

**Reilly Elementary PTA Board
Meeting Minutes**

Date: 7/22/19

Location: Central Market

Meeting Called to order by: Kristin Handselburton

Time: 6:10pm

Attended by: Kristin Handselburton, Grace Dai, Ms. Saenz, Anna Ye

1. Business Sponsorship committee report

- Next Steps Grace: will email Chris Garyet for an update

2. T - Shirts

1. What is the current status of our sponsorship with Kong
 - We need to place our order by September with updated sponsors. Front design will be the same.
 - Kristin will follow up with Sara A. and Chris G. with updates
2. Next Steps Chris and Kristin: take the lead on reaching out to Kong
3. We will stick with the same colors for another year.

3. School Kits Supply fundraiser report

- 47 school supply kits sold. Goal was 50.
- Approximately \$5 per kit donated toward the PTA
- Next Steps Sara: Look into whether we can move the deadline, make it closer to the school year

4. Action plan for Grade level PTA Ambassadors

- Recruit at Meet the Teacher Aug 15th, 4:15pm
- Goal: Parent Ambassadors recruited by Back to School Night, Sep. 12, so they can be available to recruit parent volunteers for classroom and events.
- Looking for 1 parent per grade level who have been with us for at least 1 year.
- Next Steps Kristin: Send out an email to Kinder through 5th grade. Also reach out to parents who already expressed interest.
- 1 Parent ambassador and they can recruit/create committee volunteers in each class. Each parent recruits a native speaking parent
- Next Steps Grace: create a google sign up sheet to attach to email Kristin will send out.
- Next Steps M. Saenz: send via School messenger ambassador recruitments

5. Set a date for first PTA Board meeting of school year

- Next Steps Grace: send out a Doodle to find a consistent day of the week
- Tuesdays, 10am, 1:30pm, Fridays 1:30pm, Mondays 10am or 1:30pm. 3rd week of the month
- First PTA Board meeting will be week of Aug 19th

- General PTA meeting will be held just before the first movie night (Sep. 27)

6. PTA recruitment plan for the start of the new year

- Parent ambassadors will be used to recruit in each class

7, Tentative school event dates and school calendar

Next Step Anna: Send event dates to Sara to post on website

- Pre-K playdate: Aug 13th 1pm - Reilly, Mustang Park
- Kinder playdate: Aug 14th 1pm - Reilly, Mustang Park
- Meet the Teacher: Aug 15th 4:15pm
 - Introduce the Board. Recruiting for parent ambassadors
- Back to School Night Sept. 12, 4:30-6pm
- Professional Development for Teachers Aug 12-15
- Movie Night/General PTA Meeting: Sept. 27th 5:30pm (PTA) 6pm (Movie)
- No School Oct 11: Day of Innovation
- No School Oct 14: Parent Teacher Conference
- Fall Fest: Oct 25th 4:30-7pm. Start raffle at 6:15pm
- Book Character Dress Up Day: Oct 31
- Tamalada: Dec 18
- Winter Concert: Dec 19 Doors open 4:30pm, concert starts at 5pm
- No School Dec 20-Jan7: Winter Break
- No School Jan 7: Day of Innovation
- No School Jan 20: MLK
- Chinese New Year/Talent Show: Jan 24 Doors open 4:30pm, Show starts 5pm
- No School Feb 14: Day of Innovation
- No School Feb 17: Parent Teacher Conference
- Movie Night/General PTA: March 6 5:30pm (PTA) 6pm (Movie)
- Field Day: April 9
- No School April 10: Staff Development
- Multicultural Fest: May 1, 4:30pm doors open, show starts at 5pm

Next Steps Ms. Saenz: Give the Board all the Appreciations Weeks for the school year. Also available on the AISD website.

8. School year committees

Fall Fest - Katherine?

Tamalada/Winter Concert - Ms. Cynthia Hinojosa

Movie Night - Grace Dai

Membership Committee - Will Francis

Chinese New Year/Talent Show - Ms. Saenz

- Planning and advertising needs to start before Winter Break
- Audition flyer sent home before break.
- Dumpling fundraiser, similar to the tamalada fundraising
- Rehearsals: Jan 10, 17, 24th

Multicultural Fest -
Business Sponsorship - Chris Garyet

9. Budget and goals for the year

- Tabled for next Board meeting

10. New Business:

- Calendar Meetings are held the last Monday of the month at 8am. One Board member per month should be present. Next meeting, assign Board member per month

11. Treasurer's Report:

- Cash on Hand about \$1K

Action Steps:

Kristin

- Work with Chris, contact Kong with updated sponsors.
- Send email to Kinder-5th grade recruiting Grade Level PTA liaisons. Email parents who already expressed interest.

Grace

- Contact Chris with updates on business sponsors
- Create Google Sign up sheet for Grade level PTA liaison for Kristin to attach to her email.
- Send a Doodle Poll to the Board to decide on Board meeting dates and times.

Sara

- Contact School Kit to see if the deadline for registration could be closer to the school year.
- Post updated school events on the website, emailed by Anna

Chris

- Reach out to Kong with Kristin with updated business sponsors.

Ms. Saenz

- Send School Messenger recruiting Grade Level PTA liaisons
- Next meeting, give the Board all the Appreciations Weeks for the school year.

Anna

- Email Sara school events schedule to post

Meeting adjourned at: 8:00pm

Meeting minutes approved by: Kristin Handselburton, President, Grace Dai, Treasurer, Ms. Saenz, Principal