

Rogers-Herr Middle School
PTA Executive Board Meeting
August 1, 2016
6:30 p.m. – 8:30 p.m.

Members Present: Susan Roux, Principal Kecia Rogers, Dora Snead, Kenneth Snead, Sharron McAllister, and Marian Dillahunt-Andrews

Absent: Jennifer Umbarger, Dov Rosenberg, Debra Freeman and Kristy Rowland

Debriefing

A year-end debriefing from past PTA President Sharon McAllister was provided prior to the start of the PTA Executive Board meeting. She also remarked that she would continue to support the board for the next few months.

Sharon McAllister mentioned there was petty cash left over from last year. As for petty cash, there is a total of 300\$, a balance of cash and checks. Sharon McAllister mentioned there was a discrepancy of 43.00; however, the shortfall has been investigated and since resolved.

Susan Roux mentioned there is a need for more record keeping. Last year, she tracked PTA funds from Kroger and Target that totaled \$2200.00. The problem was identified; money was not directed to the PTA but directed to the school. Susan noted that the Sun Trust balance was \$ 6117.85.

Close Debriefing

Call to Order

Susan Roux called meeting to order. President Roux looks forward to a productive year. One of her primary goal is to get more parent volunteers this year. As a PTA family, when we need help, stated President Roux, we need to reach out to someone, communicate, and ask for support.

Susan introduced Principal Rogers, Dov Rosenberg, and Jennifer Umbarger, all of whom provide the PTA with significant support. All executive board members introduced themselves.

Principal Updates

Principal Rogers distributed calendars and noted that the 6th Grade Curriculum Night is August 17, 2016. President Susan Roux commented that we needed to get a budget finalized before August 17th. Roux has a packet of receipts, but she does not know what items were purchased. McAllister mentioned that some receipts were not marked and there were no check requests. According to Roux, we cannot move forward with next year's budget until purchases are accounted for. The first

PTA general body meeting is always challenging and there will be questions. Former President McAllister, President Roux, and Treasurer Dora Snead will meet separately to reconcile the budget. President Roux stated that we need the treasurer's report for the audit and reconciliation of the budget. Shalla, Susan, Sharon, and Lyvette will meet and reconcile last year's budget.

The Executive Board will need to meet again next week. Principal Rogers stated that September 8th would be a good time for the meeting and will give the executive board an opportunity to balance the budget. Roux and McAllister are not comfortable with the two week turnaround. Susan will provide a membership drive timeline and will communicate to the secretary when members need to be entered into the data to receive credit. Part of the secretary's duty is to input names into the database for membership. All agreed that the 6th grade open house and club night would be a great time for membership drives.

Ms. Rogers recommended tagging on the PTA General Body meeting to the 6th grade concert. She recommended a short meeting, 25 minutes maximum. We will have the meeting in the auditorium.

Principal Rogers mentioned that we need two parent representatives for SIT. She would like to appeal for two parents, preferably 6th grade parents. We can vote by secret ballot vote on that night. When we are doing the membership drive, we can seek volunteers during that time.

On September 8th, the PTA will present roles and responsibilities to the general body in addition to the membership drive.

Ms. Rogers closed her report with sharing the school's common reader. Ms. Rogers also commented that differentiation is a priority in the school. She would like the PTAs continued support with the school's literacy initiative.

PTA Roles

President Roux presented the roles and responsibilities of the Executive Board. We are here to support the education of our children and the teachers and staff to carry out their job. Next, Roux stated that we need to complete the PTA Code of Ethics. The secretary collected the signed documents. Former President McAllister suggested that two people be in charge of checking the mailbox. Principal Rogers suggested that the PTA purchase a money box, similar to the Booster Club lock box. She suggested that we find a location for it. Roux and D. Snead will check the mailbox twice per week. Roux will investigate the price of a lockbox.

PTA Membership Update

We need PTA volunteers for PIN night. We will have to set up the PTA trifold and paraphernalia during the membership drive, remarked President Roux. Roux asked present board members to commit to participating in the membership drive during PIN Night. Please send written commit via email to Susan Roux for PIN Night participation. Roux will cover 7th grade curriculum night membership drive. Dillahunt-Andrews and D. Snead will cover 8th grade membership drive on August 18, 2016. On

August 17, 2016, Roux and Kimmico (?) will set up at 4:30 p.m. and cover shift 5:00 - 6:00 on Wednesday, the 6th grade curriculum night.

Parents

Parent Information Night (PIN) will be a big push for membership. Roux will begin PTA Connect Eds next week. Principal Rogers stated that the board member would need to designate a day. The PTA message will be separate and the best day to follow up with PTA Connect Ed is Monday, every other week. We will begin next Monday, August 15, 2016. Roux and Dillahunt-Andrews will work together to compose the message and Susan will deliver the message.

Teachers and Staff

Roux will attend the next staff meeting and ask teachers and staff to register with the PTA. Principal Rogers stated that teachers were incentivized with duty free lunch. We are aiming for 100 % teacher/staff participation.

PTA Volunteer Positions

Dillahunt-Andrews suggested that while promoting PTA membership that parents should be encouraged to sign up for committees. Roux asked members to consider chairing one of the committees.

SIT Liaison = Susan Roux

Cool Cash = Tamiko Sanders (Box Top promotion launches next Monday!)

Spring Fling Chair = OPEN *\$1000.00 was set aside last year for the Spring Fling.

Hospitality = OPEN

Fundraising (including Unfundraiser) = OPEN

Spanish Translation = OPEN

Teacher Grants (teachers apply for special fundings) *PTA did not use the entire \$2000.00.

Other

Sharon Mcallister suggested that the PTA establish a closer working relationship with the School Improvement Team (SIT) in order to align the needs of the school.

Secretary Dillahunt-Andrews left the meeting at 7:45 pm and Treasurer D. Snead continued to take meeting minutes. Dillahunt-Andrews recommended meeting minutes be captured in Google Docs. President Roux remarked that the PTA has a Gmail account and that use of the account/Google Docs would improve efficient distribution of meeting minutes to the PTA.

RHMS PTA Executive Board Meeting Minutes (Remainder of the Meeting)

Regarding fundraisers we will discuss on the next meeting.

Discussed setting up a meeting involving Dora, Susan, Levette & Sharron pertaining to the audit.

General body meetings have tentatively been set for September 8, 2016 @ 6:30 pm, December 1, 2016 @ 6:30 pm and March 16, 2017 @ 6:30 pm. A third general body meeting will be TBD.

A tentative Ice Cream Social/Book Fair will be scheduled for December 1, 2016 @ 7:00 pm following the general body meeting.

The calendar will be updated and emailed to everyone.

We will have a budget meeting on August 22, 2016 @ 6:00 pm in the Art room and everyone is to share with their input.

A tentative Fall Dance will be scheduled for October 21, 2016 from 6:00 – 8:00 pm.

Discussion regarding the Spring Dance will be at a later date.

We will discuss on how to build this year's budget at the next meeting.

Also, we will discuss PTA budget audit between Susan & Dora and request for an extension.