

# Lucy Franklin Elementary PTA Board Meeting Minutes

August 11, 2008

Michele called meeting to order at 1:30 p.m. Everyone was asked to introduce themselves and to sign-in on the sheet that was passed around. Michele explained that our PTA Board meetings are open to everyone, however, only PTA members are allowed to vote at the meetings.

## Treasurer's Report

-Melissa had proposed budget available for everyone.

-Please place "request for payments" in the PTA basket that can be found under the teacher's mailboxes. Please make sure you copy any receipts that you turn in for payment and keep for your records.

## VP Cultural Arts Report

Kim explained that the Cultural Arts committee was responsible for most field trips and programs that are available to our students throughout the year. Kim plans to have all of the program dates available at our next meeting.

## VP Fundraising Report

Stacey explained the 2 fundraisers the PTA will be having this year. The first one will be selling Entertainment Books. It will begin August 29<sup>th</sup> and conclude on Sept. 9<sup>th</sup>. The second fundraiser will be Sally Foster. Students will be asked to sell gift wrap and cookie dough. Sally Foster sales will begin Oct. 8<sup>th</sup> and conclude on Oct. 27<sup>th</sup> with delivery of items on Nov. 20<sup>th</sup>. We will ask people to prepay again this year.

## VP Membership Report

Sonya was not able to attend our first meeting. Michele explained that the theme for this year's membership drive is "Chip in and Join". There will be a contest and the class that reaches 100% membership first will receive milk and (chocolate "Chip" cookies). At our Back to School Bash, each family that joins PTA will receive \$5.00 back in "bash bucks" to spend on various concessions....popcorn, cotton candy, snow cones, etc.

## VP Volunteers' Report

Jami will need help with kindergarten bus duty. Volunteer sign-up sheets will be sent home in the folders on the first day of school. The volunteer sign-up book will be in the front office where you sign in. Please make sure to log all volunteer hours. Any volunteer that logs 50 hours will receive a basic picture packet free in the fall for each of their children. In the spring, the district hosts a luncheon for all volunteers. Jami made binders for all PTA positions. Please let her know if you need a binder. Also, we are asking all positions to write a description of their job to include in binder. The binder can then be passed on to the next PTA member that takes over that position.

## President's Report

Michele explained our goal this year to communicate well with our parents. Stephanie Portlance will be writing a monthly newsletter. We are going to do "email blasts" to get more information out there.

Michele passed around a contact information sheet for everyone to update. In addition, a list of open positions was passed around for anyone interested. Open positions include: Bi-laws, carnival co-chair, email blast, fundraiser assistant, grants, hospitality, lunchroom leopard, PTA supplies and inventory, pumpkins on parade, reflections, teacher-aide coordinator, Wednesday folders.

## Principal's Report

Jill announced new additions to the LFE staff this year. Julia Brush/Process Coordinator, Lauren DeAngelo/2<sup>nd</sup> Grade, Carrie Fohl/Special Education, Debbie Martin/5<sup>th</sup> Grade, Joseph Tucker/PE. Jill thanked PTA for all of their help with enrollment.

Building goals for this year include the continuation of Ellin Keene thinking strategies. Money raised from last year's sale of "I Love Coach" t-shirts has been distributed to all of the teachers to use in their classrooms for books and various other Ellin Keene items.

The next up and coming event is Open House on Thursday, August 14<sup>th</sup>, 4:00 – 6:00 p.m.

New school hours will be 9:15-4:05. Students may begin arriving at school at 9:05. School will begin 10 minutes earlier than previous years.

LFE has been asked to host the PTA Council Meeting on March 23<sup>rd</sup>.  
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LFE's 20<sup>th</sup> anniversary will be celebrated in 2009. Look for more details throughout this year regarding this celebration.

### **Assistant Principal Report**

Watchdog's kickoff will be in late September or early October. A sign-up sheet will be at open house.

### **Upcoming Activities**

August 14-Back to School Bash  
October 3-Grandparent's Day  
October 9 & 10-Pastries with Pals

### **New Business**

Childcare was added to budget this year.

We would like to keep our budget in the \$25,000-\$26,000 range

Please be sure to get the approval of the PTA President and our Principal on any fliers that are distributed to students. Also, make 10-15 extra copies to have in the front office.

At any event where there is a cash box, all money must be counted by 2 people before the money leaves the building.

Meeting was adjourned at 2:30