

# SES PTA Board

## November Board Meeting Agenda

Board Members Attended: Pierre Smallwood, Alexa Hesse, Laura Fine, Brandee Keiss , Maggie Williams, Gentry Kozub, Chelsea Metros, Gentry Kozub,

Teacher/Staff Attended: Kristen Muller, Amber Little, Elayne Ongtingco, Heather Depetro

Board Members Absent: Mandi Mitchell, Telleen Gegner,

**Start: 8:03**

**End: 9:40**

### Time-Sensitive/Critical Topics

| Events   | Spirit Nights  |
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| <ul style="list-style-type: none"> <li>● 11/14 Teacher Birthday Celebration</li> <li>● 11/16 Foundation Ground Clean-Up</li> <li>● 11/17-11/19 Thanksgiving Lunches</li> <li>● 11/19 Zoom Meeting with District 9 Rep</li> <li>● 12/2 National Special Education Day               <ul style="list-style-type: none"> <li>○ Celebrating this during Exceptional Children's week</li> </ul> </li> <li>● 12/2 Digital Learning Day</li> <li>● 12/3 Zoom General Board Meeting</li> <li>● 12/5 December Board Meeting Date</li> <li>● 12/11 STEM Night</li> </ul> | <ul style="list-style-type: none"> <li>● 11/13 Willy's</li> <li>● 11/20 Sparkle's (5-8pm Volunteers Needed for Sign in)</li> <li>● 12/2 SmallCakes</li> <li>● 12/5 Chuck E Cheese (do we want the mascot to the school?)               <ul style="list-style-type: none"> <li>○ PM Carline</li> </ul> </li> <li>● 12/16 Zaxby's</li> </ul> |

### Executive & Committee Member Roles

#### Secretary: Gentry Kozub

- Call to Order 8:03
- Minutes approval for Board Meetings
  - **VOTE:** Gentry motion to vote to approve last month's minutes and, 2nd received, unanimously approved

#### President: Pierre Smallworld

- Shout out to publix for donating pumpkins and now they are decorating the stage for the Thanksgiving Feast
- Field trips cost cover
  - Check in with Murphy (book keeper) about cost and need
  - Field trips are planned throughout the year but if there is a list could it be supplied to PTA

- Field trip there was no option to “sponsor a kid”
- PTA Closet clean out
  - Thank you to Mandi for cleaning the closet
  - We have trinkets and can we donate to Star Store
  - **DePetro** to check with Carpenter about needs for Star Student of the month

**School Administration: Principal Little and VP Muller**

- **Muller** to ask about Chuck E Cheese Mascot being present for carpool line outside only on Dec 5th?

**Teacher Representatives: Ms. Ongtingco and Ms. DePetro**

- Staff Teacher breakfast on the digital learning day by Admin
  - Can PTA ask sponsors for a gift cards ?
  - Say “Holiday” not Christmas
  - Go to Rodriguez
- Safety Patrol
  - It is organized by Semester (3-5th grade)
  - About to start a new crew
- Beta Club

**Treasurer: Brandee Keiss**

- Reimbursement
  - Multiple receipts for the same event go on the same reimbursement form
  - We have tax exempt status so make sure you mention that to the store if you are purchasing an order to get the tax removed
- General PTA Meeting Date - Dec 3rd
  - Zoom/Google Meet Access for the meeting?
  - We need to have as many people
  - Ask Caitlin Rodriguez to push on school’s social media
  - A link: get a PTA Account for Google Meet and practice
    - Gentry to get look into that
- Budget Update
  - Oct 31- we still have \$52,000 for the year

**Development Team: Chelsea Metros and Mandi Mitchell**

- Veteran’s Day Feedback
  - Lots of good feedback
  - Bought food for 100- next year add in food for teenagers (band and ROTC)
  - Muller got lots of private emails complementing the event
  - Loved the buttons
  - 88 RSVP for this year
  - It grew exponentially and should expect more next year

- Heritage Night Feedback
  - So much fun, and it was huge
  - Add trash cans to planning
  - The high schoolers at the end were great!!
  - Not having vendors was good because it pushed eating the food
  - PTA stepping back was actually good
  - Will **Pierre** make an event sheet for this event? Yes
  - There needs to be water- PTA Sponsored next year
  - Passports: 50/50 on what
- December Luncheon for Teachers- Dec 9th
  - Not going to do CCC's that day
  - Teachers will come during their lunch time
    - Allowing the teachers to sit down
  - Volunteers: show up 30 minutes on either side of the schedule
    - Need a volunteer for each class?
      - No, just enough volunteers to cover the entire school's lunch period and for someone to sit with the Kindergarten classes so paraprofessionals can go to adult lunch too
    - **Muller** Give **Laura** the lunch schedule
    - Volunteers must be on the approved list
    - Laura has a master list of all room parents
    - Time for volunteers: 10-1:30
    - 10 people that can stay the whole time
    - Must sit with kindergarten class
  - Food
    - To go boxes for the Program Teachers
    - 140 total
    - What do they want to eat: Pasta/Cava/Zucca /Carrabas
      - A protein, two types of pasta,
  - Media Center is the location
    - Horse shoe buffet
  - Decorations
    - There will be gingerbread houses
- Teacher Christmas Gifts
  - PTA to discuss amongst ourselves
  - We have the money to do
  - Smyrna Umbrella/Beanie
  - Personalized?
    - There are sizes from the class Tshirt order

- Muller to send/There are new hires so Muller to get the new hires accounted for
  - Gifts ready by Dec 9th
- Event Planning Sheets....??
  - If you are buying things for an event, make a list
  - Events Tab on the Google Drive
    - Veterans Day is an example that Chelsea just did
- Refrigerator Replacement
  - The one in the front office isn't working
  - Rules about buying: is there a county rule? Is there a
  - What
    - Top Bottom, no water line, needs to have a freezer,
    - Very basic
- Field Trip Coolers
  - Should have been delivered weeks ago
  - Order was canceled with no communication
  - New order will arrive the week of the 19th

**Involvement Committee: Maggie Williams and Laura Fine**

- Butterfly
  - Talk offline Laura and Ongtingco
- Teacher Tuesday
  - It has been slower this week, maybe a reminder to the teacher

**Communications Team: Telleen Gegner and Alexa Hesse**

- Yearbook Update
  - Marketing materials provided are free
  - Not a lot of response on the volunteers
  - Love Line
    - 250 character opportunity to leave your child a note
  - Pricing is \$35 until Dec 31, and pricing changes to \$40
- Meet the Board for Socials

**Secretary: Gentry Kozub**

- PTA Forms/Standards of Affiliation
  - “Annual Corporate Renewal Filed” date
    - Jan 30th 2025 (for 25-27)
  - Submission date of 990 Form
    - **Brandee** to submit to GA PTA
  - Code of Conduct Forms (Mandi, Maggie, Laura and Pierre)- **Done**
  - Continuing Ed (Telleen, Mandi, Maggie)
  - Remit Council Dues
- Staff Appreciation Celebration Document (# of staff)

- Lost and Found Clothing Racks
  - We don't know who is going to buy the racks
    - PTA to order - Will be delivered 11/19
  - Want rolling racks and rolling carts
  - Mabels Labels push on advertising
- Vendors from PTA District Meeting
  - "School Box Kits "
    - Laura in talks with the company
    - Has not gotten a quote
  - School Donation Box
    - Send to Little and they will
- Coffee Truck
  - Gentry to schedule with Travelin' Tom's

### Questions/Outstanding Items

- Board for next year
  - Votes in April ish
  - Uprising Kindergarten parents-can they join?
    - Kindergarten round up is in March, can we present it to them then?
    - 1-2 PTA Members can be there at the Kindergarten Meeting
- Smyrna POPS
  - They have been great
- Carpool Line
  - Can have PM volunteers - 2:15 ready to go,
  - On Halloween, can we buy 4 cone costumes? For School Moral and Safety
  - Cones on Belmont are not allowed to be put up by Smyrna Elementary
- PTA Board Meeting Meeting with \_\_\_\_
  - Ask if the Marietta meeting satisfies both requirements for GA PTA and District
  - What are our council dues and how do we submit them

### Upcoming Events/Dates to Add to Calendar

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