

**Union Chapel Elementary***everychild.one voice.®****General Membership Meeting August  
13, 2015 9-10am******I. Call Meeting to Order***

- a. Meeting was called to order at 9:01 a.m. with 35 members present.
- b. Introductions were made by PTA Board and General Membership.
- c. Reading and approval of the April 14 meeting minutes
  - i. A motion was made by Connie Smith and the motion was seconded. The minutes were approved.

***II. Reports of Officers***

- a. Principal's Report - Dr. Archer
  - i. Union Chapel enrollment is currently at 463 students with 4 sections for each grade, K-5.
  - ii. MAP scores will be made available on 8/20; Union Chapel performance exceeded the state average.
  - iii. Review of Student Recognition flyer handout (contains overview of daily/monthly/annual recognition opportunities for UC students).
  - iv. Union Chapel will be the beta testers for implementation of a proposed new report card format starting Q1 of the fall 2015 semester. The revisions were made by Park Hill Academic Services based upon parent feedback stemming from a UC parent focus group that met on multiple occasions in the spring of 2015. Ongoing parent feedback is encouraged.
- b. President's Report – Kyla Yamada
  - i. The PTA Executive Board continued to meet over the summer to plan for the coming academic year and draft a proposed PTA budget.
  - ii. Please fill out and submit the volunteer form that was included in the end of summer PTA mailer (submit to Lynsey Curtis or Elizabeth Swanson).
  - iii. Kyla announced a new partnership with a Union Chapel family-owned business: Yogurtini (Zona Rosa). On pre-announced dates/times, 20% of purchases will be donated to the UC PTA. In addition, Yogurtini will provide free samples at key PTA events, such as Fall Fest.

- c. Treasurer's Report – Jennifer Patel
  - i. Jennifer highlighted key line items/changes to the proposed 2015-2016 budget (see budget handout).
  - ii. Highlights include:
    - 1. removal of spirit wear income and decreased field trip expenses (field trips to be subsidized at \$5/student through the district)
    - 2. Changed fundraising income to come from Yogurtini vs. Mercury Gymnastics (income projection TBD);
    - 3. increased budget for: Field Day/Fun Run and cultural arts (not eligible for grant funds this year);
    - 4. added budget for: Environmental Committee/Healthy Lifestyles, classroom party snacks, specials teacher allowance and fundraising/event promotions.
    - 5. Special projects saving fund is not yet earmarked for a future large-scale project; ongoing feedback needed from parents, teachers and staff.
  - iii. 2015-2016 budget approval: a motion was made by Abby Siebert and the motion was seconded; the budget was approved unanimously.
- d. Vice President's Report – Amy Schneider
  - i. Amy thanked the members for attending Back to School night and encouraged attendance for the annual Fall Fun Fest on 10/9.
  - ii. Yearbook orders will not be available for purchase until later in the year (Rebecca Lewis is the coordinator); students will have the opportunity to vote on the cover design.
  - iii. UC spirit wear will be available for purchase at the Fall Fun Fest (Tara Zimmer is the coordinator).
  - iv. There will be ongoing opportunities to become PTA members, to sign up to volunteer at classroom parties and to purchase UC Wordle shirts.
- e. Finance Coordinator's Report – Allyson Berberich
  - i. Fundraising and membership will be ongoing efforts. Parent feedback was strongly in favor of continuing last year's fundraising format: no product sales but suggested donation per family is \$30 (in addition to \$20 PTA membership fee). One big pro for this format is that UC PTA is able to keep 100% of this income. Also, all donations are tax-deductible.
  - ii. Allyson and Rebecca Lewis working together to develop Yearbook order form; please email your high-res photos to Rebecca throughout the year (note correct contact email: [rmlewis74@gmail.com](mailto:rmlewis74@gmail.com)).

- iii. Chris Bima is the new Box Tops program coordinator.
      - 1. UC receives \$0.10/box top (for a total of \$4800 in 2014-2015).
      - 2. There will be ongoing contests throughout the year.
      - 3. See <http://www.boxtops4education.com/> for list of brands; be sure to check box top expiration dates.
  - f. Program Coordinators' Report – Jodie Gerken/Shannon Lakes
    - i. The following program coordinator positions have been filled: Reflections (Erin O'Dell – needs assistant), Cultural Assemblies (Amber Smith), Popcorn Fridays (Keri James), Spirit Wear (Tara Zimmer), Healthy Lifestyles (Caroline Heckman) and Environmental (Kim Parker).
    - ii. The Park Hill Clothing Center (located by the Gerner Center) needs volunteers for both a.m. and p.m. shifts. Please contact Jennifer Rezac.
    - iii. Fall Fun Fest volunteer and donation requests for 10/9 event will be forthcoming.
    - iv. There are three cultural assemblies and a movie night planned for the coming year.
  - g. Volunteer Coordinators' Report – Lynsey Curtis/Elizabeth Swanson
    - i. Classroom Party coordinators needed for Fall, Winter and Friendship parties as well as the Silent Auction/Family dance in April. Fall party planners will receive information and reminder to initiate planning process within the coming month.
    - ii. Parent task force met in Spring 2015 to review the existing classroom party planning process; a handbook outlining the simplified planning process and other revised guidelines will be sent out in September to all party coordinators and Lynsey and Elizabeth will facilitate a coordinators' meeting to review. Note: due to student allergies, PTA will be providing snacks for each classroom party. No other food items may be used for crafts or games.
  - h. Secretary's Report- Jaime Pruitt
- III. Old Business
  - a. Staff Appreciation week (coordinated by Renee Kelley).
- IV. New Business
  - a. Committee Updates
    - i. Membership/Fundraiser - Allyson Berberich:
      - 1. Ongoing membership/donations accepted; membership income at \$7500 after Back to School Night (goal \$10K). This does not take into account current business memberships.

2. Membership forms will be posted to UC PTA Facebook page.
- ii. Spirit Wear - Tara Zimmer:
  1. New spirit wear options will be made available starting at Fall Fun Fest

V. Other Business

- a. PTA Communications: see UC PTA Facebook page as well as Gator Aid newsletter and Sunday evening News You Can Use phone call.
- b. Early release dates will start in October and will occur one Thursday per month starting at 1:30 p.m.
- c. Classroom donations: PTA will be asking for ongoing classroom donations for the general supplies closet; there will be a collection table at the Fall Fun Fest.
- d. Background checks: all school volunteers must submit and pass a background test every three years. The review/approval process takes approximately two-three weeks; forms available in the UC front office.

VI. Calendar of Events (handout)

- a. Parent Orientation: Thursday, August 27, 5-7pm
- b. Labor Day/No School- Monday, September 7
- c. No School – Tuesday, September 8
- d. PTA Membership Meeting: Tuesday, September 15, 6:30-7:30pm—media center (free child care provided)

VII. Adjournment - meeting adjourned at 10 a.m.