

PTA Program Leaders Meeting
9/1/16

Welcome & Introductions

- ❖ The purpose of the meeting is for Program Leaders to meet the Board and each other, and go over some information they may need throughout the year. Also, to discuss some upcoming events and new ideas for the year.
- ❖ Officers introduced themselves; Program Leaders introduced themselves.
- ❖ *If you were not in attendance, please send your email and phone number to Melanie Gore*

Communications -

PTA information is publicized in the following:

- ❖ Backpack Mail- a hard copy of announcements is sent home.
Photocopying is done at school. Ask Tami if you can do the photocopying or if she prefers to do it. You may email a file to her. PLEASE proofread it before you email it - she will have it copied in no time.
- ❖ Listserv -
Any school-related, PTA-related info can be posted on the listserv. We will try to get more families to sign up for it this year.
- ❖ Newsletter (1st newsletter - dates for submission)
Carol Barry writes the newsletter. It comes out the first Friday of the month (except for Sept, which is the second Friday of the month). Materials should be submitted a week ahead (the last Friday of the month).
We discussed ideas to make easier for limited-English speakers.
- ❖ Website -
The website is run by Carol Barry.
If you're sending an announcement home, please submit an electronic copy to Carol for the website.
- ❖ Bulletin Board -
Found outside the cafeteria.
Please post announcements of your events on board. Once the event is over, please remove the announcement.

Other info:

- ❖ Building Use Form -
If you need to use school space for an event, please get a form from Tami and submit it in advance of the event.

- ❖ PTA Cabinet -
Before buying supplies for an event, please check the cabinet. If we're running low, please buy more supplies (see note below).

- ❖ Purchases/reimbursements -
We're a tax-exempt organization. If you're making a purchase for the PTA, please get a tax-exempt form from Sarah Collins before you go shopping.
You may be reimbursed for the purchase if you submit a reimbursement form and the receipt (the reimbursement form is on the website). If you paid tax on the purchase, we cannot reimburse the tax.

- ❖ Donations -
Randi Madrid will be coordinating business donations for the events. *If you need anything to run your event/program, please contact Randi.*

- ❖ Open Positions for this year -
Carnival co-coordinator, 5th grade Camera Club coordinator,
Book fair committee, International night committee, Halloween parade committee,
Bike safety rodeo committee, yearbook committee

- ❖ Calendar - set any dates that we can
Sept 14 6:30 PTA and Pizza with principal
Movie night is Sept. 30th