

**COTSWOLD SCHOOL**  
**Minutes – PTA Board Meeting**  
**December 9, 2016**

**Call to order**

Stacy called to the meeting to order at 9:35am

**Board Members Present:** Stacy Beard, Ali Hoce, Morgan Cromwell, Emily Petersen, Kelly Catanese, Alison Tennent, Mandy Price, Michelle Abels, Susie Wilcox, Jody Para, Katy Burge.

**Staff Members Present:** Alicia Hash, Genny Murrell

**Board Members Absent:** Natalie Meek, Jena Holoman, and Kathryn King

According to the bylaws, a quorum consists of a majority of Board Members (8/15). With 12 out of 15 Board members in attendance, a quorum was present.

**Approve Meeting Minutes** – October 28th board meeting minutes approved.

**Principal's update** – Updates to to reassignment timeline were given during Advocacy report.

**Teacher update-** Ms. Murrell - The staff really enjoyed the Thanksgiving pies. The teachers appreciate the voting slips to provide their input for the Boosterthon funds that will be raised in the spring. Brain Pop is going well.

**Budget Review** – Summarized by Stacy:

- The Smart Boards have been approved and have arrived and Ms. Locke and Ms. Murrell are getting them to replace the E-Beams.
- We have been very fortunate to receive some unexpected revenue from different community partners such as JCrew, Smashburger, Harris Teeter and PNC Bank.
- Commit to Cotswold has received about \$55,000 to date.

**Committee Reports**

- **Admin Support-** Mandy Price
  - Lost and Found has found its way back to the Parent Room. It has become a safety issue to keep it on the stage. It will stay in the Parent Room until an agreeable option is decided upon. Kim is doing a great job of keeping it organized.
  - Exterior Beautification: Karen Linton is working on getting leaf removal services through CMS.
  - The Staff Recognition picture frame is a little big for our needs but we will let Laura decide how to proceed.
  - Adopted Staff Gifts: the part time staff members will each receive \$20 gift cards and the full-time staff members will receive \$25.
- **Enrichment-** Susie Wilcox
  - We have 25 tutors and need 4 more for the 3rd grade.
  - Men of Cotswold has taken Hour of Code to the next level. Bernard Morgan has put a lot of time into organizing.
  - The Girls Mentoring program is doing and planning a lot of fun things including a social scavenger hunt, going to Step Afrika and a talk by Michelle Icard.
  - Backpack for Snacks is going well.
  - The books donated by Wells Fargo will be placed in classrooms at beginning of the new year. We will not use the Read-a-Thon, as previously discussed, to fulfill the volunteer hours needed for the new books. We will instead seek volunteers to read the books on a different day. We may look at calling on recent Cotswold Alumni to read to the students.
- **Events-** Jody Para
  - The next Walk to School Day is 2/3/17
  - Camp Hanes is going up in cost by \$7/child next year due to costs we cannot control. Moving forward, the school will handle the money for Camp Hanes due to sensitivity with scholarship funds and privacy.
  - Mother-Son outing can be either April 22 or 29th. The chairs offered to plan for it to be the 29th so that they could attend the game on 22nd and gather good information to pass along to attendants. Everyone agreed that sounded like a great plan.
  - Father-Daughter dance is coming along well.
  - The 5th graders can still order T-shirts because another screen print will be run in January.
  - Celebrate Cotswold: Some details still need to be worked through. We need to figure out the pre-ticket sale situation to make it easier. We also need to decide how to proceed with the bungee jump attraction.
- **Fundraising-** Alison Tennent
  - No updates
- **Marketing/Comm-** Emily Peterson

- o There was a website outage last week due to a billing issue that brought to light the fact that we need to create a PTA gmail account with the transferable contact information to prevent future lapses.
- **Community Partners-** update by Stacy
  - o Barnes and Noble event not well attended. We get a percentage of the sales so the event is worthwhile to us, it just needs better advertising.
  - o PNC has given us \$500 and is providing some mentors and tutors. In January they talk to the teachers about account discounts.
- **Advocacy-** Michelle Abels
  - o Information to date - Ann Clark will be leaving soon. There is not much news to report at this time that is different than previously communicated: Phase 1 of boundary changes will be rolled out for the 2017-18 year and Phase 2 will be rolled out for the 2018-19 school year. The second phase is the one that is expected to be the most widespread.
- **Auditing-** Kelly Catanese
  - o No report
- **Nominating-** Morgan Cromwell
  - o No report

**New Business:**

- Boosterthon fundraising goals will be kept very general
- We need a new copier and need to go through CMS who has a contract with Toshiba.
- The teacher gift cards are not being utilized enough so we are going to work on better communication with the teachers so that they know they are available to them.