

DEEPHAVEN ELEMENTARY SCHOOL PTA BOARD MEETING

AGENDA

Location:	687 Excelsior Blvd
Date:	July 22nd
Time:	6:00 - 9:00 PM

AGENDA DETAILS

I. Presidents Update

- New President Plan / Vote
 - Our current president Sandy has resigned- the role of president is open. Until the role is filled- please direct all inquiries to admin@deephavenpta.com
 - Decision at the next meeting
 - Email or text any urgent requests
 - Communication of "If you are interested in joining the board"
 - Bylaws- we must give a name within 12 months
 - Taxes- Require two signatures Jess and Kelli
 - Kelli- Acting President
 - On the ground school correspondence
 - Bank Accounts / taxes / givebacks
 - Jenn- Managing emails
 - Waves:
 - Timing: Monthly- after each meeting
 - DEVO
 - Tracy help Becca figure make a template
 - Send them as needed / not weekly
- Back to school welcome event planning / budget
 - PTA information table
 - Print outs

- Tonka Pride
- Cookies / water
- Facebook admin
 - Remove Sandy and add the board
 - New member requests - approve if we can verify they are parents otherwise send to Alexis to verify
- Outreach - Open positions
 - Committees
 - Bike to school
 - New Families / Connections
 - MTKA Foundation
 - Lighthouse publishing
 - MNO

II. Treasurer: Jessica Loftus

- Committee FlowChart
 - Scholarship moved from under President to under Treasurer
 - Motion by Jessica Loftus - was approved by all present members
 - Teacher grants under Jessica
 - Motion by Kelli Deeg- was approved by all present members
 - Confirm dates for fall and spring
- May and June Financial Agenda
- Transition from old President to Kelli
- Scholarship Committee updates



- Conversation- what is the plan for the budget and why?
- Ask head to come in to a meeting to share vision
- What support is most important from the schools perspective
- Checks- still getting lost
 - Have Zelle as an option for payment
- Birthday Books
 - How are they tracking - Making sure all scholarship students are added
 - The year was \$6,208
 - Can we change the language to a scholarship fund: for bday books / yearbook / supply boxes so the funds can be used for all programs.

III. Communications: Tracy Whitney

- Design needs for Back to School Event, Curriculum Nights, First PTA event. Last year we had Membership Toolkit, RevTrak, PTA Welcome back, Class Party Donations. PTA overview need?
 - Use the year in review and add an info sheet on the other side
- Sponsor banner Updates
- Are we changing classroom party donation suggestion amounts

IV. Secretary: Jenn Anderson

- Update president communication- close down old presidents access to the email and google drive
- PTA Welcome Back
 - Communication plan - Foam Board with PTA Info
 - Cookies - Costco
 - Have you signed up / updated contact information
 - Tonka Pride Gear
 - Tables- from the school
 - Change Name and time - Tracy
- Curriculum Nights
 - Kindergarten: Kelli & Becca- Welcome students / families



- Grade 1-2 Show up early to encourage ppl to come to the meeting
- Calendar Review
 - Board Meeting Dates
 - Event Dates

V. Sponsorship: Kelli Deeg

- Discuss Title Sponsorship buy in amount for the school year.

VI. Volunteer Coordinators: Rebecca Anderson

- Communication with Alexis
 - Streamline communication where we can to her, lessen requests
- Start of the year Membership toolkit opportunities
 - Room parents
 - Tonka Pride
 - school supply distribution

NEXT MEETING DATE:

Nov. 3 9-11 AM District Service Center



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