

## **Second Street School PTA – Executive Board Meeting**

**May 15, 2014 6:00 p.m.**

<b><u>Call to order</u></b>	The 2 <sup>nd</sup> St School PTSA Executive Board Meeting was called to order at 6:50 p.m. on Thursday, May 15, 2014, at treasurer Susan Coblin's home, by President, Cindy Aossey.
<b><u>Roll Call</u></b>	Cindy Aossey – President, Blaine Walker-VP Membership, Susan Riddell-VP Communications, Amanda LeMaster-Secretary, Susan Coblin-Treasurer, Sarah Gaddis-VP Programs, Amanda Howard-VP Means & Ways
<b><u>Minutes /Agenda</u></b>	Amanda Howard motioned to approve minutes from 4/17/14 general membership meeting. Blaine Walker 2 <sup>nd</sup> the motion. Minutes were approved. Susan Riddell motioned to adopt the agenda and Amanda Howard 2 <sup>nd</sup> the motion. Agenda approved and is attached.
<b><u>Secretary Report</u></b>	Provided PTSA Conference grant to President Cindy Aossey. Grant submission was sent May 10, 2014. Received and filed signed copy of by-laws.
<b><u>Financial Report</u></b>	<ul style="list-style-type: none"><li>-Panera Bread Fundraiser (5/1/14) totaled approximately \$1,500 of which the PTSA will receive 20% (\$300). We can expect a check 45 days from the event date (roughly June 15, 2014)</li><li>-A Farmers Bank online account was established.</li><li>-Susan suggested we create a Logo/Letter-head for PTSA for occasions such as thank you cards, and grant submissions, etc. Susan Riddell will create and distribute an electronic version to executive board members.</li><li>-It was suggested we look into fundraisers that require little effort such as Kroger Cards.</li><li>-Need to get annual audit transfer form submitted for fiscal year 2013-2014</li><li>-PTSA current account balance is \$22.00</li></ul>
<b><u>Membership Report</u></b>	6 new, paid members since 4/17/14 meeting. Update will be made to the global distribution list to include new members. Discussed annual collection at beginning of 2014-2015 school year. Blaine will reach out to Rich Crowe about scholarships opportunities for dues.
<b><u>Communications</u></b>	<ul style="list-style-type: none"><li>-BIO form was provided to executive members to fill out and return to Susan Riddell.</li><li>-discussed streamlining how parents are receiving information. Utilize face book and create link to archive minutes (get with Michele to create link to archive)</li></ul>

- SBDMC elections were a success with a large number of votes. Susan will create flyer to announce SBDMC election results.

### Programs Report

- Student Showcase had 12 volunteers to assist with the event-very successful!
- Teacher Appreciation week (5/5-5/9) went well. Each day was dedicated to something and Thursday soup was prepared for the teachers and staff and donuts and juice were delivered to the preschool teachers and staff. Our goal for next year is to begin the planning process well ahead of schedule!
- Discussed the need for a programs committee, specifically a chair for teacher appreciation weeks.
- Fall Festival (PTSA is left in charge of this event) The PTSA budget as it stands does not have sufficient funds to host such a major event. Sarah Gaddis asked if we can spend family involvement budget to host the event? Executive Board will continue to discuss this in detail.
- It was proposed to have a play ground clean up initiative-Discussed dates of 7/10/14 and or 7/17/14 from 5-8, we could incorporate a dinner night fundraiser at Ricks White light. Amanda Howard will get with him to see if he is interested in participating. Details are attached
- It was proposed that the PTSA host a literacy night-no action taken
- It was proposed that the PTSA host an internet Safety Night-no action taken

### Ways & Means

Emphasis on, What's target goal for PTSA fundraising? Amanda suggested we prioritize what it is we would like to do and get a master list created. Types were discussed such as low maintenance fundraisers (Kroger card, dinners out.) and 1 BIG Hallmark event that the PTSA will host such as (Fall Festival, Spring Fling, Craft Show, Band bazaar, etc)

### Committee Business

- The school has requested help with the Kindergarten graduation is June 5<sup>th</sup> and 8<sup>th</sup> grade graduation is June 6.
  - Drinks and desserts are being requested for the choir concert held on 5/29 @ 5:30 at school gym. PTSA discussed we could possibly volunteer to help with event but cannot contribute financially to this request.
  - The 5<sup>th</sup> grade requested pizza donation for students and parents attending an Atlanta field trip the last week in June 2014. PTSA discussed how we will not be able to contribute financially to this request. Amanda Howard will relay the message.
  - Travis Harleys departure-How are we going to handle it? Board members discussed being available to the SBDMC as needed in the process of hiring a new principle.
- Susan Riddell motioned to have students/staff draft notes to Harley as a farewell and Susan Coblin 2<sup>nd</sup> the motion.

-Discussed in more detail the PTSA hosting "Back to School Pool Party" on 7/31/14 at Juniper Hills (potentially 8/1/14 if needed) Cost is \$40 per hour, need a 4 hour block reserved from 4-8. Susan Riddell will make reservations and provide details of invoice. This is great night to have a "kick-off student membership drive" to get more students Involved with the PTSA. We could do raffle for prizes to generate more sign ups! A DJ was suggested only if the time is donated. We could also place a donations jar for PTSA up!

**2014-2015 Calendar** Susan Riddell motioned to approve calendar dates, Amanda Howard 2<sup>nd</sup> the motion. Calendar dates for general board meetings and fundraisers are below:

General Membership Meetings @ 5:30: 8/14/14, 11/6/14, 2/5/14, 4/30/14  
Possible Fundraiser nights: 9/4/14, 12/4/14, 3/5/14, 5/7/14

**Closing** Amanda LeMaster motioned to close the meeting, Blaine Walker 2<sup>nd</sup> the motion. Meeting adjourned at 9:10

**Announcements** Next Executive Board meeting is scheduled for 6/25/14.  
This meeting we will plan for:

- **Back to School Pool Party @ Juniper Hills 7/31/14**
- **Student PTSA Membership "Kick-Off"**
- **Prioritizing fundraiser idea**
- **Playground initiative**
- **Academic vs. misc fundraisers**

Amanda LeMaster  
SSS PTSA Secretary

PTSA Executive Board meeting

Thursday, May 15, 2014

115 Shelby St. - Susan Coblin's house

6:00 Dinner

6:30 Meeting

Board members: Cindy Aossey - President, Blaine Walker - VP membership, Susan Riddell - VP Communications, Sarah Gaddis - VP Programs, Amanda Howard - VP Ways & Means, Susan Coblin - Treasurer, Amanda LeMaster - Secretary, Travis Harley - Principal, Kristen Oetkin - School Rep

Agenda

1. Opening Business
  - a. Call to Order
  - b. Adoption of Agenda
  - c. Approval of Minutes
2. Reports
  - a. Secretary Report
  - b. Treasury Report
  - c. Membership Report
  - d. Communication Report
  - e. Program Report
  - f. Ways & Means Report
3. Old Business
4. New Business
  - a. Kindergarten & 8th grade graduation help request
  - b. 2014-2015 event & meeting calendar
    - i. Possible Rick's White light fundraiser
    - ii. Pool Party
5. Closing Business
  - a. Announcements
  - b. Next board meeting
  - c. Next general membership meeting



# SSS PTSA Executive Board Meeting 5/15/2014 Membership Report Meeting

## Old Business:

**Focus:** Recruitment of Parents, Teachers, and Students.

**2014 Membership Theme:** Your Choice for Your Voice – Please Come Join Us!

## Paid Membership Information:

Total Number of Paid SSS PTSA Members Presented to KY PTSA on 4/15/14: 46

### Membership Representation:

Number of Adult Female Members	36
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Number of Adult Male Members	10
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Number of Faculty Members	12
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Number of Parent Members	34
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Number of Student Member	0*
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\*Need to focus on this group for August 2014

**Six New Paid Members from 4/17/14 General Meeting: 6**

June Baker, Irene Vaughn, Mindy Sluss, Miles Johnson, Mark Creech, and Stephanie Starkey

## VP of Programming Report

### Executive Board Meeting

May 15, 2014

Programming activities, with a brief report of each, that have commenced since the previous meeting of the SSS PTSA are listed below.

1) Volunteer recruitment for the Student Showcase (May 1, 2014)

Volunteers were recruited for food service during the Student Showcase and to welcome families who were registering new kindergarteners. In all, 12 different volunteers were recruited, reminded of their commitment and in service during the events.

2) Coordination of Teacher Appreciation Week activities (May 5 – 9, 2014)

National Teacher Appreciation Week was celebrated during May 5 – 9, 2014. The week's activities were planned by PTSA. The activities included:

Monday – PTSA decorated the school with posters and balloons donated by PTSA members. Students wore orange and blue to celebrate.

Tuesday – Students and parents were asked to write a note of thanks to their teachers and/or bring them a flower.

Wednesday – PTSA members provided ingredients for a free soup and salad bar for teachers through the cafeteria and provided an assortment of desserts in the Teachers' Lounge. (Thanks to Susan Coblin for providing coordination of the event. This arrangement proved to be too challenging to repeat in this format.)


Thursday – Harley's Heroes – Students were asked to dress up like a super hero to celebrate Mr. Harley, a hero in education. In addition, an effort was made to ask staff to coordinate simple writing or art projects that would be presented to Mr. Harley.

Friday – Favorite Things – Parents were asked to send a "favorite thing" to their child's teacher based on the inventories provided to PTSA. (Thanks to Susan Riddell for compiling the Favorite Things binder.)

Future events suggested for the summer and fall include:

- 1) Summer playground project
- 2) Fall Festival
- 3) Fall Literacy Event /Incentive
- 4) Internet Safety Presentation for Parents

Respectfully Submitted,

  
Sarah Jon Gaddis, VP of Programming

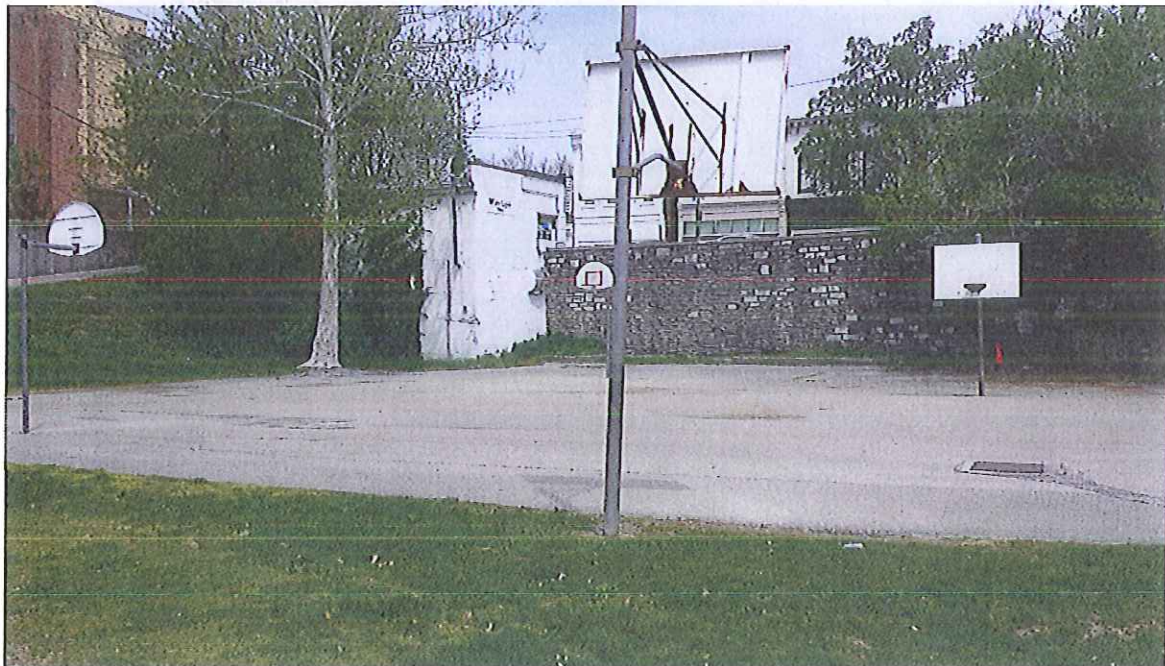
## PTSA Playground Project



- Parent Volunteers
- Small Time Commitment
- Low Cost

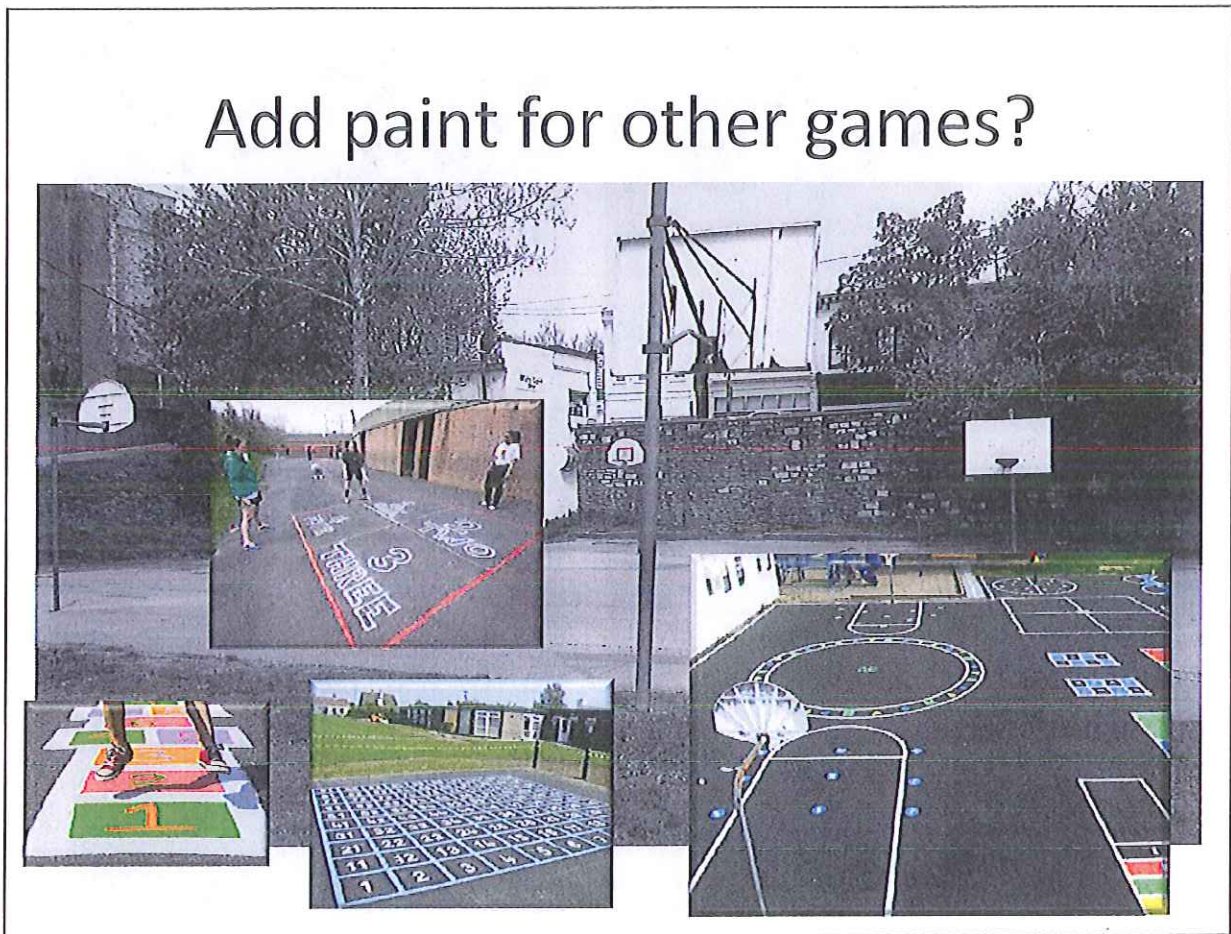


## Paint Lines on Basketball Courts





## Add paint for other games?



# Repaint Walking Course Lines





## Repaint Swing sets





## Repair/Paint or Replace Teachers' Bench.



Create a hanging place for jackets.



Repaint seating.





In the works...





For the future?

Outdoor Classroom

Seating

Weather Station

Tree Signs

Flood history/signs

Frankfort History



# FRANKFORT INDEPENDENT SCHOOLS 2014-2015 SCHOOL YEAR CALENDAR

170 days \*

## JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	PD	PD	PD	PD		

## AUGUST

S	M	T	W	T	F	S
					O	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	PD	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER

S	M	T	W	T	F	S
						1
2	3	PD	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## 1st Quarter - 39 Days

July 28,29,30,31 PD  
Aug 1 Opening Day for Staff  
Aug 4 Opening Day for Students  
Aug 11 First Day for Preschool  
Sept 1 No School / Labor Day  
Excel Sept 29 - Oct 3 AM  
PEP Sept 29 - Oct 3 PM  
Break Sept 29-Oct 19

## 2nd Quarter - 40 days

Oct 20 PD  
Oct 21 School Resumes  
Nov 4 No School - Election Day / PD  
Nov 26-28 No School/ Thanksgiving  
Break Dec 22-Jan 5

## 3rd Quarter - 48 days

Jan. 5 PD  
Jan. 6 School Resumes  
Jan 19 No SCHOOL / MLK, Jr. Day  
Excel March 16-20 AM  
PEP March 16-20 PM  
Any days missed 2nd / 3rd Qtr. Will be made  
Up the weeks of March 16 and March 23

## 4th Quarter - 43 days

April 6 School Resumes  
May 19 No School - Election Day / PD  
May 25 No School / Memorial Day  
May 28 Last Day for Preschool Students  
June 5 Last Day for Students  
June 8 PD  
June 9 Closing Day for Staff  
Excel June 10-12

PD = Professional Development Days

July 28,29,30,31, Oct 20, Nov 4, Jan 5  
May 19, June 8

Excel- Each grade level / subject area will be represented. PEP offerings will be provided.

## JANUARY

S	M	T	W	T	F	S
				1	2	3
4	PD	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## MARCH

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	PD	C	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				