SES PTA Board
Aug 5 Meeting Minutes

Board Members Attended: Pierre Smallwood, Telleen Gegner, Alexa Hesse, Laura Fine,, Brandee Keiss , Maggie Williams, Gentry Kozub, Chelsea Metros, Gentry Kozub, Chelsea Metros
Teacher/Staff Attended: Kristen Muller, Amber Little, Elayne Ongtingco, Heather Depetro
Board Members Absent: Mandi Mitchell

Time Sensitive/Critical Topics

Date	Event	Notes
08/20	Sparkles Spirit Night	Need Volunteers for Sign-In Theme: Wear your School Spirit
08/28	Open House/PTA Meeting 6PM	See planning below
09/03	FruiTea Bubbles Cafe Spirit Night	
09/09	SmallCakes Spirit Night	
09/12	Teacher Tailgate	See planning below
09/16	Classified EOY Luncheon	PTA/Foundation will do gift basket to be delivered on 15th or 17th to Ms. Cindi *Special committee chair for this???
9/18	Bingo Night	PTA Big Event Zoom Board Planning Meeting Scheduled for Tuesday August 19th @ 5 PM See Planning Below

President (Pierre Smallworld)

- Opening: Thank you, continue momentum
    - Spirit Wear sales on Friday
- From a phone call:
    - Community Members can join PTA
- Campbell Middle PTA President
    - Wants to help with clean up

Muller

- Teachers received sheets for room parents and will be collected by EOW
- Spirit Wear Sales for this Friday to be sent out on CTLS
- **PTA Calendars to be sent up in next Tuesday Folder- Telleen**

- Create a flyer to send home to present the PTA Board so that we let the parents around the school more comfortable - **Telleen**
- Our PTA link on the Smyrna Elementary website is working
- Lunch Monitor Quit/ Didn't show up the first day
    - Last year the PTA sent out for Volunteers to fill those spots but it did not work out well because the parents just sat with their kids, personal information was shared, non parents came to be lunch monitors
    - Potential to add PTA volunteers this year depending
    - Lunch runs from 10:30-1:15
- In the front office is a binder of the teacher's favorite things!
    - Need to ensure it is updated for this year

Ongtingco

- She is the Webmaster for the school website so if you need anything updated you can send to her
- Book Fair Update
    - Only 1 book fair this year during conferences
    - Vendor for the Book Fair Changed

Depetro

- Discussion on how First Day was stressful but thinks the new PTA calendar events will create excitement
- New Sign added to school entrance button to make it less intimidating

Treasurer (Brandee Keiss)

- Request for reimbursement forms if you have them

Development (Chelsea Metros and Mandi Mitchell)

- **Open House 8/28 6pm-7:30PM**
    - Filming a video
        - Broadcast system currently isn't working
            - Ongtingco is talking with people about that on…
        - May have to be teachers sent a link to the video to play in the room
            - In Video: Admin section, PTA section, and Foundation section
        - What's in the video
            - Introduction, Membership push, upcoming events
            - 3 minutes
    - Muller: Families enter through the cafe that way the sponsors will get time with families
        - **Pre event post will say enter through the cafe**
    - All PTA Community sponsors are present
        - Foundation sponsors are present as well
    - Spirt Wear Set up
        - What is our current inventory to sell?
    - All 4:30 pm PTA arrival (doors open at 5:45)
        - Sponsor arrival at **5:15pm**, Set up by **5:40pm**

        - Spirit Wear Set up (How many tables do we need?)
        - Video set to play at 6:10
        - Message will go out that doors will open at 6PM and encourage you to engage with our sponsors, encourage to exit at end of night through the cafeteria
        - Announcement at 6:10 by Ongtingco that video will start in 2 minutes
        - Two 30 minute sessions
    - When are we going to approve the budget?
        - Can we do a Zoom meeting?
        - Do we move it to Bingo Night?
        - **Each teacher does it during Open House (Takes Yes or No), immediately following the video**
            - **There will a printed copy of the budget in each room**
            - **Give the teacher script to read**
    - Names on the Trees -Ongtingco
        - Give her a tap so that she can collect the money
- Grade Level T-Shirts (Chelsea is willing to help, who else? This is a BIG project)
    - -Design ideas (please bring design ideas to the meeting!)
        - To do with board only offline
    - -Do we want to use the same color tees as last year?
        - Finalize The colors offline
    - Deadline-**August 18th turn in (Order by wednesday the 20th)**
        - The teachers were sent a link to fill in sizes from Muller and it's going to be turned into an Excel spreadsheet
            - Sent it to Chelsea and Maggie
        - Teachers are keeping original orange sheets to distribute t-shirts to which kid when they come in
        - Goal to distribute by Sept 15th
- Teacher Tailgate (**Friday during lunch break 9/12 10:30-1:15 pm**)
    - Little: happened at a different school she was at and it was really popular
        - Premade burger patties and hotdogs, individual bags of chips and drinks
            - Maybe Sponsors can support?
                - Maggie to donate drinks (Mexican Coke, some kind of water)
    - Communication
        - Staff wear their favorite jersey
    - Details
        - Grab and go options
        - Seats available to sit and eat, Tents,
        - Grill vs Catered ?
            - If it is a food truck, needs to be premade to expedite process
            - **Maggie to ask her dad if he wants to grill**
            - **Also to ask Rusty Hamlin from Atkins Park**

        - Raffle: Give each a ticket and draw at the end
            - PTA swag bag
            - 4 tickets to the braves game event
- Classified EOY Luncheon
    - We are not putting on the luncheon
    - We are bringing in a basket to say Congratulations
    - **Alexa to do the basket, get the budget for basket from Brandee**
        - To be delivered either the day before or day after the luncheon (Sept 15th or Sept 17th)
        -
- Braves Game Options
    - Last year we made $1000
    - Only date that works 9/14, Sunday at 1:45
    - Tickets
        - 2 options to buy: $15 each and we make them for $7 each
        - We bought 100 and we bought more
        - Parents are going to pay $15 or $34
            - $700 profit for $15 each tickets
            - $34 tickets makes $1500 profit
    - **Send out a SAVE THE DATE now** and details about tickets, etc to come
- Banners
- Community Sponsor Updates
    - Chelsea to track down the sponsors this week
- Family Sponsor Updates
- Spirit Night Updates
- Bingo Night
    - Need to file to Facilities Use form- Pierre to be responsible/ But really Gentry
    - Lead: Pierre
    - Zoom Meeting Date: **Tuesday August 19th 5pm**
        - **Google Meet**
    - Need to do an Inventory Check of supplies
    - Sold Pizza at previous event
    - Prizes
        - The last year it was week as book fair so handed out Book Fair Gift Cards
        - The week is moved so it is not the same as Book Fair

Involvement (Maggie Williams and Laura Fine)

- Teacher Quarterly Birthday Celebration - August 15th
    - Next Friday
    - Birthday Celebrations will be quarterly
    - How do we know teacher food allergies
        - Muller does
- **Email about about volunteers for Sparkles**

- Do we want to do Reflections? (**Laura to look into it**)::
    - Little: yearly theme, make any form of art to support the them
        - PTA gets people to come in and vote and judge them
        - Then it gets pushed onto County/State
- Room Parent
    - Forms to get filled and put in PTA Box by each teacher
    - Add the room parents to the PTA email volunteer request

Communications (Telleen Gegner and Alexa Hesse)

- Website update
    - Updated
    - Sponsors updated
    - Need to check that family sponsor on website
    - Is there anything that you want on the website
- Upcoming
    - Meet the Board (Socials)
        - Each board member give a brief description of yourself, a couple photos, and what you're excited about
            - Send to Telleen
    - August - September calendar (Update - mailboxes)
        - No updates to the calendar
        - Telleen to send the calendar dates to Ongtinco for the "scroll"
    - Other flyer needs?

Secretary (Gentry Kozub)

- Feedback from Meet and Greet
    a. Amber Little– 15 minute break between sessions went real well
- Other Feedback
    a. Add XS to Class teachers for next year

Questions/Outstanding Items

- Who will collect Room Parents forms from PTA box? Laura?
- **When are we filming our Open House Video?**
- Prep for Open House
- Grade Level T-shirts need solidifying
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Upcoming Events/Dates to Add to Calendar

- **PTA will be updated next week on the video equipment system for the Open House Video**

Date	Event	Notes
8/19	Bingo PTA Board Planning on Google Meet	Event is 9/18
9/14	Braves Game	Telleen to add it to the Calendar