

Cotswold School

Board of Directors Committee Report Packet

Prepared for August 29th, 2014

No reports from:

Treasurer – Financial Report

Administration Support

School Beautification

Autumn Sweet & Jason

Held clean up day on Saturday, 8/23. It was successful with approximately 30 adults & children working on campus. Target areas: Claire's Garden and drains cleaned out (again), Flower Garden and pots at the main entrance, trimmed limbs on both sides of the K/1 hall, garden between 2nd grade and media center, trash pickup everywhere, power washing/cleaning of the trailer deck, minimal mulch spread.

A 2nd cleanup day is scheduled for 10/4. Men of Cotswold & F3 will work that day. Target areas: mulch in front of the new astroturf, cleanup and mulch garden between 2nd grade and media center hall, and cleanup Linda Lane area. A large amount of mulch will need to be dumped, moved, and spread to needed areas. We may do more power washing.

Requests from teachers on areas to be improved?

Drainage issues in Claire's Garden: Original plans to redo drainage in the K/1 hall have been tabled. Instead, hoping to capture the water coming off the 4th grade hallway and redirect it out of Claire's Garden. This will stop the mulch from running down the hill towards the K/1 hallway. In the meantime, the mulch will not be replaced until this project is completed (next year?)

Staff Appreciation

Kelly Catanese & Suzanne Reams

Held a Back to School breakfast and catered lunch on Monday, August 19th. The next event will be the dinner before Curriculum Night (for the staff that stays on campus).

PTA Membership

Stuart Pfeifer

Ordered more envelopes for PTA membership. Will go out in Cougar Folders in a couple weeks. Membership committee was present at Meet the Teacher and plans to be at the PTA Volunteer meeting (9/9) and Curriculum Night (9/16).

Special Events

Penny Dietz

The New Parent Dinner will be held on Tuesday, 9/16 at 5:45pm (before the General PTA meeting and Curriculum Night begins). It has been in Cougar Bites for the last two editions. Flyers will be distributed to families next week. We will use Mezzanote again given last year's success and feedback.

Staff Recognition

Diane McLaughlin

Working on creating a new theme for each month so that staff, parents and students can nominate Cotswold staff for "Employee of the Month". Will update online form (cotswoldpta.org) to make the nominations process easier/automated and inform parents of this feature via Cougar Bites.

Front Office

Jody Para

Had parent volunteers in the front office every morning during the first week of school. Going forward, parent volunteers will be requested for Tuesdays and Thursdays from 9am to noon (the nurse will be working on Mondays, Wednesdays, and Fridays).

Lost & Found

Allison Deblitz

Went in this past week to set up new racks in new location (gym stage). Students will need to visit the Lost & Found before school or after Cougars Call. We will be sending an email informing teachers of this change in location and accessibility next week once the stage is cleared off and Lost & Found is officially set up.

Enrichment

Reading Rocks

Sonya Snowdon and Melanie Bradle

Reading Rocks tally sheets are due September 5th. Reading Rocks will be doing a low key book drive to gather books for the spring book swap. They will need volunteers to help set up the awards ceremony on October 17th.

Sonic

Katie Catron and Carrie Torres will be meeting with Sonic representatives next Thursday. If any of your committees need volunteers, please contact Carrie before Thursday, September 4th.

Events

Nothing to report at this time.

Fundraising

Commit to Cotswold

Diane Crowther and Collin Haglund

Commit has officially begun. They are in the process of revising all communication pieces. Commit begins September 15th and ends October 16th.

Community Partners

Kammi Updyke and Monisha Patel

The first Community Partners event on Meet The Teacher Night was a success! Please remind everyone to monitor their children at Spirit Night Events - there were kids throwing dough at the building at Pizza Peel. They were not upset with us but that is not exemplary of Cotswold code of conduct.

Marketing/Communications

- **Cougar Bites:** Off to a good start, Sherrie is doing a great job.
- **PTA Website/Facebook:** Melissa and Amy McTier will be meeting to transfer some website responsibilities. The calendar has been updated through winter break. Pages are being updated to reflect current information as we get it. Please look over the site and see if any of your committees need to add or update information (this includes removing out of date information). We would especially like to add information about each event and fundraiser.
- **School Spirit:** Sales were down a bit at open house as we did not have sweatshirts. We will be sending home order forms including a NEW navy sweatshirt design on September 2nd or 8th. Melissa is discussing possible new items with our printer for a future (pre-holiday) order, may do a poll of families.

- **Directory:** We are switching to a non-CMS printer; Kathryn and Melissa met with her this week. We will have online forms ready by the volunteer meeting, which is ~2 weeks sooner than we usually start. Printed forms will go home in Cougar Folders the week after Curriculum Night (Monday 9/22).
- **Outdoor Signs:** Melissa and Melissa Farnsworth met this morning (8/29) to review sign procedures. Melissa F will update the marquee weekly on Fridays. If you have a marquee request, please contact Sherese/Morgan and Melissa C.

Advocacy

Nothing to report at this time.

Auditing

We reviewed May and June statements:

Check #4213 for \$ 286.46 to Sylvia Moras had not eared but did clear on July 9th

Check #4232 for \$37.54 to Dunston group had not cleared but did clear on July 9th

Check #4184 for \$2973.01 to booster enterprises was written on May 19, 2014 has not cleared. Susie has contacted Jeremy and he is checking with book keeping (although he has it marked as received)

Check #4182 for \$118 to Sherese Smith cleared bank 6/16/14. There was no check request form or receipt. It was for gift cards

Check #4215 for \$1000 to Susan G Komen cleared bank on 6/24/14. There was no check request form. One was made on Tues 8/26/14

Nominations

Nothing to report at this time.

Cotswold School PTA Board of Directors

Meeting Minutes

August 29, 2014 at 9:30am

at

Cotswold School

Agenda Topics	Major Discussion Points	Next Steps (Who, what by when)
Attendees	<p>Officers Present: Sherese Smith, Susie Wilcox, Morgan Cromwell, Mary Barlow, Stacy Beard, Carrie Torres, Mandy Price, Renee Preece, Kammi Updyke, Ashley Sellner, Melissa Curlin, Alicia Hash, Sandy White</p> <p>Officers Absent: Meghan Law</p> <p>Guest: David Thorne, Scott Reed, Haley Schron, Sylvia Moras, John Eberhardt</p> <p>According to the bylaws, a quorum consists of a majority of Board Members (7/14). With 14 out of 14 Board Members in attendance, a quorum was present.</p>	
Welcome and Review of Minutes	<p>Sherese called the meeting to order at 9:30am.</p> <p>The minutes from the July 15, 2014 meeting were presented for approval. Melissa made a motion that they be approved. Morgan seconded the motion. VOTE: Approval was unanimous</p>	
Treasurer's Report	<ul style="list-style-type: none">• We are posting a loss of \$7,119.07• Items of note: agendas purchased, subscriptions ordered, staff back-to-school gifts purchased, soccer goals purchased for Mr.Clutts.• Payment for turf this summer should be reflected in Equipment.	

	<ul style="list-style-type: none"> • We continue to collect matching payments for Commit to Cotswold. • Target, Harris Teeter, and Land’s End should be sending incentive checks. • Moras attended an IB conference this summer. <p>VOTE: We did not vote on the budget. To be amended and presented by email for a vote.</p>	
<p>Principal’s Report</p>	<ul style="list-style-type: none"> • 821 enrolled students. • More IB spots (33 per grade). • Transportation improving each day. • Haley Schron and Sylvia Moras presented the Next Steps Initiative that will include: the introduction of “Houses”, the Essential 20, the showing of the Ron Clark film September 5th with discussion following. As a board, we encouraged the staff to roll out more communication to explain the essential agreements and the new programs. Recommended renaming the EA20 to “Expectations for Excellence.” • John Eberhardt explained the Achieve 225 Grant which implemented “Playworks” an organized recess initiative. New games and play zones have been introduced to the children this week. Equipment including a shed is forthcoming. There is much enthusiasm for the new program amongst staff and students. 	
<p>Staff Report</p>	<ul style="list-style-type: none"> • None 	
<p>Committee Updates</p>	<p>Administrative Support – Renee Preece</p> <ul style="list-style-type: none"> • Submit themes for Staff Recognition to Diane McLaughlin. <p>VOTE: Renee presented the August report for acceptance. Melissa seconded. It was approved unanimously.</p> <p>Enrichment – Carrie Torres</p>	

- Nothing was added to the report.
- VOTE: Carrie presented August report for acceptance. Melissa seconded. It was approved unanimously.

Events – Stacy Beard

Nothing to report.

Fundraising – Kammi Updyke

- Back-to-School night raised approximately \$700.00.

VOTE: Kammi presented the August report for acceptance. Mandy seconded. It was approved unanimously.

Marketing – Melissa Curlin

- Submissions for Cougar Bites and the site must be given a 48 hour turnaround time (or up to a week for the site).
- School Spirit will send out an order form on September 2nd. Orders will be received by October 13th. New items include a navy sweatshirt (Youth sizes - \$20/ Adult sizes - \$25).
- Directory needs a graphic designer. Susie suggested Kathryn Kreutzer.

VOTE: Melissa presented the August report for acceptance. Sandy seconded. It was approved unanimously.

Advocacy – Mary Barlow

Nothing to Report

Nominating - Sandy White

Nothing to Report

Audit – Mandy Price

VOTE: Mandy presented the August report for

	acceptance. Sherese seconded. It was approved unanimously.	
New Business	<p>Calendar changes</p> <ul style="list-style-type: none"> • Clubs will start in October, not September. There will be a spirit day on the final day of September. • Camp Hanes has been changed to November 5-7, fifth graders will miss Thursday's Meet and Eat but will attend the Book Fair on Monday and Tuesday before they leave for camp. • EOG's have been moved to May 21st and 22nd before Memorial Day. Fifth graders will take the science test on the Tuesday following Memorial Day. <p>Budget</p> <ul style="list-style-type: none"> • Biztown/Fourth Grade Field Trip will be reflected in the Curriculum line this year, \$1200 will be added to the line • Field trip cap will be \$20 for all trips. <p>PTA Goals 2014-2015</p> <ul style="list-style-type: none"> • Better communication with families, investigate the need for better communication with our ESL families. • Beautification including mulching areas in Claire's garden and around the trailers. • Help staff with interior beautification projects. 	
Adjourn	The meeting was adjourned at 11:50am	

Upcoming Meeting Schedule:

Our next meeting will be September 26, 2014.

Meeting Minutes submitted by Ashley Sellner, secretary