

Type: Executive Board Meeting 1

Date: August 24th

Time: 5:15pm

Place: Marion Jordan Elementary School, Resource Center

Agenda Items

1. (5:15pm) Call to Order – **Kelly L.**
2. Introductions – (5:17pm)
 - All Executive Committee members have completed their required training for their office mandated by our bylaws. I invite any Executive Board member to attend Training. Watch for an email concerning those dates.
3. Resources
 - Procedure Books are in PTA Workroom or Contact previous Chair. If you need help contact Kelly Lapetina.
 - a. Processes
 - i. You should have a hard copy. It can also be found at mjpta.org
 - ii. Printing Process Note: Kathy from Reprographics will be out of the office the weeks of September 11th and 18th. If you need things printed for the middle 2 weeks of September please plan ahead as printing will be limited while Kathy is out. For those who don't know, the CCSD15 print shop (Reprographics) will do print jobs for PTAs. The cost is 1 1/2 cents per side per page for black and white and 35 cents per side per page for color.
 - iii. The executive committee is still working on Teacher Expenses and Birthday Book Club Process.
 - iv. Please follow the Expense and Deposit Processes. We cannot do it by email requests. There have been hackers requesting monies already. Though we have not been deceived, because of this, follow the process and allow yourself enough time, at least a week, to obtain monies from PTA.
 - b. Google Doc
 - i. You should have been shared or given a link for you to access Google Docs. All committees should be using this area for document sharing. Save in the format you created the document in (i.e. Microsoft Word, Excel, Google Doc) and PDF for your final distributed copy. Then your successor may make changes for their year and view your PDF as the copy you distributed. If you do not have access please contact Kelly Lapetina.
 - ii. MSA Software
 1. You may Locate Volunteers by looking at the Volunteer Interest Form we asked parents to fill out during the summer mailing.
 - a. Go in as administrator (if you need access, contact Kelly Lapetina)
 - b. Click Signups
 - c. View all Volunteers
 - d. Click the Event you would like to view
 - i. 2017-2018 Volunteer Form will show you who is interested in your event.
 1. Use this to email those signed up to fill your volunteer needs.

2. If you need more, create a sign up for your event and ask Carrie Cadwell to communicate your event in the next Weekly Update her process is in your handouts.
 3. You may also use the email feature to contact only those that signed up or interested in your event.
 2. We will list all Committee and Board Member contact information under MSA, so that it is password protected. We will still have a list of names to contact on our website; however, you will need to login to MSA to get their phone or email information. This will protect our information from spammers.
 3. Use the store to collect monies for your event.
 4. Room Parents have access to email their class they are room parent for and have the option to include teacher.
 5. If you have questions concerning the MSA software, first check out their tutorial section. There are many topics that are covered. You may also contact Kelly Lapetina if you need.
4. New Business
- We need 4 Nominations for the Nomination Committee from the General Membership for the 2018-19 school year
 - We need 4 names to contact for possible nomination including alternate. They are not nominated until they have agreed they would like to do it.
 - Anyone who has ideas wrote down names to contact
5. Approve Standing Committees & Plans of Works, Review Tentative Budget for recommendation as a proposed budget to the general membership for adoption.
- Standing Committees & Plan of Works Approved -
 - i. Only one addition to our standing committees and that is Assembly. There is no substantial change in our standing committees. There are no substantial changes in our standing committees plans of works except PTEC committee. We have put in a plan for parent speakers, additional apps, Fruits & Vegis to the Rescue, & the Home School Newsletter.
 - ii. **Kelly L Motioned; Kim L 2nd APPROVED**
 - Kim L moved to go over highlights as opposed to line by line/Christy B: 2nd APPROVED
 - Kim discussed highlights of the budget and will post In workroom for 30 days
 - Have raised ~\$3000 so far through No Stress Fundraiser with little outreach
 - Expenses are consistent with last year; slightly more for PTEC
 - Kim L moved to post budget for 30 days; everyone approved; motion passed
6. Meeting Dates
- a. The survey resulted in 14 responses
 - i. The survey resulted in 12:5; Morning: Evening, with Tues & Weds. selected the most. I recommend the last Wednesday of the Month, the dates fall with the least conflicts with other events.
 - ii. 2 meetings TBD. One for a parent speaker and the last meeting to be for awards & volunteer appreciation. Those dates & times will be confirmed after details are worked out.

iii. Motion for meetings to be the last Wednesday of each month @9:00am in LRC;
Kelly L; Annie M 2nd

7. Introduction of Carrie Cadwell as new Communications Chair; contact her for Jordanaire entries and weekly update information
8. Val M – asked about Moms and Muffins date; will be 10/19-20; Wild Wild West Theme
9. Shanna N let us know that Marion Jordan will be getting a new playground in 2021
10. Christy B – September is Pediatric Cancer Awareness Month
 - Sign up is out on My School Anywhere for spots to help during the month – check it out ☺