

**COTSWOLD SCHOOL PTA BOARD OF DIRECTORS**

**Meeting Minutes**

**September 25, 2015**

**at Cotswold Elementary**

| <b>Agenda Topics</b>          | <b>Major Discussion Points</b>  | <b>Next Steps<br/>(Who, What by<br/>When)</b> |
|-------------------------------|---|---|
| Attendees                     | <p><b>Officers Present:</b> Morgan Cromwell, Alison Tennent, Katy Burge, Kelly Catanese, Susie Wilcox, Ashley Sellner, 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> Kathyryn King</p> <p>According to the bylaws, a quorum consists of a majority of Board Members (7/14). With 13 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 9:35am. The minutes from the August 28, 2015 were presented for approval. A correction was made to the list of board members to move Cheryl Turner and Genny Murrell to staff members. Morgan made a motion that they be approved. Sherese seconded it. <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 is up to 845.</li> <li>• The speech teacher position has been filled and she has started working.</li> <li>• Another interpreter has been hired.</li> <li>• The first early release day is scheduled for October 7th and all the teachers and assistants will receive professional development shortly after the students are dismissed.</li> <li>• The AdvancEd Survey has been given to parents through the Cougar Folders and Cougar Bites. Some students will also have the opportunity to complete the survey but the questions will be modified for the students. Ms. Turner is striving for 100% participation and the district asks for 20%. The responses are due by Oct. 2nd.</li> <li>• Beginning Oct. 7th, the students will be receiving index cards with all of the student login information in an effort to give them more organized and convenient access.</li> <li>• The position of the technology teacher is still unfilled and will be empty indefinitely due to budget constraints. The district does not provide funding for this position and if we want to fill it again, the school needs to reorganize the budget within Cotswold.</li> <li>• The Internet safety course that last year's technology teacher, Ms. Turner, planned will still occur but will be facilitated by teacher assistants.</li> <li>• Ms. Mintz is implementing a school wide texting system administered by Remind Text and it will notify parents of bus delays.</li> <li>• Eric Davis will be speaking at the next SLT meeting on October 29th.</li> </ul> |                                   |
| Teacher Report     | <ul style="list-style-type: none"> <li>• Ms. Murrell reported that the first house meetings will be on September 25th for 3 of the houses.</li> <li>• Karaoke Friday in the lunchroom is also beginning on September 25th.</li> <li>• Ms. Murrell will be working on the painting project in the alcove near the 1st and 2nd grade halls and it was suggested that she receive the funds to purchase the paint from the PTA and reach out to Men of Cotswold for help painting.</li> </ul>   |                                   |
| Budget Review      | <ul style="list-style-type: none"> <li>• Susie gave the report in Kathryn's absence and reviewed the latest budget.</li> <li>• Susie also reminded the board to ask chairs to be prompt with deposits and check boxes for checks more frequently.</li> </ul>   |                                   |

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| VP Admin Support | <ul style="list-style-type: none"> <li>• Kelly is working on ways to reduce paper communications and add more content to the weekly Cougar Bites newsletter. The newsletter may get emailed out on Mondays instead of Saturdays. The goal is to implement a new plan by the beginning of the 2nd quarter.</li> <li>• Kelly is requesting some routine maintenance from CMS including gutter cleaning and for a dead tree to be removed.</li> <li>• She had a meeting with the Porter Family on September 25th to review and discuss moving forward with plans to complete Claire's garden in a thoughtful way.</li> <li>• The statue will be moved and drainage will be fixed. The PTA will allocate \$3,500 to this project and the Porters have generously offered to donate additional funding.</li> <li>• In the process of completing this project, it was discussed again that we should also make plans to clean up the area near Linda Lane and add tables that could be used for parents, teachers, and mentors. This could be a good goal for the next Boosterthon. We could also reach out to local middle school and high school students who may be looking for service projects who could build the tables.</li> <li>• Another opportunity for obtaining funding for picnic tables and other outdoor enhancements (Goga Ball and Water Fountains) is to apply for a grant through Hometown Huddle. The deadline has passed for this year but can be an ongoing opportunity for the future.</li> </ul> |                                   |
| VP Enrichment    | <ul style="list-style-type: none"> <li>• We are short on 3rd grade tutor volunteers.</li> <li>• We are also in need of IB volunteers and have about 11 openings.</li> <li>• Alison Busch is working on finding a speaker for an event with the mentors and mentees and has some great leads, including a NFL speaker.</li> <li>• The Girl Mentor program is seeking more mentors outside of the Cotswold Elementary parents. Ideas include neighbors and faith community members.</li> <li>• The reason for the change in the Reading Rocks format is to make it even more accessible for all students. The intention is to reward the efforts as much as the actual reading hours.</li> </ul>  |                                   |

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| VP Events                       | <ul style="list-style-type: none"> <li>• The Daddy-Daughter Dance has been scheduled for 2/19/16.</li> <li>• Cardinal Books has been acquired by Scholastic so the process for using the cash register will be different this year. Volunteers will need to be trained briefly.</li> <li>• The Parent's Social event will occur in early March again but a date has not been set. It will likely be held at Dilworth Bar and Grille again since the venue works really well. Ideas are being discussed regarding raffle prizes and what may be donated by Sonic.</li> <li>• The Mother-Son outing has not been planned yet and the chairs are looking for ideas. They probably will not plan the outing to be a Knights game again this year due to feedback.</li> </ul> |                                   |
| VP Fundraising                  | <ul style="list-style-type: none"> <li>• We currently have raised 17% of our funds towards our goal of \$55,000 for Commit to Cotswold.</li> <li>• The recent Leroy Fox Fundraiser was a big success.</li> <li>• It was suggested that we add a link to donate to C2C online on the next Cougar Bite newsletter.</li> </ul>  |                                   |
| VP Marketing/<br>Communications | <ul style="list-style-type: none"> <li>• Emily is looking at ways to make the Cotswold PTA website more efficient.</li> <li>• The student directory still needs a designer ASAP. There may be a student in the IB program at MPHS who can volunteer for this position for school credit.</li> </ul>  |                                   |
| Advocacy                        | <ul style="list-style-type: none"> <li>• School Assignment and Magnet School discussions will be presented to Ann Clark on October 13th.</li> <li>• Sibling guarantees remains one of the most challenging issues for the district.</li> <li>• All the meetings will be posted online and Mary can help distribute the links.</li> </ul>   |                                   |
| Nominations                     | <ul style="list-style-type: none"> <li>• Sherese reported that Kimberly Lucier resigned from her position on the board and Ashley Sellner filled the spot of VP of Fundraising.</li> </ul>   |                                   |
| Auditing                        | <ul style="list-style-type: none"> <li>• Mandy had nothing to report.</li> </ul>   |                                   |

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| New Business  | <ul style="list-style-type: none"> <li>• There are some calendar changes including school pictures, Biz Town, Allergy Awareness Week and Hour of Code. All updates will be posted to Cotswold PTA website and are attached to minutes.</li> <li>• The biggest goal for the PTA funds at this time is Claire's Garden.</li> <li>• SLT nominations needs to fill one position and it will be voted on by PTA Board.</li> <li>• October 6th is an election day.</li> <li>• We are looking to have a "Pink Day" in October to support Breast Cancer Awareness.</li> </ul> |                                   |