

BOARD MEETING MINUTES

Three Oaks Elementary School PTA

Date | time November,18,2021 6:00pm | Meeting called to order by Jessica Keefe

In Attendance

Jessica Keefe, Stephanie Joseph, Tiffany Murray, Mandy Rondeau, Milissa Croghan, Kelly Barba, Maureen Coventry, Matthew Orebaugh, Amanda Lantrip

Approval of Minutes

Board

Jessica Keefe, President; Stephanie Joseph, VP Membership; Milissa Croghan, Treasurer; Kelly Barba, VP Ways and Means; Mandy Rondeau, VP Programs; Maureen Coventry, Recording Secretary; Tiffany Murray, Corresponding Secretary; Matthew Orebaugh, Principal; Amanda Lantrip, Vice Principal

Treasurer's Report

Milissa informed us of the change in Holiday Lights tickets. (\$20 per car, \$5 for PTA and \$15 to Holiday Lights company)

There is a need to move funds and create new budget line for raffle tickets program.

Have to order more checks.

About 25-30% of the teaching staff has used their grant money. (We asked Mr. Orebaugh to remind teachers about using their grant money)

Holiday gift for non-teaching classroom staff from PTA: \$100 budget.

Principal's Report

-Mr. Orebaugh informed us of the current toner shortage. (division wide, ESI controlled and schools with much lower inventory can take from schools who have more)

-Also, a shortage and cost of paper but we have enough to last through end of the year. (get from Office Depot)

-Suggestion to condense info send outs to half sheets to cut and advertise everywhere else (Facebook, The Den, etc.)

-Be more mindful of reprints, use digital as much as possible unless it's something that has to be signed.

-Not sure how long this shortage will last, we may just have to tweak things as we go.

-The Newsletter got over 600 views, so it is getting looked at, so we can use this as another platform in place of printing.

-No longer have to quarantine after receiving 2nd Covid vaccine dose for bus or lunch contact.

-Covid vaccine clinics up and running for students.

- Half day Wednesdays (release at 12:40pm) will continue until end of semester for teachers to catch up but not sure if will pass for next semester.

-The teaching staff has gotten some relief but stress is still there.

-Spirit days next week.

- The holiday celebration for staff will be held day before winter break begins.
- Office staff getting calls in regards to visitors/volunteers.
- Informed us of "Trace": a system that ensures safety and keeps us responsible for everyone who enters the building. From designated seating arrangements for each child, schedules to track whereabouts.
- Jessica asked by Mr. Orebaugh to attend zoom staff meeting on 12/07 and discuss volunteer tracker and go over how it works.

New Business

- Mention of communicating more of usage of PTA budget with Three Oak families.
- Mandy went over the Reflections contest, saddest year with very little participants ending with 3 winners. Currently no reflections chair at city level-several vacant slots.
- Updates on Spirit Wear: sent mockups on pink/blue and blue/green, everything looks great. Emails sent but no response yet, but told that we wouldn't get anything until January since they were backed up with shirt orders. Flyers will go out when all is finalized. Idea to possibly put out info during Snowflake Saturday for online sales. (Mandy volunteered to make signs if no sample to display)
- Memberships: about the same, haven't really pushed since the upcoming drives. Stephanie and Mrs. Dibbs working on announcements and possible prizes to drum up participation. Mentioning of a qr code to display at Snowflake Saturday as well. Still missing some faculty since they are only represented at parents.
- Milissa asked about Watchdog Program which Stephanie's husband may possible take charge. Advertisement to be as early as next Monday in the Den with same parameters but change wording to only half a day on flyer.
- Mandy and Tiffany both mentioned parents asking about crafts, holiday food and parties to which there is still no outside food aloud but we can do a craft and or activity with classroom kids. Volunteers limited to 1 to 2 per class. 6ft parameters still applied, room parents to spread message to parents and Mr. Orebaugh to relay info to staff.
- Specify opportunities with volunteers, cannot freeroam.

Future Business

- Jessica will continue to do the PTA newsletter quarterly and Mr. Orebaugh will create a link in The Den.
- The Snowflake Saturday committee will meet again and discuss: getting donations for the raffle and outline where things will be (layout) and possible restroom access.
- Book Fair has been approved for 15min. time slot sign ups.
- Jingle Run: Milissa will get with Mrs. McLaughlin, Jessica and Mr. Orebaugh to get eyes on area (garden/dumpster)
- Chorus will sing a couple songs out in front of the school.
- Mandy asked about Covid protocols: no masks outdoors and we will put self screening info on flyers. Mr. Orebaugh sending proposal with info up.
- Mandy and Milissa working on 5th grade ornament. It will be handmade but trying to lower costs. Trying to continue tradition and they will go home with students.
- Mrs. Eisenberger rearranged her schedule and will head having each grade make a xmas ornament for the trees that will display them in the foyer.

-No staff questions or concerns, just inquires about volunteers and celebrations.

Next Meeting

Thursday, December, 16th at 6:00pm via zoom

Meeting adjourned at 7:14pm