.

Allie Munafo - Robot Ruckus Coordinator

* March 28 > is now determined to be the best date (changing from April 11 since there is a Kroc event conflict)
  + Not ideal: April 4 (next morning is Imagine Festival which a lot of staff is involved), April 17 is day before no school on Fri April 18
* Tues Dec 3 > will be kick off meeting

Mike Haffen - WatchDogs Coordinator

* Via written report - Pizza event/recruitment meeting has not yet been scheduled but need to find a date so we can promote the program and get it to grow

Spirit Wear - Drew Hincapie

* Via written report - spirit wear order that included embroidery has been delayed but other items should be delivered soon

The meeting was adjourned at 9:45am.

Respectfully submitted,

Jeannine Cox