

PTA Executive Committee Meeting 7.14.21

Attendees: Doug Rollins, Jessica Russo, Sarah Smith, Courtney May, Mike Pascale, Joan Ray, Gayle Rej, Larry Tolle, Natasha Brown, Danielle Kaba, Nisha Rolon, Amine Seifert, Betsy Couch)

5th Grade/Driftwood (Natasha Brown/ Gayle Rej)

- Driftwood is currently offline, housing/hosting crews salvaging shipwreck in St. Simon's Sound. Not expected back for ~1yr
- Awaiting potential alternatives from Driftwood staff, small potential the salvage could finish by January
- Past 5th grade trips: Washington DC (fun, logistically challenging), Campsite near Road Atlanta
- Possibilities: Turtle Rescue on Jekyll Island, Other potential options on Cumberland Island, camping
- 5th grade dues: increase from \$50à \$60 (has not changed in several years) due to anticipation of more in-person expenses

Fun Run update/status (Nilsa and Danielle)

- Working with Mrs. McCafferty to work on t-shirt design timeline
- Planning for Oct 2nd

Hospitality (Amine and Betsy Couch)

- Teacher breakfast
 - Waffle House does not have capacity
 - Many restos/caterers (like Folk Art) don't have staff for delivery & set-up
 - Moving toward simple coffee/breakfast Mon 7/26, Lunch Friday afternoon (para pros won't be back until 27th, lots of new teachers coming in)
 - Options: box lunches, coffee cart/bagels from Goldberg's, food truck options, pizza/salad, burger/veggie burger bar from Tucker Meat Market, potential contact @ Farm Burger (Ms. Spiller's husband), Sarah has contact @ Hungry Hippo Eats
- OPEN HOUSE packages
 - Gift bags w/ water bottle, snacks, note
- Welcome Back Coffee / "Cheers & Tears" for parents
 - Consider reaching out to Waller's coffee
 - Long-term planning for new coffee maker?

Open House

Hybrid with all registration done via our website. We will communicate the need to sign up for a OPEN HOUSE slot (sign up genius for one of the available time windows 4@200 each)

- Virtual vs. In-person
 1. Can register from home and stay remote - then t-shirt, agendas, etc will be delivered to classrooms?
 - **Did we confirm this will happen? Point person?**
 2. In person options
 - Register/pay at home and come in to get teacher assignment, see classroom etc. (push this option via family communications)
 - **Will we have a station for item pick-up (agendas, shirts, etc.) for people who pay in advance?**
 - Register at OPEN HOUSE – QR code to sign in to PTA store on own device or utilize school/volunteer tablets Once proof of payment complete, they can pick up t-shirt, agendas, teacher, classroom etc.
 - **If families use one of our tablets, do we need some sort of “receipt” or proof of payment they can take to pick up agendas, shirts, etc?**
- Doug and Jessica to work on table plan/flow and submit to Joan for review
- # necessary volunteers TBD based on table set-up

Logistical To-Dos:

1. Emphasize completing transactions online prior to coming in family communications
2. Consider cash box for few families that might not be able to link a virtual account
3. Adjust pricing to minimize need for change (\$5 increments)
4. Yearbook payments need to be worked out: direct parents straight to Jotsen’s vs. purchase through PTA (Mike to f/u with Malia)
5. Check/purchase Squares to be sure they interface with tablets appropriately, make sure tablets are charged/functioning
6. Library fund – Need to adjust website/PTA store verbiage and add option for any donation amount

WHAT TO HAVE AT OPEN HOUSE?

· Clubs

- Limited footprint due to low availability
- Brochures/info with link to further information, PTA volunteer but no direct club reps

- Hoping to have a meeting with club providers to provide structure for interaction with students/expectations (Courtney)
- Ideally will add options in spring semester
 - Emphasize that sign-ups will take place *after* school starts
- Aftercare Table -
- Bus Routes Table - Joan/Simone to talk to Cunard
- Carpool and Walkers sign up table - Joan/Dana
- YearBook - show last year/convince need to buy 2021-2022 OUR RETURN
- Teacher Assignment tables (Joan and staff to coordinate)
- Agenda sales/pick up Table
- ~~· Driftwood Trip/5th Grade Dues table to educate (Natasha to begin planning - Pick dates for Cumberland Island)~~
- Community Investor Tables
- Girl and Cub scouts?
- Pick up pre-ordered t-shirts or buy t-shirts as available
- Order Hoodie? Adult t-shirt sales/order. Half zip order?
- PTA table
 - Consider membership raffle
 - QR code sign up for Fernbank Flash
 - Clipboards for auction, Fund the Fern, other near-term events (to be supplemented by google survey/online sign-up)
 - Emphasize option to sign up as room parent *in classroom*
- Foundation ? (talk to Anna)

Directory Spot

File to be pulled from registrar, needs to be updated 3-4x/year

Need for opt-in/info at open house?

2020 meeting notes mention moving only to ClassTag since some info is duplicative, unclear if you can search directory for parents/students in other classes

Signage needs

To investigate closet contents

Committees to communicate needs to Doug/Jessica

Yard signs

- For Pre-K and K kids
- Should arrive 7/16
- Need list of addresses from Robyn Floyd
- Will need volunteers to help deliver

Open house communication this week

- Sign up slots
- PTA/open house e-store opening 7/21
- Aftercare update
- club info coming, sign-ups will be after school starts
- Info about classtag invites

Future communication

- open house volunteer sign-ups
- Sarah to work on social media presence, re-posting Flash contents to Facebook page

PTA Executive Committee Meeting August 18, 2021

Attendees: Jess Rousso, Sara Smith, Courtney May, Mike Pascale, Joan Ray, Natasha Browner, Jarrod Cone, Ginger Ann Hughes, Jarrod Cone, Maria Locke, Doug Rollins, Sarah Pociask, Dana Borda

Wednesday, August 18	Topic	Lead	Actions/Updates/Asks
9:00-9:10	5 th Grade Trip Update	Gayle/Natasha	update
9:10-9:15	Update on Fernwe ar	Ginger Ann	Sales, teacher orders, next steps, asks
9:15-9:20	School Supplies	Sarah P	Update; learnings; questions
9:20-9:30	Clubs update	Courtney/Sara	Timing/questions/concerns
9:30-9:35	Spirit Nights	Jarod and Lauren	Update on upcoming/any needs?
9:35-9:40	School Pictures update	Doug	Do we need flyer in courier? Other communication?
9:40-9:45	Fall Picnic	Jess	Communication/planning/shift timing
9:45-9:55	Commit tee discussi on	Jess Maria Locke	<ul style="list-style-type: none"> ● Sustainability return based on policies. ● Reflections update
9:55-10:10	Curricul um Night	Doug	What to do? 101? Other planning?

10:10-10:20	COVID update	Jess/Doug	What is demand (water bottles, masks, sketch pads)? Accountable? Other updates? Needs?
10:20-10:30	Budget update	Mike	

Clubs Update:

- Clubs registration opens Sat 10am.
- Last minute
- Revamping next semester with google form for times/dates/pricing/details to simplify
 - Joan can show Sara/Courtney about how they used Google Classroom for virtual last year.
- All clubs ready by Sat am.
- Sara/courtney to send language for Joan to read during morning announcements and for Class TAG
- Joan to do ClassTag - Jess to send FLASH Friday that includes time
- What are limits by club? Room size? Need to define room needs and sizes for each club. Ask club leaders for vaccination status? So we can be prepared to answer parents questions. Need to follow DCSD mask guidance.

Driftwood

- Gayle identified a location in NC. Has enough beds for 75% of 5th graders to attend
- Some questions for Joan (140 5th graders and typical ratio - 1:10 chaperone to kids)
- Jess can send info from Christine/Nick so Natasha and Gayle can follow up.
- The facility program typically starts at 11 which may be hard to get there on time.
- Committee to think about a survey to gauge interest in quantities that may attend. Also,
- Dates: May 9-12th
- Chesnut Ridge

FernWear

- Tie-dye shirts for staff distributed. Staff got email about sweatshirts to make size changes. Order will be placed with other pre-orders.
- Pre-order closes tonight at 9.
- No additional item requests but considering mask lanyard for kids (\$2.60/item and down based on quantity). Lanyards required in kindergarten

School Supplies

- Wrapping up with few orders trickle in. Thanks Dana for helping distribute occasional pads.
- \$5,000 net from sale (including \$1,000 credit we won and roll over inventory). EPI will send us check for \$2,500.

- Next year, we can do agendas for every child 2-5 covered with donations. EPI allows custom cover (front and back). Community investors from Foundation could put logos on them to fund purchase. Cost is about \$2,000 and would give every child one.
- Joan: Kids need sketch pads as well and they are often linked together. Should we bundle and cover both? Could be nice idea. Solicit donations from other families as well.

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Spirit Nights

- Jarrod: low spirit at Blaze last night.
- Raging Burrito went well last week.
- Felinis and allies cookies coming up
- Forward recos to Jarrod if you know any restaurants

Class Pictures

- Doug to email Robin on specific days by class/teacher
- Jess to add to flash/ FB

Mike to create QR code for PTA Join and send to Jess

Committees:

- Looking for Reflections volunteer. Jess to email all volunteers with specific request and/or add to FLASH
 - Competition - Georgia PTA
 - <https://www.pta.org/home/programs/reflections>
 - Get info from PTA, flyers to advertise, coordinate; pick up the physical items and submit to regional and state if any winners.
 - Coordinator typically did a reception and awards for winners. May be hard with Covid
- Sustainability
 - Maria willing to lead
 - Has some ideas on how to connect classes to garden without science teacher.
 - Betsy Wallace did sign up genius and home rooms signed up for garden time. Maybe outdoors OK? Dana to ask Joan.
 - Lunch: How much of our compostable trays can we bring back?
 - Dana: They reworked master schedule of school with more space and fewer students in cafeteria.
 - Historically needed parent volunteers at each lunch to help sort which isn't possible now.
 - Getting re-usable containers and such may be hard with staffing and storage.
 - Is corn plastics and biodegradables in budget? Grant that may have paid in the past.

- Maria to talk to Justine Rubin? Out of fernbank. Or Diana Shoemaker. Sarah P to connect Maria to Diana.

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Curriculum Night

- Annual PTA Budget approval at Curriculum night: One slide of full budget to get PTA budget approved. Kara to finalize what we need at this meeting and work with Mike on slide for budget approval
- Jess to send copy of 101 to Doug
- Doug to email Joan

Donations

- Jess to look at Costco for potential water bottles
- Doug look at WalMart

Finance

One of co-VPs and one of Presidents needs to review all the transactions monthly. Jess to do with Mike on Friday

Fall Picnic:

- Postponed. Animation may not work on some emails Jess to make flyers or something.
- Jess will stop using animation on emails.

Communications

Jess has identified someone to lead Communications (email, website, etc). Stay tuned for more info