

**LISA Academy North
PTA Officers' Meeting Minutes
June 24, 2013**

Present:

Christine Archer
Shalonda Tillman
Arlene Chan-Mouton
Rose Kubas

Correction of dates for school registration and the volunteers who will man the PTA table on these days:

Tuesday, July 30 – kindergarten – Shalonda, Christine
Thursday, August 1 – elementary – Rose, Kubas, Arlene
Friday, August 2 – middle / high school – Rose, Kubas, Christine

Reviewed PTA Activities Plan. Separate document.

Principal breakfast. This is a program that Mr. Fatih is hoping to implement in the new school year. We agreed on \$35 budgeted per month. School personnel buys the breakfast items each month, gets receipt to PTA, and we reimburse up to \$35.

Last Saturday, Rose and Kubas worked at the school trying to organize PTA items. Back storage area was cleaned up. Everything (including t-shirts) was moved out of the office except for the PTA shelf. They cleared a shelf in the storage area for PTA t-shirts. Rose reports that there a lot of t-shirts.

A lot of used shirts, sweatshirts, etc., that were left at the school will be sold by the PTA through the ARC of Arkansas.

Christine mentioned that we should do an inventory of PTA re-sale items before school starts.

Two file cabinets belong to PTA – both are in back storage.

PTA has one blue and white cooler with wheels and two orange / white beverage coolers.

At registration, we will try to get volunteers for the various events the PTA sponsors or helps with. We will be selling items at registration table. Our Welcome Back to School packet will include PTA budget, agenda, registration form, March drive details, April charity details, and Kroger card community rewards sign-up directions.

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We decided that 12 volunteers each would be needed for Cookies with Grandparents, Muffins with Moms (male volunteers), and Donuts with Dads (female volunteers.) We will need 15 volunteers for Winterfest.

For the possible School Fun Walk / Run in February, two volunteers will be working on putting this together: Addie and Brooklyn.

Christine mentioned that she also wanted to sell short-sleeved shirts. If we are able to sell enough of the long-sleeved ones that we already have in abundance, we may be able to do a pre-order for short-sleeved t-shirts after the start of school.

We will purchase PTA t-shirts for ourselves. Probably fuchsia in color with LISA North PTA in upper left hand corner and "Pay it Forward" on the back. Rose will be researching this. She has already contacted someone who makes shirts and we can get them for \$15 each.

Shalonda has looked up prices for small safes for us to possibly have in office. We need a secure place to drop / pick up monies and other things from each other. She found one for \$135.

One filing cabinet in the back can be moved to front office for PTA. We need a place to organize our own paperwork, a system for filing things, and a system for dropping things off and picking things up from each other.

Watch DOGS – the men who are trying to garner volunteers for this program will have a table at registration.

Christine will re-do the PTA membership form.

At PTA registration table, we will make it look appealing and welcoming. We discussed a big bowl of chocolates or candies (or both.) Christine has two white table cloths that can be used. Shalonda will bring and decorate an easel to set up beside our table.

We discussed doing a drive during the month of September to try to get more people to register their Kroger cards to Lisa through the community rewards program.

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There is also a program through Target where LISA could get a percentage of sales through persons' shopping. There is no cost for the school or the shopper. Christine will look into this.

For next Field Day, we need a clearer, more concrete set-up and directions. Further ahead next year, we will decide a plan of action and write a simple set of instructions for volunteers to follow.

Our next meeting will be Monday, July 15, 6:00 p.m.

A Saturday or weekday evening workday will be planned.

Our current account balance is \$1,500.38.

We discussed line items for budget (separate document) and estimated cost for each planned event.