

SES PTA Board

October 3, 2025 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,

Board Members Absent: Mandi Mitchell, Telleen Gegner, Heather Depetro

Start: 8:07

End: 9:47

Time-Sensitive/Critical Topics

Events	Spirit Nights
<ul style="list-style-type: none"> ● 10/08: National Walk to School Day ● 10/08: District 9 PTA Fall Conference 9:15-12 ● 10/10: Dance-A-Thon During Specials ● 10/13-10/17: Book Fair ● 10/13: Digital Learning Day ● 10/14-10/17: Conference Week/Early Release/ Stock the Fridge for Teachers ● 10/19: Foundation Grounds Clean Up ● 10/20-24: National School Bus Safety Week/Bus Driver Appreciation ● 10/29: Teacher of the Year Pep Rally- PTA to bring basket 28th ● 10/31: Halloween/Book Character Day ● 11/04: Election Day/Staff in Building ● 11/06: Heritage Night 6-7:30 pm ● 11/07: November PTA Board Meeting 8AM ● 11/11: Veterans Day Parade 	<ul style="list-style-type: none"> ● 10/07: Ruby's Spirit Night 4-9pm ● 10/10: Fruit Tea Bubbles Spirit Night 3-6pm ● 10/15 Burger Crush Spirit Night ● 10/18 Stout Brothers Spirit Night ● 10/22 SmallCakes Spirit Night

Executive & Committee Member Roles

Secretary: Gentry Kozub

- Call to Order
 - Roll call was conducted and 11 members present
- Minutes approval for Board Meetings and General PTA Meeting/ Bingo Night
 - **VOTE:** Gentry motion to vote to approve last month's minutes and, 2nd received, unanimously approved
 - **VOTE:** Gentry motioned to vote to approve General PTA Board Meeting/Bingo Night minutes, 2nd received and unanimously approved.

President: Pierre Smallworld

- Reviewed all the work so far last month

School Administration: Principal Little and VP Muller

- Coffee Truck

- Moved date to January 6th
- Timing of day: 8:30-10:30
- PTA can cover classrooms for teachers
 - Coffee Runners and Subs for the Class for teacher who wants to come down
- **Laura** to make an order form sheet
- Field Trip Budget
 - We don't want one grade to get more than others
 - Little to send some of break down in terms of field trips per grade and cost
 - Brandee–
 - There is money but the understanding was give out money as it happens
 - Plan is to do it this way and then reassess next year if it's possible to give a certain amount to each grade level
 - Example: Kindergarten wants to go to Sleepy Hollow
 - Teachers had asked to reduce the cost per person to 15 from 19
 - Discussion and for now, instead of reducing the cost, see how much money they are short and cover the difference.
 - All grades get the same level of field trips
 - In the spring will look across the board at the field trips across the grades to assess who is more expensive
 - **Admin** to email Treasurer with money requests
- Grade Level Shirts
 - Went over very well! Very thankful

Teacher Representatives: Ms. Ongtingco and Ms. DePetro

- Veteran's Day
 - Schedule
 - 8 AM veterans arrive
 - 8:15 students arrive
 - Chorus
 - Parade Begins
 - Breakfast
 - Decorating to take place
 - Ongtingco proposed dates to decorate are the 5th and the 6th
 - Who is responsible: **Maggie** to decorate on the 5th
 - Send out volunteers to help on the 5th with Maggie
 - Who is ordering decorations: **Chelsea**
 - Decorations to come down on the 12th: by a volunteer that **Laura** will send out request for
 - Food
 - Cookies and waters- Twin Cookies
 - Last year that was 60
 - **Chelsea** to order cookies
 - RSVP for Veterans
 - **Muller** to send out mid-week Iowa (Monday Oct 27th)
- Book Fair Gift Certificate

- **Ongtingco** to send a link to **Chelsea** for whatever amount was given out so PTA can pay for the gift cards
- Scholarships
 - For graduating seniors
 - Attended Smyrna for 3 years and graduated as a 5th grader
 - No GPA minimum
 - Foundation gifts \$1000
 - Read a thon gifts 1000 minimum
 - Announce in January
 - PTA voted to give \$1000

Treasurer: Brandee Keiss

- Audit Update
 - President to sign the bank statements
 - Last year the book amount did not match the bank account
 - Adjust the amount by increasing by \$1300
 - Approve the audit
 - **VOTE:** Brandee motioned to approve the audit and unanimously voted yes
 - Fund verification form for checks and not just cash that comes in
 - Gives more eyes on the money and any board member can sign the form
 - We need to amend our bylaws to change our fiscal year to 7/1-6/30
 - **VOTE:** Brandee motioned to vote to change by-laws and unanimously approved
 - Still need to now go through the formal process
 - We upgraded the CPA's family membership for their assistance with audit

Development Team: Chelsea Metro and Mandi Mitchell

- Banner: getting double checked and ordered

Involvement Committee: Maggie Williams and Laura Fine

- Pizza for Teachers on Oct 14
 - Pizza for teachers
 - Time for pizza: 2-4pm
 - Ong to poll teachers to ask what they want
 - Set it up in a room with 2 shifts of volunteers is set up crew and clean up crew
 - This is more of a snack and will be communicated to the teachers
- Restock the Fridges that week of conferences
 - Go more junk than good food this time per teachers request
- Teacher Tuesdays
 - No problems on the school side
 - Reassess with volunteer after next
- Butterfly/Reflections
 - Not going to do it this year
 - Committee to be pulled together at the end of the year to start for next year
 - Butterfly Wall outside Media Center
 - Volunteering
 - Drill person– needs two days–take down and put up– dads(?)

- Need new metal hinges
 - Modge podge applied
 - Date–Look at date in november to complete
 - Needs a new frame– Ongtingco has funds but needs the help
- Room Parents
 - Has all the list transcribed by Laura
 - **Laura** to send out individual email to the teacher to let her/him know who the Room Parent is
 - Host a Room Parent meeting: for expectations
 - Give the expectations to the teachers
 - 2-3 teachers who turned in blank sheets
 - **Muller** to get those sheet and help
 - Next year
 - Use the room parent to help alleviate the teacher for events and staff luncheons and etc
 - November date for Room Parent Meeting (??)
 - In-person, virtual and recording
 - Example of room parent jobs
 - Read-a-loud to the students or mystery reader
 - Quarter Meeting with PTA and Room Parents for Check in
- Holiday Luncheon
 - Holiday Christmas –
 - PTA to pick date between December 8-12th
 - NOT the 11th
 - Menu: Casseroles, Soups and Sandwiches
- November Teacher Event
 - Pie Day – no date set
- National School Bus Safety Week/Bus Driver Appreciation
 - CFA Breakfast
 - 14-18 drivers
 - Date: Oct 24 for the Breakfast
 - **Brandee** to take the lead on this event
- Teacher of the Year Pep Rally-
 - PTA to bring basket 28th – **Mandy Kennedy**
 - **Alexa** to do it
- 11/06: Heritage Night 6-7:30 pm
 - Ms Marshall runs Heritage Night
 - Last year PTA did the passports and created stamps and it went well
 - Telleen and Ms Marshall
 - Send out volunteers for heritage night
 - **Pierre** to talk Marshall

Communications Team: Telleen Gegner and Alexa Hesse

- Flyer Needs
- Sponsor Requirements
 - **Chelsea** to get that to them
- Meet the Board for Socials

- Get it to **Telleen**
- Please submit if you have not already done so
- Yearbook
 - Volunteers
 - 2 people per grade
 - Every teacher to sign off on their class

Secretary: Gentry Kozub

- Feedback from Teacher Tailgate/Braves Game/Bingo Night
 - Teacher Tailgate
 - Get a gift card for Poppy
 - Next year: 2nd grade got no hamburgers
 - The Raffle went well– very happy with that
 - Bingo Night
 - Last year we let parents play and some parents complained
 - Give the parents a choice
 - Great event
 - Next year needs to add seating
 - Braves Day
 - Move the section or move the date to the spring (?)
 - Not as well attended
 - PTA dropped the ball
 - We see how much money we get and then reassess what the plan will be going forward
- Employee Recognition Days Planning Sheet
 - Make a chart for the staff members and assign it a person
 - **Gentry** to fill out the chart
 - **Brandee** to fill in money amount
 - Then send out to
- Cricut
 - **Little** to talk to Cindi and Elayne
 - More to talk and buy it on black Friday
- Wednesday PTA Meeting
 - Brandee
 - Alexa
 - Gentry
 - Chelsea
 - Pierre
 - Need to ask **Little** if she is going— **Alexa** to ask and send her RSVP if she wants to go

Questions/Outstanding Items

- Can trees be cut on retention pond side
 - Cindy knows what to do and who to contact

Upcoming Events/Dates to Add to Calendar

- Coffee Truck Date- January 6th
- November Pie Teacher Appreciation
- December Teacher Luncheon Date (8-12th but not the 11th)