

Carriage Crest PTSA General Meeting Minutes  
Thursday, June 7, 2018 - 7:00pm–8:40pm  
Carriage Crest Elementary School

**Executive Board Attendees:** Amanda Krohn, Danielle Price, Lisa Steichen, Kara Veach  
**Guests:** 13

## **Call to Order**

### **Meeting Minutes**

- **Motion #1:** A motion was presented to approve the meeting minutes from the Carriage Crest PTSA General Meeting on April 5, 2018. Motion received a second and approval.

### **Upcoming Events**

#### ***Fun Run***

- A total of \$17,600 was raised
- This will be held on Friday, June 8th
- Nicki Jansen will be running this event
- A big thank you to everyone who volunteered!
- Another e-mail is being sent out to let parents know that the color is not guaranteed to wash out

#### ***Family Fun Night and Book Fair***

- The Book Fair will be held June 12th–June 15th
- Family Fun Night will be held on Friday, June 15th
- Volunteers are needed!
  - This event is at risk of being cancelled because no one has signed up to volunteer.
  - The PTSA will give students stickers on Monday, June 11th, to recruit volunteers for the Book Fair and Family Fun Night

### **Recent Event**

#### ***Volunteer Appreciation***

- A volunteer tea was held on Wednesday, June 6th

### **Treasurer's Report**

- Ending balance of \$49,608.50 in Money Minder
  - This amount does not include the money from the Fun Run

## Budget Report

- There has been a culture shift at the school. There are not enough volunteers, so the PTSA will be spending more money to bring people and vendors in to help with events and requesting fewer parent volunteers.
- Additional changes to the budget: increased amount for after school programs, increased amount for scholarships, increased amount for the Ice Cream Social for a bus, increased amount for S.T.E.A.M., added a line item for ADA accommodations, and increased amount for staff appreciation
- The restricted funds for the Raise the Paddle fundraiser at the 2018 auction will be used to buy 27 pairs of speakers for teachers
- The PTSA is here to help out the school when needed.
  - Someone suggested adding a water cooler to the portable since they don't have access to water in the portable.
- **Motion #2:** A motion was presented to approve the 2018–2019 Budget for the Carriage Crest PTSA. Motion received a second and approval.

## Nominating Committee

- The goal for this year was to improve communication between the PTSA and the office
- **Vote #1:** Lisa Steichen was voted to continue on as Treasurer for the 2018–2019 year.
- **Vote #2:** Carrie Casila was voted to fill the position of Secretary for the 2018–2019 year.
- Members present filled out nomination forms for the open committee chairs.
  - Confirmed chairs:
    - Book Fair: Chasity Lowe
    - Box Tops/Soup Labels: Carina Hensley
    - F.A.C.E./Outreach: Chasity Lowe, Annie Jones
    - Fundraising: Lisa Steichen will co-chair
    - Legislative: Kara Veach
    - Staff Appreciation: Jackie Cavins
    - Volunteer Coordinator: Kara Veach and Lisa Steichen

## Report from Mr. Gallagher

### **Staff Changes**

- 5 staff members retiring and 2 others leaving for other positions
  - The school anticipates 9 new staff members next year
- There will probably be a 2/3 and 4/5 split class
- The school is at 100% occupancy, which will create space issues in the fall if there is an increase in enrollment
- New school boundaries will need to be drawn after the location for the Kent Valley School is determined

### ***Retirement Celebration***

- The retirement celebration is from 2:00pm-3:00pm on Wednesday, June 13th
- Someone from the PTSA needs to get flowers and cards for the retirees

### **2018–2019 School Year**

#### ***School Supplies***

- School supplies will be provided by The Write Stuff
  - ***In order to get free shipping, these need to be ordered by the last day of school***
- The school will make copies of the school supplies flyer for students to take home
- The PTSA is not making any money on the school supplies
  - The option was given, but the PTSA declined

#### ***Ice Cream Social***

- This will be held on Monday, August 27th (6:30pm–8:00pm)
- The back won't be open for parking, so a shuttle will be arranged
  - The PTSA is looking to have parents park in the parking lot for NW Life Church and have a bus run back and forth between the parking lot and the school
    - Someone needs to contact NW Life Church to see whether we can use their parking lot
  - Looking at a cost of approximately \$500
- Flyer for this event will be stapled to the report card folders

#### ***Spirit Wear***

- Looking at spirit wear to be sold beginning at the Ice Cream social
  - Royal blue shirt and a navy blue tie dye shirt
  - A flyer will go in the first Thursday folder and people will have 3 weeks to order spirit wear

### **ACTION ITEMS**

- PTSA will give students stickers on Monday, June 11th, to recruit volunteers for the Book Fair and Family Fun Night
- Look into a water cooler for the portable
- Someone from the PTSA needs to get flowers and cards for the retirees for the celebration on June 13th.
- Provide the school with the flyer for the school supplies so they can make copies to send home with students.
- Kara Veach needs to make Ice Cream Social flyer to staple to report card folders

### **Upcoming Events**

- June 12th–15th: Book Fair
- June 13th, 2:00pm–3:00pm: Retirement Celebration
- June 15th, 6:30pm–8:30pm: Family Fun Night