

## Reilly Elementary PTA Board Meeting Minutes

**Date:** 8/26/19

**Location:** Google Meet

**Meeting Called to order by:** Katherine Nelson, President

**Time:** 7:35pm

**Attended by:** Katherine Nelson, Grace Dai, Chris Garyet, Eric Hausken, Ms. Saenz, Anna Ye

### 1. Minutes approved from 8/22/19

### 2. Update from Ms. Saenz

- a. School Messenger was sent to parents about Reilly's school rating.
- b. Scored an A. 92% out of 100%
- c. Reilly received 4 distinctions out of 6
- d. All the 3rd graders took the STAAR test in Spanish
- e. Enrollment is up by 50 students from last year.
- f. Now that we've outgrown our space we will have to divide by grade level for Meet the Teacher.
- g. One option would be to use an outside facility. Something to look into.
- h. Ms. Saenz would like Chinese New Year to be a separate event. Making it into a cultural event with food and activities.
- i. If Talent Show replaces Movie Night then we may not be able to expect teachers to be there. The teachers are committed to 4 events per year. PTA will have to provide more support.

### 3. Staff Asks

- a. \$500 is in the budget for now. Ms. Duffy has been the only teacher who has participated so far.
- b. We will have the PTA Ambassadors work with teachers with Staff Asks.
- c. Teachers are not used to the idea of being able to ask the PTA for support.

### 4. General PTA Meeting and Movie Night Planning

- a. Introduce the Board
- b. Present the budget
- c. Send out an agenda to the parents. Presenting our big goals through Messenger, School Newsletter, Teacher Newsletter, Blend
- d. Next Step Katherine: will come up with the Agenda and send Messenger 1 week before the date and then another, 1 day before.
- e. Next Step Ms. Saenz will communicate through the School Newsletter, Teacher Newsletter and Blend.
- f. Next Step William will have PTA membership sign ups available
- g. Grace is the committee head for Movie Nights.

- h. Next Step Katherine will translate the Volunteer Sign-up Form into Spanish and send to Grace.
- i. Next Step Grace will create a Spanish Volunteer Sign-up Google Form. When both versions are finalized, send to Katherine to send out with General PTA Meeting Agenda in Messenger and to Ms. Saenz to post in the Newsletters and Blend.
- j. Next Step Grace will reach out to Sara about organizing Movie Night.
- k. Next Step Ms. Saenz will arrange a time Mr. Cabrera can train the Board on how to use the AV system.
- l. Next Step Grace will move forward with Jason's Deli and ask for 50 lunch boxes since we need to give them 30 days notice.

#### **5. PTA Ambassadors**

- a. Eric Hausken will serve as the Lead PTA Ambassador.
- b. Next Step Eric will schedule a meeting with Ambassadors before Sept 10th communicating their responsibilities. Katherine will be at the meeting as well.
- c. Next Step Ms. Duffy is working to recruit from the 2nd grade class.
- d. Next Step Katherine will reach out to the Pre-K (Elena Rodriguez) and 5th grade (Amy Dubrino) parents who communicated interest in becoming Ambassadors

#### **6. Back to School Night Planning**

- a. PTA will set up a table with T-shirts, membership forms, and Volunteer Sign-up forms.
- b. Next Step William will have membership forms available.
- c. Next Step Eric make sure there is 1 Ambassador in each classroom to recruit for the PTA.
- d. Next Step Eric will give the Ambassadors talking points for Back to School Night when they are presenting in the classroom.

#### **7. Fall Fest Planning**

- a. Katherine has met with the co-chair, Natasya Ikbal, and is working on expanding the committee by 2 more members. She is looking for 1 business sponsorship committee member and 1 person to coordinate parent volunteers.
- b. Working on a Fall Fest banner with business sponsor names.

#### **8. Bylaw review and update**

- a. To remain in good standing with the PTA, we need to review them every 3 years. Last review was done 10/7/2016.
- b. Grace is waiting on a copy of the Bylaws for the Board to review.

#### **9. Financial Reconciliation Committee**

- a. Aug 31st Grace will reconcile the books.
- b. Next Step Grace will recruit 2 committee members to review them as well.
- c. Grace will request that the fiscal year be shifted from Sep 1-Aug 31 to July 1-June 30 to match the Texas PTA when filing the 990N on Sep 1.

## **10. Business Sponsorship Updates**

- a. Brewtorium donating minimum \$1k
- b. Women's Health Services of Texas at least \$250

## **11. Schedule PTA Board Meeting Dates**

- a. Monday evenings via Google Meet. Every 3rd Monday of the month
- b. Chris will send a recurring Meet to the Board.

## **12. Update on Ms. Hinojosa**

- a. She will be out starting Sept 6 for 6 weeks for knee surgery. Ms. Saenz is working with the district to find a part time substitute.

## **Action Steps**

### Katherine

1. Come up with the Agenda for General PTA Meeting. Send out Messenger 1 week before and the day before again. Give the agenda to Ms. Saenz to post in the Newsletters and Blend
2. Reach out to the Pre-K (Elena Rodriguez) and 5th grade (Amy Dubrino) parents who communicated interest in becoming Ambassadors.
3. Translate the Volunteer Sign-Up Google Form into Spanish and send to Grace.

### Grace

1. Prepare a Spanish version of the Volunteer Sign-Up Form. When both versions are finalized, send to Katherine to send out with General PTA Meeting Agenda in Messenger and to Ms. Saenz to post in the Newsletters and Blend.
2. Reach out to Sara about organizing Movie Night
3. Move forward with Jason's Deli, asking for 50 lunch boxes
4. Recruit 2 committee members to review the books once everything has been reconciled.

### Eric

1. Schedule a meeting with Ambassadors before Sept 10th communicating their responsibilities. Notify Katherine when the meeting is to be held.
2. Give the Ambassadors talking points for Back to School Night when they are presenting in the classroom. Confirm there is 1 Ambassador per classroom.

### William

1. Have PTA membership forms available at the General PTA Meeting
2. Have PTA membership forms available at Back to School Night. Set up at the T-shirt table.

### Ms. Saenz

1. Communicate the General PTA Meeting agenda through the School Newsletter, Teacher Newsletter and Blend.
2. Schedule a time Mr. Cabrera can train the Board on how to use the AV system.

Ms. Duffy

1. Recruit a 2nd grade parent to be an Ambassador

**Meeting Adjourned:** 8:56pm

**Minutes Approved by:** Katherine Nelson, Grace Dai, Chris Garyet, William Francis 9/16/19