

## 8/24 PTA Meeting Minutes

### Events and Coordinators

- reviewed calendar of PTA events published in June 2009
- Volunteers for coordinators and events already filled have been confirmed
- Still looking for additional volunteers for some events. Biggest one is coordinator(s) for Winterfest. We will add information about these "unfilled" positions to the volunteer form to help publicize the PTA needs.

### Projects

- Packets
  - Packets should be sent home one per family at SL, not one per child
  - Lee-Ellen will track down envelopes (may have a source for a donation)
  - Room Parent Volunteer and PTA Membership forms are done. Katie will send to Rich for approval
  - Katie will do the PTA calendar of events and FYI sheets; FYI sheet should include information about school volunteering, Lotsa Helping Hands volunteer coordination site, volunteer orientation, and PTA meeting dates
  - Monique will track down the handbook, role of the school nurse, and CORI forms and see if the staff needs help with copying
  - Monique will create the yearbook form - looking at making some changes to make it easier for parents to specify what information about their child(ren) can be in the yearbook
  - Katie will follow up with Rich about getting the form from RS for creating a SL email distribution list
  - Katie will create the packet checklist
  - forms for spirit wear and volunteering will be removed from the packets and sent later. A volunteer form will be sent home 1 week before volunteer orientation on 9/23 (to be created by Monique)
    - We will still use LHH for those who want to manage their volunteer time online, but we will also provide the paper form for those who find that easier; LHH administrators will block off times filled by parents who send in the paper form
  - Lee-Ellen will follow up with Connie to get the packet labels on the 1st and/or 2nd days of school
  - emergency contact forms will be sent home by the school separately from the packets; they need to be filled out for each child
  - Debbie Gordon will send out directory forms separately from the packets
  - Copying of all forms needs to be done the week of 8/31 (volunteers needed)
    - Forms that need to be copied, along with the copies needed and color paper to be used, will be in the copy room at SL
  - Packet assembly will be Thurs 9/10 at 10am at SL. Volunteers needed!
    - Goal is to get packets out by Fri 9/11.
  - Forms will be due back on 9/18
    - will need volunteers to sort through returned forms

- Need volunteers to pick up goldenrod paper from Superintendent's office and bring to SL
- Book Fair
  - Katie just received the book fair kit from Scholastic
  - Book fair will run Oct 5/6 at SL
  - Katie will be in touch with the book fair committee shortly to start organizing
- Square 1 Art
  - Monique just received the box of supplies from S1A
  - Transition, 1st, and 2nd grade children will create artwork in art class
  - Preschool, Kindergarten children will create artwork in the classroom (since half-day Kindergartners will not have an art special)
  - Looking for another volunteer to help Monique manage the project
- Volunteer Coordination
  - Used Lotsa Helping Hands website last year for first time to coordinate volunteers
    - Not well utilized
  - Make both online and paper sign-ups available to hopefully get a more consistent volunteer schedule
- Teacher gift cards
  - Lee-Ellen will follow up to find out the exact number needed and get \$50 Amex gift cards from DCU, just like last year.
- SL email distribution list
  - Looking to implement an email distribution list for SL this year along the lines of what is done at other schools. This for receiving newsletters, announcements, and other school information that has been coming home on paper.
  - Katie will follow up
  - Need to send a form home to allow parents to sign up and give permission for their email address to be used

#### Room Parent Selection

- If more than 2 parents volunteer for a classroom, Rich will select the room parent(s)
- Linda Brown is coordinating

#### Current Finances

- Go ahead with expenditures for teacher gift cards and renewing Littleton Independent subscriptions for staff
- Other annual expenses to be reviewed/approved at Sept PTA evening meeting
- Need to follow-up with spending technology money raised in previous years

#### Meeting Schedule

- Evening meetings will be 1st Tuesday of each month at 7:30pm in the Shaker Lane library.
  - EXCEPTION: Because the 1st and 2nd Tuesdays in Sept are before school and the 3rd Tues is Kindergarten Orientation, and because the 1st Tues in October is the Scholastic Book Fair, the first PTA evening meeting will be on TUESDAY

SEPTEMBER 29TH. This will be in place of the regular Sept and Oct evening meetings. Regular 1st Tues meeting will resume on Nov 3rd.

- Morning PTA Rep meetings will be on the 3rd Thursday of each month at 9:15am. First meeting is 9/17.

#### Funding Theme

- Possible focus on music and arts for enrichment programs this year
- Need to touch base with Kym Albertelli about authors, illustrators, and other cultural events planned for the year
- get input from staff

#### Other

- add open space on parent survey for suggestions about funding ideas
- survey to go out in October
- put survey on 9/29 agenda