

**COTSWOLD SCHOOL PTA BOARD OF DIRECTORS**

**Meeting Minutes**

**August 28, 2015**

**at Cotswold Elementary**

<b>Agenda Topics</b>	<b>Major Discussion Points</b>	<b>Next Steps (Who, What by When)</b>
Attendees	<p><b>Officers Present:</b> Morgan Cromwell, Alison Tennent, Katy Burge, Kathryn King, Kelly Catanese, Susie Wilcox, Kimberly Lucier, Emily Peterson, Amanda Price, Sherese Smith,, Stacy Beard, Mary Barlow</p> <p><b>Staff Members Present:</b> Cheryl Turner, Genny Murrell</p> <p><b>Officers Absent:</b> None</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>Morgan called the meeting to order at 9:38am. The minutes from the June 30, 2015 were presented for approval. Morgan made a motion that they be approved. Susie seconded it.</p> <p><b>VOTE:</b> Approval was unanimous.</p>	

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Principal's Update	<ul style="list-style-type: none"> <li>• Ms. Turner reported that enrollment looks good and that we have 827 enrolled after the first week of school. She will look at the magnet list at the end of the quarter if we need to pull some more students into the school.</li> <li>• They are still in the process of filling the speech teacher and looking into all options for how to fill this position with the right teacher as soon as possible.</li> <li>• At this time, the technology teacher position is not being filled by a full-time teacher but the former technology teacher, Ms. Turner, is training all teacher assistants so that they can perform this role collectively. Future planning for a technology teacher replacement is contingent on the budget.</li> <li>• The early release date and times are being communicated to the parents through Cougar Bites, the Facebook page, and will be sent home in the Cougar Folders. It will also be communicated at Curriculum night. The purpose of the early release times is to give the teachers time for professional development.</li> <li>• Regarding transportation, the school has revised afternoon carpool and walker procedures and Ms. Turner is looking into ways to make sure all the children stay safe and that the rules are enforced. The parents are receiving multiple points of communication on the procedures.</li> </ul>	
Teacher Report	<ul style="list-style-type: none"> <li>• Ms. Murrell has no major issues to report and said that the year is off to a great start.</li> <li>• The House program is being continued this year and the teachers went over it with the students on the first day. It will be implemented beginning the second week of school and the parents will hear about it in more depth during Curriculum night.</li> </ul>	
Budget Review	<ul style="list-style-type: none"> <li>• Kathryn presented the updated budget and highlighted a few of the minor changes that were made over the summer, including income from Community Partners. The main change in the budget was moving \$8000 from curriculum to professional development to cover visits to Ron Clark.</li> </ul>	

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VP Admin Support	<ul style="list-style-type: none"> <li>• Kelly introduced the idea of adding a Gaga Ball Pit to our outdoor recreation area. The game is highly appropriate for all skill levels and would add more fun options for our students during recess. She will look into the possibility of having volunteers build it, as it is a relatively simple structure.</li> <li>• The teacher gift cards for our 24-25 adopted staff members are being managed by Christine Dumler.</li> <li>• Lost and Found procedures are being revised this year. The unclaimed items will be donated on a monthly basis. There is not space on the gym stage to store the lost items and to help the owners reclaim their items, the cart will be rolled outside on Walk-To-School days for better visibility.</li> <li>• Kelly is working on getting back on CMS's radar regarding our drainage problem on the playground. Ms. Hair is helping to document the issues by taking pictures after rainfall. It is presumed that the reason why this is not a CMS priority is because other schools have more serious drainage concerns than us, but we are still going to be persistent. Updates to the playground are largely on hold until we can fix the water problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Remind parents to label everything (Cougar Bites).</li> </ul>
VP Enrichment	<ul style="list-style-type: none"> <li>• Susie reported that the Reading Rocks Celebration will take place on 10/26 at 2pm. The format has changed to a party, rather than an assembly.</li> <li>• The idea of recruiting additional mentors from outside Cotswold was presented. Susie and the mentor committee are looking into ways to source the mentors including word of mouth with neighbors who may be retired and reaching out to Sonic.</li> <li>• Regarding Tutors, Ms. Mullins is going to train the tutor volunteers this year.</li> <li>• The Men of Cotswold have an opportunity to find a new project. Ideas can be submitted.</li> <li>• The Play60 event is supposed to be scheduled for this fall but the Panther's Organization has not committed yet. They are currently reviewing all previous documentation and deciding how to move forward. We are not on their list right now, but Mr. Clutts is working diligently to get this scheduled.</li> </ul>	
VP Enrichment	<ul style="list-style-type: none"> <li>• No major updates at this time. Many of the committees are still in the process of meeting.</li> </ul>	

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VP Fundraising	<ul style="list-style-type: none"> <li>• It was decided that we probably don't need to pursue new fundraising sources in addition to our existing ones at this time unless there is a really compelling reason to do so.</li> <li>• Commit to Cotswold dates and the timeline will be the same as last year.</li> </ul>	
VP Marketing/ Communications	<ul style="list-style-type: none"> <li>• There was a discussion about how to present committee needs at Curriculum night. It is best if the VP's do most of the talking so that the meeting does not last longer than necessary. Some of the committee chairs with the greatest needs can make plans to do a small presentation.</li> </ul>	
Advocacy	<ul style="list-style-type: none"> <li>• The upcoming area for concern is the possibility of reviewing student assignments and what impact this might have for Cotswold. The school board may look at ways to shift priorities regarding neighborhood schools. Advocacy will stay on top of future developments.</li> </ul>	
Nominations	<ul style="list-style-type: none"> <li>• Sherese reported that all positions have been filled!</li> </ul>	
Auditing	<ul style="list-style-type: none"> <li>• Mandy has completed the yearly audit.</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>• Committee Folders were handed out to the VP's to distribute to their committee chairs.</li> <li>• The idea of reducing paper waste by letting parents opt out from paper communication in Cougar Folders was discussed. Ms. Turner has had success with this initiative in the past and is helping talk through ways to implement a strategy to move in that direction at Cotswold.</li> <li>• Updates and Improvements to Clare's garden continue to be a short-term goal for the PTA but we really need to wait until the drainage issue is solved.</li> <li>• Another potential goal for the PTA would be adding tables to the side of the school which would create many opportunities for students to have lunch with family or for students to receive incentives to eat outside as a reward. The downside is that the area needs to be cleared of excess landscape debris and bugs.</li> </ul>	

