

Please review the minutes from the last meeting and report any corrections or additions to me.

Thanks!

Judy

Sanderson High School PTSA Executive Committee Minutes

July 24, 2006

Meeting called to order by Pete Prodan and Anne Sherron, PTSA Co-Presidents, at 7:10 PM at the home of Colleen Remein.

Members Present: Judy Dove, Kathy Litsas, Pete Prodan, Colleen Remein, Anne Sherron,

Treasurer's Report:

- Sanderson has received a check in the amount of \$300.00 from Harris-Teeter.
- Pete Prodan, outgoing treasurer, presented preliminary numbers on the budget. He distributed and discussed the final 2005-2006 and the proposed 2006-2007 budget. The new budget will be distributed when it is completed.
- The proposed 2006-2007 budget was based on historical records from the past 3 years.
- Pete plans to apply for a Glaxo gift to hopefully increase Contributions from \$2000 to \$2500.
- Extra donations (written to PTA for membership – for example, writing an extra amount over the cost of membership) go to Contributions.
- Cultural Arts funds will be available but will be programmed into “Programs”, thus allowing for more flexibility in their use.
- “Kudos/Character Ed.” Has been changed to “Character Education Recognition”.
- Building and Grounds budget – there is no chair, so discussion was brought up regarding the possibility of allowing Boy and Girl Scouts who dedicate their Eagle Scout or Gold Star projects to Sanderson to use this fund to help beautify or otherwise improve the school grounds.
- The Reflections budget has been raised to \$100 to fund expenses incurred for a possible video project to raise interest in the event, as well as for recognition efforts for involved students, to be given at a PTSA meeting. Ms. Moore will be asked if it would be appropriate to ask Mr. Green, faculty sponsor of Spartan Productions, to have his students create a video to advertise Reflections within the school.
- Dual signatories are needed for signing checks, and these will be among Anne Sherron, Pete Prodan, Kathy Litsas, and Colleen Remein.
- Contact in-coming treasurer Kathy Litsas if a check is needed.
- Procedures for requesting a check will be reviewed at the next board meeting. (August 7)

- A question was raised as to whether there will be a candy machine this year, and if not, how it will affect our scholarship funds. (The PTSA was able to present six scholarships last year.)
- The gift to the school was \$7,300.00 and was given to Cathy Moore, who used it to buy a mobile computer lab and to make a donation to the media center.
- The Senior Activities Account was discussed. The senior class has a number of activities but they have no bank account. The PTSA collects the money for these activities and disburses it for the seniors through a Senior Activities Fund. This money is used only for the senior activities, but if anything happens to be left at the end of the year, the balance is used as a part of the senior class gift to the school.

New Business:

- The executive committee discussed the preliminary transfer of duties among officers for the new school year.
- The new schedule of PTSA meetings was set. Meetings will generally be on the first Monday of the month at 7 p.m.in the Sanderson Media Center, with some exceptions. If the first Monday falls on a holiday, the meeting has been scheduled for that Tuesday or Wednesday in an attempt to create variety in the schedule to accommodate people who might not be able to attend a meeting on Monday evenings. The new schedule of meetings is as follows:
 - August 7
 - September 5
 - October 4
 - November 6
 - December – no meeting
 - January 2
 - February 5
 - March 5
 - April 11
 - May 7 (announced annual meeting)
 - June 4
- The idea was brought up to explore the idea of having performing arts students present a short performance at the start of the PTSA Board Meetings. PTSA Staff Liaison Lyn Carlisle will be asked about the possibility of coordinating this.
- Freshman Open Houses are scheduled for July 31-August 3 . Among items discussed were details regarding volunteers, refreshments, membership table, yahoo groups, and other information distribution.
- The need for a V.P. of Membership was discussed. There was discussion of changing the V.P. of Membership to V.P. of Communications due to the number of divisions under communications: Newsletter, Distribution, Directory, Yahoo groups, Website. Re-designating a V.P. position as a Communications V.P. would create a structure to facilitate coordination of efforts and promote growth. It would also potentially pave the way for upward mobility, distribution of responsibility, and getting to know everyone. We are focusing on maintaining our

knowledge base by attempting to distribute experience to new members as well as to established members. The by-laws may need to be rewritten to facilitate this, so we may need to plan this for next year.

- There was discussion of “Here’s what the PTSA has done this month” bullet points.
- Newsletter – we need articles, as well as synopses of programs. First deadline is August 4. newsletter will be mailed home on August 18. E-mail to Janie Schaeffer janie@jschaefferDesign.com.
- There was discussion of concern making sure new Sanderson parents are informed and able to attend and participate in programs. Perhaps we need to ask parents *when* they would be able/willing to participate, then find programs that can be offered at those times. Feedback – maybe get that info when they sign up: What programs have been successful? What do parents want or need to hear? Kathy Litsas made a suggestion to divide programs according to audience/population. For example, parents of freshmen will have different concerns and interests than parents of juniors and rising seniors.
- Where is the fundraising thermometer? Gay Brothers might know so we will contact her.
- At the next meeting we need to vote in new officers and to fill vacancies on the executive committee.
- Bank signature cards were signed to formally change signatory authority on banking accounts: now Anne Sherron, Pete Prodan, Kathy Litsas, Colleen Remein.
- Records and supplies were passed on.
- Send Committee Reports to Colleen Remein at remein@bellsouth.net before August 7.

Next meeting: PTSA Board Meeting on Monday, August 7 at 7:00 p.m. in the Sanderson Media Center.

Meeting Adjourned at 9:40 PM

Respectfully submitted,
Judy M. Dove
PTSA Secretary