

ARS PTSA Executive Committee Meeting Notes August 1, 2017

Attending:

Arturo Guajardo, Leticia Marquez, Dayna Wallace, Jane MacLean, Kris Waugh, Josie Hughes, Jessica McMillen, Victor Villavicencio, Melissa Saucedo, Charlie Foreman, and Anah Sikorsky-Wiersema

Arturo opened the meeting at 5 PM

Agenda Items

Up Coming Events

College Night for Seniors- this event doesn't need PTSA representation, it's for seniors and their parents, Parent participation Saturday August 12th morning coordinated by Mr. Heineman College Counselor

6th Grade Back to School Night – Thursday August 17th

We need PTSA there to set up between 5 and 5:30 for 6 PM start of event. Event is in cafeteria and there will be brief presentation by PTSA (why to join, what PTSA does for students) and then table for Parent Questions. PTSA will sell used uniforms and spirit items and collect membership.

Attending on 17th- Victor, Charlie, Jane, Melissa, Leticia and Dayna (maybe Mark per Charlie)

Next Steps:

- Everyone attending should try to wear their 10 year anniversary shirt
- Leticia will say a few words for PTSA -why join, what the enrichment fund does for students, info about sales and social media contacts
- Jessica will get name tags and drop them off at school by 12th so they can be worn here
- Josie will develop social media flyer, Enrichment fund info flyer and send to Maria at ARS for printing. If Josie has time she may get some other material (overhead visuals for presentation and signs for sales table)

August Volunteer Appreciation- lunch for staff on Friday August 18th

Melissa will check with Christina to make sure this is on schedule, usually students help set up

Mission Statement and Bylaws Updating

Jessica has drafted several versions of a mission statement to add to next ByLaws specific for ARS PTSA that she will share by email. Discussion around updating ByLaws and what is needed. Specifically – there is agreement that we require the minimum of three meetings per year (can always add more meetings) for October, February and April. Also discussion on possibility of adding a “president elect” per Tx PTA recommendations for which there is a narrow majority in favor. Jane will draft revisions and bring to Sept executive meeting for further discussion and revision. For now we operate under existing by-laws and must have specific language changes approved at General meetings before submission to state for revision.

Next Steps – this is Agenda Item for September Executive Committee meeting

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Recommendations for Software purchase

Discussion around which option to purchase and the subcommittee's recommendation which was split:

PT Avenue https://www.pt-avenue.com/features.asp	MySchoolAnywhere http://support.myschoolanywhere.com/article/39-introduction-overview
\$200 annually	\$398 up to 500 PTA families annually
Better treasurer module, Texas PTA reporting ease and recommended by Tx PTA, online store with Affinipay & paypal -less than 3% transaction fee	Better interfaces, Mobile App for phones, quicker to load, Online store with paypal with no per transaction charge
Votes for: Lori, Jane, Dayna,	Votes for: Leticia, Arturo, Josie, Christina,

Consensus decision- purchase PT Avenue for membership ease and to get us started. This purchase is needed by the 17th. **Dayna and Melissa will follow up and make sure we can make the purchase out of PTA funds.**

Plans of Work

Discussion around how to get these done for each position and event. Charlie has already done his and these can be example. Consensus decision – build them as we go this year and add the Plans of Work into PTAvenue so that future officers have a template.

Next Step – put this as standing Executive Committee agenda item for upcoming events. **Melissa** has volunteered to do the plan of work for the 6th Grade Back to School Night

Communications Plan

Josie shared the attached presentation on the ARS PTSA Communication Plan which focuses on Communications, Community and Engagement. See the attached plan for more detail. Consensus is that this is a great start, the website with clean, larger visuals is great, and we should move forward with this. Kris shared how impressive the Parent to Parent Facebook page is now – she sees parents get their questions answered about stuff like white tennis shoes. Big thank you to Josie for taking on this big project!

Next Steps – Josie will create a generic email to manage several social media accounts and start an “official” ARS PTSA Facebook page as well as use this generic email to link to twitter in future. Josie has a developing subcommittee and needs more folks- so far she, Leticia, Melissa Garcia and Patricia have been helping. **All should refer more parents** interested to Josie.

Student Engagement

Discussion around how to engage students (especially student government participants) with PTSA executive committee. Group wants to hear from students about what they need and how they experience PTA, as well as to have representative discuss specific events and how PTA can help.

Next Steps- Anah will find a representative to attend September Executive meeting to discuss what they want from PTSA for Homecoming (expected to be October 20th this year)

Future Events

Back To School Nights and General September PTSA Meeting – Sept 12th for 7th & 8th grade and Sept 13th for High Schoolers

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PTSA will need representation (like for 6th Grade Back to School Night) and sell Used Uniforms and Spirit Items if possible

New Business

Kris shared that the new Faculty representative to PTSA Executive Committee will be Anah Sikorsky-Wiersema for 2017-18 as Kris will be the new Faculty Chair for Campus Advisory Council (CAC). CAC is a required meeting for every campus in Texas and by Austin ISD. It is responsible for the Campus Improvement Plan which is submitted to the District. Jane mentioned she served last year as PTSA representative for CAC – anyone interested in sitting on CAC as PTSA representative let her know as it is available.

The Water Bottle that PTSA bought for 2017 graduating seniors was discussed as a desirable spirit sales item. The cost was \$12 and we could sell it for \$15 or more to make funds but it's something many parents might purchase. Will need to check in with Ms. Goka on her take on logo sales impact. **Add Spirit Water Bottles to September PTSA Executive Committee Meeting Agenda**

Meeting adjourned by Arturo at 6:40

Sept Executive Committee Agenda Items

- Standing items- Plan of Work (to Upcoming Events)
- Mission Statement & Bylaws
- Homecoming Plan
- Bond (from Summer Meeting)
- Financial Reconciliation (formerly known as Audit) for 2016-17
- Signature Authority/Banking Options
- Sales & Fundraising

Sept General Meeting Agenda Items

- Review Social Media & Flyer
- Enrichment Fund and what it does for Students

Next Meetings

September 5th – Executive Meeting at 5 PM at ARS

September 12 & 13th – 6 PM at ARS at Back to School Night

October 3rd – Executive Meeting at 5 PM at ARS

October 4th – Parent Learning Walk 9 AM to 11 AM

October 10th – General PTSA Meeting – 6 PM – at ARS

November 7th – Executive Meeting at 5 PM at ARS (also elections day)

November 14th -8:30 AM –Principals Coffee