

Carriage Crest PTSA Executive Board Meeting Minutes
Thursday, August 24th, 7:15pm–9:00pm
Amanda's House

Attendees: Amanda Krohn, Kara Veach, Lisa Steichen, Danielle Price

Guests: Nancy Tom, Sandra Brannfors, Jennifer Satterstrom, Caroline Kelley

Topics of Discussion

Membership

- There was discussion on the 2017–2018 PTSA membership rates (\$15 for single membership, \$10 for teachers, and \$28 for dual membership)
 - Nancy suggested lowering these prices
 - We cannot lower these prices because these prices were voted on at a General PTSA meeting. We would need to have another vote at a General Membership meeting.
 - However, we can provide a discount for teachers and parents who sign up at the Ice Cream Social on Monday, August 28th.
 - The discounted rate offered at the Ice Cream Social will be \$10.00 for teachers and \$13 for single membership, \$25 for dual membership.
 - Eric needs to make this discounted rate available on the Web site for the Ice Cream Social.
 - There was discussion on donations to sponsor a PTSA membership.
 - Not a lot of people take advantage of this. We need to do a better job of getting people in need to take advantage of this.
 - People who donated in the past were not sent any thank you notes. Thank you notes will be sent to people who sponsor PTSA memberships this year.
- We want to see more teachers sign up for the PTSA this year
 - Many teachers complained that they never received membership forms, although they were made available in the staff lounge. We weren't sure how many teachers utilized the staff lounge.
 - In the past, the PTSA President and Vice President went around and introduced themselves to all of the teachers on their first day back and encouraged them to sign up.
 - Kara Veach is looking into being the PTSA representative to meet and greet the teachers on Monday, August 28th. Mr. Gallagher needs to approve this. Kara is going to contact Mr. Gallagher and take a look at her work schedule.
 - In the past, there was also a staff appreciation meal for the teachers on their first day back. Amanda will contact Jolene/Jodi/Lisa about this.
- Nancy suggested downsizing the membership form from 2 pages to 1 page.
 - Danielle will edit the membership form and send out a draft to be reviewed. Due date for the completed revised version is Wednesday, September 6th.

- There should be information about the PTSA and where the money goes.
- The form should be designed so that the bottom part can be filled out. The bottom part can be cut, given to the PTSA, and the member can keep the top part of the form with all of the information about the PTSA.

PTSA Calendar

- One concern brought up was that Caroline was thinking of doing the Read-a-thon along with the Fall book fair. This will conflict with the Color Run. We should do the Read-a-thon since it did raise around \$5,000. We will discuss this at the next PTSA meeting.
- Another concern was the move of the meetings from Tuesdays to Thursdays. The Boy Scouts meet on Thursdays at 6:30pm at the school. We are going to keep the meetings on Thursdays for now. We are happy to consider another day of the week in the future.

Agenda for PTSA General Meeting on Thursday, September 14th

- Agenda items for the first PTSA meeting:
 - Introduction of the PTSA and its role
 - Introduce the executive board members and committee chairs
 - Introduce new members
 - Explain the Volunteers in Public School (VIPS) program
 - Discuss other opportunities to be involved at the school
 - Committee chairs still available
 - Signups for committees
 - Other opportunities to get involved
 - We will consider sending out a survey by e-mail to increase parent participation
 - Jennifer will discuss Reflections
 - Other possibilities
 - PTSA/Carriage Crest nomenclature for parents
 - Parent/Teacher communication
 - Staff Directory
 - There is no staff directory on the Carriage Crest Elementary School Web site. However, there is a staff directory on the Kent School District Web site, but you have to search through the entire Kent School District staff. It was suggested to have teachers fill out fun surveys for Carriage Crest Web site. It will have things like their favorite color, birthday, preferred method of communication. Nancy and Lisa S. will work on this.

Ice Cream Social

- Schedule
 - Here is the schedule:
 - 6:30pm–7:00pm: Visit with teachers in classrooms
 - 7:00pm–8:00pm: Ice cream
 - 7:30pm: Tours of the school for new families
 - Lisa A. needs to update the flyer with these specific times (so parents don't think that they can arrive at 7:45pm to meet with teachers in the classrooms).
 - Lisa A. should also send the updated flyer through Skyward
- Tables
 - PTSA (2–3 long tables)
 - It will include the following: membership registration, information about VIPs, Watchdog information, committee signups, art docent information, and Coyote spirit wear and cup sales
 - Ice cream (4 small tables)
 - Boy Scouts (1 long table): They will take care of the rest of the setup
 - Girl Scouts (1 long table): They will take care of the rest of the setup
 - Radio Station: They will take care of their setup
- Volunteers
 - Here is the volunteer schedule:
 - Setup, 6:00pm–6:30pm (4 volunteers)
 - Ice Cream, 7:00pm–8:00pm (a total of 8 volunteers)
 - 4 volunteers for 7:00pm–7:30pm
 - 4 volunteers for 7:30pm–8:00pm
 - Cleanup, 8:30pm–9:00pm (4 volunteers)
 - Lisa S. will send out a call for volunteers through the Signup Web site
- Supplies
 - Danielle has the stamps for the ice cream tables
 - Tables need to be gathered (4–5 long tables and 4 small tables)
 - Lisa S. will bring a square reader for credit card purchases
 - Caroline will find the A frames
 - Pens are in the PTSA storage closet at the school
 - Amanda will bring the PTSA membership forms, committee signups, and look into the Watchdog information sheets
 - Jolene is making posters
 - Lisa S. will bring the VIP forms (the school might already have some printed out)
 - Coyote mascot
 - Nancy will ask Trevor if he can wear the Coyote mascot costume and greet the kids

ACTION ITEMS

- Kara Veach will contact Mr. Gallagher to see if it is OK if she can do a PTSA meet and greet with the teachers on Monday, August 28th.
- Amanda will contact Jolene/Jodi/Lisa about a staff appreciation lunch on Monday, August 28th.
- Danielle will update the PTSA membership form.
- Nancy and Lisa S. will work on a “getting to know you” form for the teachers to fill out.
- Lisa A. needs to update the Ice Cream Social form with the new schedule and send it out on Skyward.
- Eric needs to make the discounted rates available on the Web site for the Ice Cream Social.
- Danielle will bring stamps for Ice Cream Social.
- Lisa S. will bring a square reader for credit card purchases.
- Caroline will find the A frames.
- Amanda will bring the PTSA membership forms, committee signups, and look into the Watchdog information sheets.
- Jolene will make the posters.
- Sandy will collect information about art docents.
- Lisa S. will bring the VIP forms.
- Lisa S. will send out a call for volunteers through the Signup Web site.
- Nancy will ask Trevor if he will wear the Coyote mascot costume.

Upcoming Events

August 28th, 6:30pm–8:30pm: Back to School Ice Cream Social

September 14th, 7:00pm: PTSA General Meeting