



Clark Elementary PTA  
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## Clark PTA 2.6.7 Board Meeting

**August 17, 2017**

**Time:** 2 p.m.

**Location:** Tate home

**Objectives of this meeting:** Monthly board meeting

**Notice of the meeting** was given via email.

**Attendees:** Andi Tate, Erin Eaton, Betsy Grant, Jody Turner, Katie Cannon, Moonhee Bischof, & Kathryn Navarro

**A quorum was present.**

## Meeting Minutes

**This meeting was called to order at 2:25 p.m. by Andi Tate.**

### Scheduled Discussion

#### **PTA Calendar**

- Event Calendar (current draft attached)
  - Need to add Sharks on Ice
  - Need to find an event to anchor to Auction night.
  - Calendar can be modified as needed through the year
  - Vision / Hearing screening set; new process means no volunteers needed for vision screening
- BOD Meetings – 3<sup>rd</sup> Wednesday of month @ 3-4pmh
  - Sept. 20 agenda items – Approval of the PTA goals, standing rules, and budget. Planning for October events.
- GM Meetings – September 28, January 18, & March 8 @ 6:30-7:30pm
  - Sept. 28 agenda items – PTA calendar, approval of budget, discuss auction event ideas. Need to talk to Dr. Wood to see what topics he would be willing to talk about and hopefully get more parent attendance.
  - We can advertise September meeting at Curriculum Night.

#### **Survey responses & EVP volunteers**

- Survey Responses
  - We received 42 responses from the survey. An e-mail has been sent to 40 of the

42 people that participated. Andi was happy to see a lot of new names and we received good feedback as well.

- Signup during Enrollment Verification Process
  - It was very successful. We had 170 positions signed up including the general category. Review the key positions filled. A list will be sent to the different Directors for the positions that fall under them. It is important to make sure that Directors reach out to the people in the first couple of weeks of school so we keep them engaged.
- Current Org Chart
  - There are several key positions that need to be filled

### **Communication**

- Communication Flow (see attached flow chart)
  - Reviewed flow chart and no questions were asked
- Website
  - Andi is continuing as website administrator since the position is currently open. Andi contracted Andrew Myers to see if he can take it on.
  - Administrator Rights
    - Currently, the Web Chair and Executive Committee has admin rights. As things move forward, we can determine if others need admin rights. Minimally, all chairs will have access to the reports for their areas.
  - Who wants/needs training on website?
    - Andi is willing to walk people through different aspects of the website that might be helpful such as access to reports. Training will be set up soon with a small group of key people and may happen at a future Board of Directors meeting.
- Text Application
  - Vendor, assumptions, cost
    - We are going to try out texting this year to see if it helps. Slick Text is the vendor. The cost is based on the number texts sent – 1 text per subscriber (phone number). With modest assumptions, the cost of 10 months of service will cost ~\$700. We will be able to better predict once we know how many subscribers that we have. Andi was able to negotiate a 33% discount.
    - To subscribe, text CLARK PTA to 31996
  - Training
    - A free training is offered as part of our account. Andi asked Katie Cole if she can take on this role. If so, Andi will be scheduling a training around her schedule. Betsy also volunteered to take the training as a backup to the primary contact. It is a teleconference/web demonstration. It shouldn't take more than 1 hour.

### **September Events**

- School supply kits
  - Received notification that the company is experiencing delays. Andi let them know that they must deliver the kits before Sept. 5 since we can't receive deliveries on the day of the Meet the Teacher. Andi will keep the board posted.

Andi is considering a couple of other options for next year. We don't have a coordinator for this yet but the best discounts are usually gained by signing up in September.
- Ribbon Cutting & Meet the Teacher (Sept. 5)
  - Andi spoke with Dr. Wood and there are plans for a ribbon cutting ceremony at 10:30am on 9/5 before Meet the Teacher from 11a-12noon. Ron Thiele will be present. Andi let Dr. Wood know that our only plans on that day is Popsicles on the Playground.
- Popsicles on the Playground (Sept. 5)
  - Kathryn Navarro volunteered to coordinate this event. Dr. Wood estimates that we will start school with ~750 students. Last year, PTA purchased the popsicles through Fred Meyer and we got a discount since we were a nonprofit and we purchased in bulk. There is a \$400 budget. Last year, the popsicles were ordered 7-10 days prior to ensure everything arrived in time.
- Tissues & Tea (Sept. 11)
  - We had 2 parents sign up for this. One did not have an e-mail address listed but the other one has already responded to Andi's e-mail.
  - Erin has the box with the Tissues and Tea supplies. It is in a storage unit. We will need to pick it up so the parent can prepare.
- Curriculum Night (Sept. 19 from 6-8:30p)
  - This is going to be our big push for volunteers. We are going to advertise to get people to join the PTA texting list and to volunteer. Andi will have ~5 mins to talk to the parents and her speech will focus on Parent Participation with a specific ask that each family minimally volunteer 1 hour per child enrolled.
  - Handout - half sheet of paper that asks name, number, e-mail, a checklist for open positions.
  - Slides - We can advertise the Text distribution list, Join Membership and PTA events (photos from last year). We can ask for help from Cultural Bridges (Margarita Leas, Visser Marisol) for translations.

### **Welcome Packet (content, timing)**

- Andi sent a draft welcome packet out based on last year but updated with some new information (draft attached).
- To be distributed to teachers and sent home with students in the first week
- Update the budget page to include revenue along with the spending.

### **Sprit Wear**

- Kathryn/Katie (Cannon) to presented logo and clothing options to sell. A one-time logo for the school opening was chosen as well as a general logo not specific to the opening.
- The store will be open from Sept.1 – 29 and items will be delivered in mid-October.

### **Playground Equipment Fundraiser**

- Update on the cost – about \$48k total (\$28k equipment + \$14k install)
- Andi spoke with Dr. Wood before the EVP and they agreed it is better to wait until after we have more information on what \$\$ will be available from the buildout. We will also wait until after Walk-a-thon to make sure that we don't jeopardize our main fundraiser. Once we have more specifics, we will also want to reach out to community businesses / companies to see if we can get donations.

### **Grand Ridge Presentation**

- There is some opposition to the new site selected for an elementary school in the Highlands. Dr. Wood passed along a presentation if we want to promote the benefits that a new school in the Highlands would bring for Clark families.

Meeting was adjourned at 4:15 p.m.

*Signed: Betsy Grant*

*Next meeting:*

*Board – September 20*

*General Membership – September 28*