



**New Prospect Elementary PTA
Executive Board Meeting
September 9, 2011**



Meeting was called to order at 9:30 a.m. at New Prospect Gold Conference Room.

Attendees included: Charlia Faulkner, Jenny Idichandy, Lisa Oxman, Kathy Dennis, Sandee Treece, Catherine McKemie, Amy Batley, Nichole Bice, Julia Amato and Liz Ward

- Minutes from August 2011 meeting were approved.

Old Business: Jenny Idichandy/Lisa Oxman

- Jenny Idichandy reminded VPs to submit their “Plan of Work” as soon as possible to communicate our projects/events for the upcoming year to the Local and State PTA Council.

Administrative Update: Charlia Faulkner

- Meeting attendees discussed the need for a procedure for CAT leaders to process money for classroom funds and teacher gifts. Attendees agreed that in the future, CAT leaders need to:
 - Request that all classroom donations be submitted only via check (no cash)
 - Ensure that the classroom has a large manila envelope for submitting funds (students or parents drop off donations in the envelope and CAT leaders pick up the envelope)
 - Provide an email back to the parents indicating that their donations have been received
 - Keep a ledger of how much money is donated and what it is being used for
 - Keep receipts of items purchased with classroom funds and gift items
- Attendees discussed how to work with teachers to determine a “Wish List” to better the school through the use of PTA funds. Ms. Faulkner suggested that PTA contact the Grade Level Chairs to solicit feedback from their teams.
- Ms. Faulkner stated that one of the school’s greatest needs is upgraded technology. Ms. Faulker, Ms. Rumph (technology specialist) and Ms. Range (media specialist) are working together to determine the current and future technology needs for New Prospect in accordance with Fulton County plans. The upcoming vote on the special purpose local option sales tax (or SPLOST) projects will determine how much money the school will have to upgrade technology.
- Attendees discussed concerns regarding cafeteria processes. Ms. Faulkner stated that students bringing their lunches would not be charged for extra supplies in the cafeteria.

Treasurer: Kathy Dennis

- Kathy Dennis provided an update on the year-to-date budget. PTA recently received \$1000 from Kroger, \$333 from Publix and \$155 from Bruster’s.

- Kathy requested that everyone review their numbers when submitting their blue Income Remittance Forms. VPs should double-check the numbers before signing off and submitting the forms.
- Kathy requested that the bi-laws be amended to have the PTA fiscal year match up with the school year (August to August). Meeting attendees agreed that the term for all PTA positions run from August to August as well. This will help when transitioning positions to new Board members.
- Meeting attendees agreed that new systems need to be put in place for selling Spirit Wear (difficulty in tracking payments) and for delivering checks (the lockbox system).

Membership/Business Alliances: Sandee Treece

- Sandee Treece reported the following:
 - The Barnes & Noble and Jason's Deli Night has been scheduled for Wed. Nov. 30th from 5:00 – 8:00.
 - About 40 families attended the first pizza night at Rosa's Pizza.
 - PTA membership is up to 444 members to date. Our 100% goal is 604 families.

Communications: Shannon Wolf (not in attendance)

- Yearbook:
 - A Yearbook Committee has been created and has already had its first meeting with Taylor. Yearbook layout and cover have been chosen. Next meeting with Taylor is Mon., Sept. 12th.
 - A grade-level photographer meeting was held this Wed. Another meeting will be held next Wed. as well due to lack of attendance. However, with those who showed up, we were able to get good coverage for school event photography.
 - Debra Love and Shannon Wolf have coordinated dates and times for class group photos for the yearbook. These will take place in 2 weeks.
- Cartridge Drive: Wendi Goldberg & Susan Miller have implemented the ink cartridge recycling drive. So far, we have good participation.
- PTA E-Blasts: Kay Malcolm and Shannon Wolf have changed the format of the Friday PTA e-blasts to a more professional, uniform look by sending it out as an email attachment.

Fundraising: Catherine McKemie

- Catherine McKemie reported the following:
 - The I-Pad Raffle got a good response and was helpful in offsetting some of the Gala publicity costs.
 - Kim Tobin & Kathy Rager will be coordinating the class auction projects and will provide reimbursement money to the CAT leads to help pay for supplies.
 - A bulletin board will be going up with stars showing the families who have donated funds to help pay for teacher tickets to the Gala. Two spirit days will be held in

- October to raise additional funds to help pay for teacher tickets.
- More auction items are needed for the silent auction & live auction portions of the Gala.

Family Events: Terri Harof (not in attendance)

- The first “**Back to School Bash**” was a success.
- Liz Ward reported that the “**Hands on New Prospect**” landscaping day will include weeding, mulching, planting new bushes and new trees.
- The “Newcomer’s Breakfast” will be held on Wed. Sept. 14th at 7:30 a.m. in the Media Center.
- “Snowflakes & Hotcakes” has been scheduled for Sat. Feb. 4th.
- Lisa Oxman reported that Heather Gavranovic has volunteered to be the 5K Fun Run chairman. Possible dates for the Fun Run are March 24th or March 17th. Committee members, sponsors and a theme idea are needed.
- Attendees discussed the need to set up a “Care Committee” for helping New Prospect families in need.

Student Services: Amy Batley

- Amy Batley reported that the school play will have an evening performance on Friday, Feb. 10th and a matinee and evening performance on Sat. Feb. 11th at Alpharetta High School.

Academic Enrichment: Nichole Bice

- Nichole Bice reported that the Science Lab just received 6 lab tables and various supplies from Fulton County Schools. The first labs will be held next week for 5th and 3rd grade.

New Business: Jenny Idichandy/Lisa Oxman

- Jenny Idichandy stated that a new landscaping contract needs to be put out to bid. Jenny agreed to determine what portion of the landscaping Fulton County is responsible for.
- Meeting attendees agreed on completing the existing Astroturf area and on raising funds for a play structure on the 4th/5th grade playground.
- Next PTA Board meeting: Friday, Oct. 21st at 9:30 a.m. in the New Prospect Gold Conference Room.

Meeting adjourned at 11:55 a.m.

Respectfully Submitted,
Liz Ward (Recording Secretary)