

POE PTA MEETING MINUTES

APRIL 20, 2010

ATTENDEES: Yvette Coffman, Courtney Collins, Lisa Stewart

Meeting began at 6:00 pm

Minutes from the 3/11/10 meeting were approved as written via email.

MARCH MADNESS/SPRING FLING/END OF SOLs/END OF YEAR EVENT: Dates were discussed for holding the former March Madness event – the upcoming planned date of May 7 is too soon to plan an event so the dates on the table to Sonya are May 21 or June 11. Planning volunteers are still needed. A portion of this event will be the basketball game with staff and students. Lisa has already been in touch with Poe staff about the game. Mr. A will DJ the event. **We are now waiting to hear back from Sonya about a date and secure volunteers and their jobs.**

HONOR ROLL ASSEMBLIES: May 3 is the upcoming honor roll assembly. There are 562 students on honor roll this semester. For purchasing purposes, we will use the number of 862 for drinks and rice crispy treats. **Yvette and her husband will procure drinks and treats and will deliver them to Poe in the morning. Volunteers will be needed at all honor roll assemblies.** The funds for purchase of the honor roll assembly refreshments were enabled by a generous donation from a Poe Middle School parent. They gave a gift of \$500.00 to be utilized for this purpose.

FIELD DAY/8th GRADE PICNIC: Yvette has collected feedback from Barbara Fitzgerald who planned this last year and was able to get detailed notes on what/how much, etc., was done last year. **We will need to get volunteers to staff the picnic and Poe will be soliciting parent volunteers for field day itself.** The date is JUNE 23. The 8th grade luncheon that the PTA provides is following field day. Subs, chips, drinks are the preferred option, though pizza will be priced out as well. **Lisa will be working on this. Courtney can help.**

PLANT SALE: This year's plant sale has not yet rendered as much money as last year but some forms are still trickling in. Lisa has gone to Poe and copied forms both to be left in the front office and stuffed the staff mail boxes with forms as well. **Lisa and Courtney will staff the distribution of the plants on April 30 from 3-6 at Poe.**

STAFF APPRECIATION LUNCHEON: The staff appreciation luncheon is coming up soon on May 6. Last year food donations were requested from parents, and the same will be done this year. **Yvette plans on being there in the morning to set up and will ask Jaye Webb to lead the clean up effort.**

SPIRITWEAR: We have a few remaining spirit wear items in the PTA closet – Lisa got them to Courtney to sell at the New Parent Orientation - none sold – these parents had previously placed their orders on

the March 9 night at Poe and are waiting for their purchases to be delivered. Courtney will follow up with Dana about these orders and whether any new orders are being taken.

MISC. TOPICS

Lisa will follow up with Bloom

Yvette will send electronic copy of by-laws to Courtney

Courtney will look at the content of the membership forms for possible revision

Courtney will follow up with Dana concerning final membership numbers so we can pay the county adequately.

Question of PTO/PTA was raised – Courtney will begin researching this.

Amy Layne Kapinus will be looking into printer cartridge recycling at Poe.

Elizabeth Clark is beginning the process of getting next year's school supply kits on its way. The question of paper orders vs. electronic orders was discussed. It was agreed that a paper note would go out in various languages instructing parents how to order.

It was agreed that next school year the PTA would alternate meetings from evening to daytime to see if that encourages increased attendance.

Courtney will research parent handbooks at other area schools.

Solicitation letters is still on the table as a need for the PTA to look at producing. Courtney and Yvette will begin this process.

BUDGET: Our budget for the year is looking good – we are in a fine position financially despite several perceived setbacks. The things that happened this year for fundraising happened well, thanks to the outstanding commitment of a very few parents. Budgetary line items were reviewed and tweaked to reveal real time numbers. Lisa and Yvette will need to do some fine tuning and revisions to be prepared for the annual audit in June.

Meeting ended at 7:25 pm.