



# Stafford PTSA Board Meeting

## September 4, 2013

*In attendance: Emily Schmitt, Erin Duffy, Lisa Sumerlin, Michelle Lopez, Mari Uchishiba, Angie Boyer, Tara Smit, Shannon Wagner, Laura Caba, Amanda Curdy, Nancy Buchwald, Heather Anderson, JoLonna Windsheimer, KC Bildner, Shane Fuller, Tracy Kirkland, Annamaria Fuksz, Dawn O'Neal, Meredith Olson, Shannon Huffman, Lara Miller, Jen Freeborn, Kate Hoots, Julia Henry, Wendy Ingle, Dardee Layne, Kirsten Juster, Eric Tuecke, Julie Gibson, Leslie Giller, Betty Reynolds, Charrisse Reents, Rachel Stevenson*

Meeting called to order: 9:15am

Approved Minutes from June 2013: Clarissa Aayoma made the motion to approve; KC Bildner second

### **Reports of Executive Committee:**

#### **Presidents report, Rachel Stevenson**

- \*Welcome to all new parents
- \*Meetings typically start at 9:30
- \* This year we are an online PTSA, all event tickets and volunteer spots to be filled online.
- \*Make sure to sign up for Listserv (school wide email). There are two different email lists: Stafford School and West Linn School District. .

#### **Treasurer, Dardee Layne**

- \* Budget Review, including scrip numbers, stampede income through August and current big auction expenses.
- \*A gift of \$200.00 for each teacher and classroom staff member will be delivered, for a total of \$6,400. This gift is for supplies or any classroom expenses.
- \* New scientist in residence. Julia Grey, she has submitted her requests.
- \* Note cash handling procedures: Fill out check request forms, found in the PTSA drawer. Also find check requests Documents online. Also, double count any cash, never take cash home.
- \*Do not write personal checks for anything where liability is involved, as it needs to be covered under PTSA insurance – see number 5 on the PTSA Money Handling Procedures handout.
- \*If your committee uses credit card outside of Greater Giving Software, see treasurer, Dardee Layne.
- \*eScrip gives about \$200 a month and it is very easy to sign up your Safeway card or credit card. See Heather Anderson for questions on how to sign up.

### **Co-Vice Presidents, Clarrissa Aayoma and Emily Schmitt**

- \*Looking for grade level social hosts, these are adult only events. First, second grade and third and fifth grade hosts are still needed.
- \*Auction parking spot – the bid sheet is in the front office.
- \* Reflections will be done again this year. This is a PTSA funded art program, projects are judged by Oregon PTA. Information will be emailed out before January's due date.

### **Secretary, Charrisse Reents**

- \*Please be sure to sign in
- \*Future meetings will be at 9:30am on the first Wednesday of each month of the first full week.
- \*You will receive email reminders of the upcoming meetings also.
- \* The 2013 Stampede is this Friday. This is a fun event for the whole family.

## **Reports of Standing Committees:**

### **Membership, Kate Hoots**

- \*Preview of the paperwork that will be sent home with your child for membership, scrip ordering, volunteer sheet, events. This year if you complete the available forms online, you will be entered to win an ipod touch.
- \*Stafford does not do fundraising with cookies or wrapping paper, we ask families to donate to the annual fund in September.
- \*A \$100.00 donation gets you a free directory, \$8.00 for a directory otherwise. Next year we hope to have this available online.
- \*The donation to our annual fund is tax deductible.
- \*This year there will also be auction, although our yearly expenses are covered primarily by annual fund donations.
- \*Membership is different from annual fund, you must be an member in order to vote on how to spend these funds.
- \*Apparel is not available online this year, next year our goal is to have the volunteer and apparel forms online.

### **Community Service, Kirsten Juster**

- \*Sept 25-27<sup>th</sup> is Ms. Barbour's Baskets. This event is for students and families to bring snacks to school for kids who forget their snacks or are unable to bring snacks for themselves.
- \*We need basket donations to use for the week. Baskets will be returned .
- \*Halloween fundraiser for costumes is starting. You can order your costume from Wholesale Costume Club. [www.wholesalecostumeclub.com/fundraiser](http://www.wholesalecostumeclub.com/fundraiser)

### **Volunteer Coordinator, KC Bildner**

- \*Volunteer for PTSA by filling out form sent home with your child, KC will contact you at the time of the event.
- \*16<sup>th</sup> of September is volunteer orientation – about 45 minutes to an hour long. This information will be in the newsletter.
- \*Fill out volunteer form that comes in your packets, please check off any events that you might be interested in. This form is for school-wide events and separate from your classroom sign up sheets, at curriculum night you will have a chance to volunteer in the classroom.
- \*Question: Are background checks ran? Answer: Teachers and staff are subject to background checks.

### **Scrip, Heather Anderson**

- \*The Scrip program is ordering gift cards for shopping and the company, such as Starbucks, donates a percentage back to the school.
- \*Orders are every 2 weeks and need to be in on Mondays of the order week.
- \* Please sign up for escrip by registering your Safeway and other club cards online.

### **Newsletter, Rachel Stevenson for Julie Sepp**

- \* Newsletters are sent out twice a month. To receive these, sign up for ListServ, through our website or district website.
- \*Our PTSA newsletter is at the end of the school newsletter, which is sent out via Listserv.
- \*We will be sending out just the PTSA newsletter via email to those who are signed up as members and/or have donated to the annual fund.
- \*Newsletters will be posted online, you can also look through previous newsletters.
- \* First newsletter Articles are due Sunday, first Newsletter goes out on Thursday

### **Apparel, Carmen Furscher**

- \*All items for Stafford apparel are on sale now.
- \*One order for the year; Orders are due by September 20<sup>th</sup>.
- \*We will have a table at the Stampede to preview items and order. Only a few items will be available to take home that day.
- \*Spirit day is the last Friday of every month.

### **Staff Luncheon, Heather Anderson**

- \*October luncheon for the staff during fall conferences. These are October 9<sup>th</sup>-11<sup>th</sup>.
- \*Soups, salads, drinks, bread, etc.; please sign up if you are able to bring food or volunteer time. We are especially in need of setup and clean up help.
- \*Please contact Heather if you were unable to sign up at the meeting.

### **Art Lit, Rachel Stevenson for Ellen Gass, Rebecca Demorest, Alaina Kuehn**

- \*The art lit program are all parent based Art projects. They do 5 projects a year, the kids decorate the halls with their art.
- \* Typically there are 3 volunteers for each classroom; one lead comes to the meetings to review the project.

\*This year the kids will make Carnivale masks to coincide with the auction, some may be part of an auctioned item.

### **Auction, Amanda Curdy and Clarrissa Aayoma**

\*The large auctions are only every four years.

\* The next auction meeting in September 17 at Clarrissa's home, if you would like to help, please contact Amanda via email at Curdyfive@frontier.com

\*We are still looking for donations, if you have a personal connection please contact them.

\*We are selling ad space for next year's 2014-2015 directory.

\*Classroom projects are coordinated by Emily Schmitt. These don't take away from classroom time. If you have ideas, please contact Emily.

\*If you need a procurement letter, they can be found in the office and you can donate online as well.

### **Boxtops, Nancy Buchwald**

\* Looking for donations for classroom prizes.

### **Betty Reynolds, Clackamas Council PTAs VP**

\* Clackamas Council's purpose is collaboration with local PTAs.

\* Please see the website to connect.

\* Feel free to attend the Clackamas Leadership Camp on September 14 for \$20.00 includes lunch.

\*Audit Workshop September 15 at 2pm.

\*Clackamas clothes closet, operating on reserves as they were dormant last year. If possible looking for our PTSA to donate \$100.00 or clothing.

\*File Oregon PTA forms

### **Erin Duffy and Eric Tuecke, Garden**

\*This is Erin's last year, transitioning to Eric Tuecke.

\*Thank you to PTSA for help funding and helping with maintenance.

\*Looking for plant donations as well.

\*First garden party on September 19<sup>th</sup>.

### **Principle, Jen Freeborn**

\*Great start to the new school year

\*Curriculum night is September 12th this year, the staff is excited to have the families explore the classrooms.

\*We currently have 510 students at our school. Enrollment is up 40 students from last year. We were able to hire three new teachers this year to accommodate these numbers.

\*We are still looking for a host for our Chinese teacher

\*Question: Why is there caution tape on playground Answer: The bridge is being repaired.

Meeting adjourned: 10:26am