

HCES PTA Meeting August 3, 2015 Meeting Minutes

Meeting called to order 6:00pm.

The purpose of the meeting is to inform and educate parents on issues pertinent to the school, faculty, and students of Harris Creek Elementary.

President's Notes ::

* Introduction of attendees was conducted, as there is a new board and committee chairpersons.

* The initial choices for benches and picnic tables were discussed. A packet was distributed which detailed the differences in each product, as well as the cost differentiation. Metal coated benches and tables will be more expensive but will last much longer. Current tables are wood and are splintering.

* Changes to the Teacher Grant Application were presented and approved. Deadline is November 15th; Amounts of grants were changed to \$50 per teacher in addition to \$250 maximum/teacher OR \$1000/grade.

* An updated Committee Chairperson List was distributed to all attendees.

Treasurer ::

* Erica Fulcher has revamped the procedures and controls of cash, as well as created new check request & deposit forms. The new process will make the monthly audit/reconciliation much more efficient. Master copies of these forms are in the Secretary's notebook, extra copies are in the PTA room. The new procedures for volunteers handling money will be posted in the PTA room, and reviewed before any spirit wear/membership sales.

* It was recommended that we hire a CPA or professional tax preparer to complete the 990 form. A 2nd grade teacher volunteered her husband for a fee of \$700.

* A Square Reader is now available for Open House credit card transactions & sales. The reader will be stored in the PTA Room. A discussion was held regarding availability of wireless networks. There were several complications obtaining a signal at the first Open House.

Secretary ::

* Congratulations were given to the 10 teachers present.

* Reminders to email agenda items to Erin 7 days before meetings.

* Goal is 100% Teacher Enrollment in PTA

*A "Teacher Favorites" survey was placed in each teacher/staff box in the workroom. Once completed and compiled, they will be put up on the PTA website for parent's to easily locate.

Volunteer ::

*August alerts have been completed. Committee Chairs were reminded to please send Heather Pew requests about 3 weeks in advance.

*Social Media (the PTA Facebook page) has 309 followers. Encourage parents to turn on notifications to ensure they receive the most up-to-date information available.

Membership ::

*Current membership is at 216, including 30 teachers. There was a question about the availability of a membership form in Spanish translation.

Fundraising ::

*Attractions Book Sales are set to begin. Volunteers needed on Aug 14, 18, & Sept 1 on the stage from 9-12 to sort & prepare for distribution to classrooms.

*Spirit Nights confirmed a Flying FroYo Night, and future Spirit Nights will keep in mind previously scheduled school events.

*Discussion about creating a brighter, more obvious place for students to place their juice pouches in; Mrs. Sanchez agreed to talk with the cafeteria assistants to allow students to use the bins.

Principal Sanchez reported that current attendance is 1,013 children. This may require restructuring of classes after the 10-Day count.

Meeting adjourned at 7:00pm.