

Brooks Museums Magnet Elementary School  
PTA Executive Meeting  
August 24, 2017

Agenda

Call Meeting to Order – Lili Ball

New Business – Lili Ball

- Standing Rules
- Financial Forms
- Ethics Forms
- Conflict of Interest Forms

Treasurer's Report – Emily Goins

Adjournment

Discussion:

- All VP's are responsible for their committee members completing the required forms.
- Ensure all committees work to stay on budget
- All PTA members should read the standing rules.

Communication –

- Mrs. Locklear would prefer emails trickle up and are not sent directly.
  - For example –
    - Questions from parents – forward to teacher then to Mrs. Locklear
    - If PTA specific – forward to Lili and she will address with Mrs. Locklear.

Paper usage –

- Paper for PTA usage is pastel in color
- Copiers – Room #1320 for regular copies (aka small jobs)

PTA room –

- There are shelves in the room, a table, work station, mailboxes.
- There is 1 PTA box in the main area that will be transferred to the mailboxes in the PTA room.

### General Executive behavior

- Administration preference is that no PTA business needs (checking mailboxes etc.) be targeted around the 3:30/3:45 timeframe as it's a disruption to dismissal.
- Reply back to all correspondence from Lili so that she can ensure awareness of subject matter.

### September 14 – Open House / PTA meeting.

- Start time 6:30p
- Membership and spirit wear setup for this event should be planned for 7:05p.
- Sessions begin at 7p

### Foundation event scheduled for 9/21

### Fun Run

- Planning is underway.
- DJ, inflatables, tables/chairs, food setup and pledge forms are all booked/completed.

### **Treasurer's Report**

#### Check Request Forms:

- advance notice preferred for reimbursement and cash back expense.
- Forms need to be approved by VP
- Please place forms in Treasurer mailbox in PTA room.

#### Counting \$\$:

- Counting must occur the day/night of the event\*
  - Exception = fun run event
- Please do not start counting if you will not be able to complete.

#### Counting Form:

- Location = PTA room
- No combination forms
- Signature of counter and co-counter\*
  - \*reminder the co-counter may not be related to the counter.
- If any coins are receive they are to be rolled or placed in a Ziploc bag.
- Ensure usages of deposit stamp is used on checks.
- All Checks should be made out to Brooks PTA\*
  - If check isn't made to Brooks PTA – **notify Emily??**
- Text Emily that deposit is ready.

Year end audit – all items checked out; no issues to report.

## **Member Hub**

Currently 55 hubs – example of hierarchy of hubs

- Brooks is the highest level
- Grade level hubs
- Teacher level hubs

Items such as fun run participation / sponsorship, PTA memberships and No Fuss fundraiser donations can be purchased on Member Hub.

If any committees need to create signups on Member Hub please notify Lili and Becky to ensure items being requested and their quantities are reasonable.

## **Advocacy**

Election Oct 10

- NC Board of Ed – discussion of breaking apart school districts
- New Bill requires State Board of Education to test for dyslexia and ?? . This is slated to begin before 2018 school year.
- State budget –
  - cut class size to 16 in 1<sup>st</sup> and 18 in K with no approval of funding for the reduction in class size. This stands until 2018.
- Principals in our area are paid on of the lowest salaries in the country. New bill correlates pay with school performance.