

PTA BOARD MEETING MINUTES

Three Oaks Elementary School

November 17, 2022 *6:00pm* Meeting called to order by Jessica Keefe

In Attendance

Matt Orebaugh, Jessica Keefe, Stephanie Joseph, Maureen Coventry, Tiffany Murray, Krissy Dorsey, Debra Slater, Melissa Asaro

Approval of Minutes

The minutes from the October meeting are approved.

Board

Jessica Keefe, President; Stephanie Joseph, VP of Programs; Maureen Coventry, Recording Secretary; Tiffany Murray, Corresponding Secretary; Krissy Dorsey, VP of Membership; Debra Slater, VP of Ways and Means; Melissa Asaro, Treasurer

Treasurer's Report

Melissa sent out updated budget based on last meeting which included: increasing funds for the clinic, Wolf Bowl and Field Trips. All was approved by board members.

Principal's Report

Matt informed us that two specialist staff members applied for a \$2,000 grant from V.B.E.F. to possibly fund a sensory walk which total cost is \$2,600. They were denied unfortunately but wanted to see if the PTA could help fund the project. Matt gave us the details on how it would be sea/ocean themed, outdoors and durable. PTA sees no reason why we couldn't help but will wait until after January 31st to what funds are available. PTA board members agreed to put spirit wear funds towards this and possibly use unspent funds from the teacher funds as well. Matt strongly agrees to being firm on our deadline so staff understands that we are serious. Tiffany suggests he discuss this with staff at next meeting, to which he agreed.

Old Business

Tiffany informed us that the nurse had inquired about the clinic's budget and if it was increased to which Tiffany assured her it was and she could purchase some necessary items to help supply the clinic.

Stephanie updated us on Snowflake Saturday vendors and how there were 3 slots left to rent. Raffle items collected so far are: The Little Gym, Juggernaut Cookie Co., Mathnasium, Fairy Hair, Pampered Chef, Shine Time and Norfolk Tide tickets. Debra and Stephanie are still waiting on other businesses to call them back. Jessica has purchased 6,000 tickets for the raffle. A PTA table will be setup to advertise and sell Holiday Lights at the Beach tickets, Spirit Wear and 5th Grade Promotion ornaments. We will also have the qr code to hold a membership drive.

We were updated that as of today, 10 vouchers have been sold for Holiday Lights at the Beach. It's a 1 day turn around unless purchased on Friday. Plans were discussed to put more advertisement out to draw more sales.

In regards to the Wolf Bowl, we have sent out communication to the room parents to help pack popcorn for their class and for anyone who can't attend on Tuesday, Nov. 22nd in the school cafeteria from 5-7pm. We have asked for a container to be brought to hold the bags for easier distribution. They will be stored on the stage and the nurse plans to attend to help go over the ingredients in regard to any students who have allergies.

New Business

Tiffany brought our attention on how the SCA is looking for ways to raise funds. They have had lots of ideas, it is a large group of kids. It's suggested that we could use one of the Bingo Nights for them. Another proposition was brought to us in regards to a 4th and 5th grade school dance but there is concern with secluding the other grades, so that idea in itself was voted down. It was suggested we could use the dance as an option for the 5th grade promotion celebration in addition to others. Matt is on board but would just need logistics to which 5th grade promotion committee will handle and inform him at a later date.

Tiffany updated us on the 5th grade promotion Christmas ornaments, she purchased them off Etsy and we will sell them at \$10 a piece. We will have them available to sell at Snowflake Saturday.

Jessica informed us of our chosen charity partnership to which will be Beach Bags, fortunately we already participate with their program. It will have a specific food list of non perishable goods, there will be labeled bins for collection and anyone who brings an item to Snowflake Saturday will get a ticket for a free hot chocolate or donut, we haven't decided on which yet.

There are plans to follow up with Chick-fil-A about their fundraising options with their chicken biscuits. Matt suggests we also contact Hardees since we had used them in the past and it could be another option.

We were informed that the art teacher is ready to make the Christmas ornaments with each grade as she does every year and it again will have a theme just will need help putting the Christmas trees up to display them in the foyer.

The first Leader of the Wolf Pack celebration will be held in December and we estimate approximately 90 students.

Jessica brought up the toner budget and how she is buying paper when we need copies and just getting reimbursed with our toner budget funds.

Matt has agreed to allow the PTA to obtain a small corner of Room 4 to use when we are in the building and to store items for readily accessibility.

Jessica suggests asking for donations to keep teacher candy jar going and to advertise on Facebook and send out a Signup Genius.

Stephanie updated us on this years staff Christmas gifts which will be a holiday themed charcuterie board and spreader which were purchased off Etsy with a \$12 per person budget and Azar's has graciously donated baklava to include in the Christmas gifts as a Thank You for using them during our teacher luncheon.

There was inquiry about the Favorite's Things list for staff and if it had been uploaded to which Jessica ensured us that she will complete and make sure it is available. It was mentioned that we were still missing staff, especially cafeteria and custodial.

Stephanie inquired about PTA funding sanitizer for around the school to which Melissa agreed we could and possibly use some leftover staff funds to support. Stephanie also mentioned passing out cookie tins where people can bring in different types to fill the tin with.

More advertisement will be put out to gain more volunteers for Snowflake Saturday including room parents sending communication to their classes parents. Snowflake Saturday committee to possible meet at 6:30pm tbd on November 30th to discuss details of the event.

Tiffany passed along some questions from school staff in regards to checks for reimbursement, they weren't sure if it was still possible due to the Fun Run but Tiffany ensured them that it was never of question of happening and that the PTA will continue to do so. The receipts are due by January 31st and whatever funds are left will be put in a fund for anything extra that comes up throughout the rest of the year that any staff

member may need. There was also a request from Mrs. Nuchols and Dr. Fuge to have the PTA help fund a Weather Center for everyone in the school to use, especially since their grades (2nd and 4th) study weather throughout the year. It is not expected to exceed \$500, some of the tools needed would include but not limit to a weather vane, barometer etc. These instruments will last a long while. Matt also informed us that the weather is announced every morning and it would be nice to give more information than just the obvious. Melissa suggested we incorporate into the Garden Club and possibly place it in the garden by the shed and raise the budget from \$500 to \$7,000.

Next Meeting

Meeting adjourned at 7:00pm

December 15, 2022 | 6:00pm, Three Oaks Elementary Library

Discussion in more detail for upcoming Bingo nights