West Hanover PTA Meeting Minutes
Thursday, September 5, 2019

Call to Order: The meeting was called to order at 7:02 pm by President Smith. In addition, the following members were in attendance: Mr. C., Michelle Smith*, Amanda Sattazahn, Courtney Mikelwright*, Jenn Kratzer*, Debaki Dhungel, Kathleen Leidich, Deanna Acri*, Erin Kasi, Alissa Kern*, Holly Hubbard, Leigh Cook*, Mary Miller*, Sandra Wallace*, Julie Moreland, Kelly LaMark*, Melissa Rosnella, Nicole Louden*, Christine Warren*, Leanna Griffo, Deb Lehan*, Ashley Doernemann, Joshua Sheehan. (*indicates paid member as of 9/5/2019)

Review & Approval of Minutes: A motion to approve the minutes was made by Christine Warren and seconded by Kelly LaMark. The motion was approved unanimously.

Recognitions: None

Treasurer's Report: June started with a balance of $48,654.01 in the checking account, and ended with a balance of $38,541.02. The CD balance was $6,060.19, bringing the total of cash on hand to $44,601.21. July started with a balance of $38,541.02 in the checking account, and ended with a balance of $42,611.77. The CD balance was $6,119.99 after interest was applied, bringing the total of cash on hand to $48,731.76. August started with a balance of $42,611.77, and ended with a balance of $41,546.85. The CD balance was $6,119.99, bringing the total of cash on hand to $47,666.84.

Correspondence (Secretary's Report): None

President's Report: President Smith thanked PTA members for helping with orientation on August 29, and student drop off and pick up the first few days of school. She asked that we all continue to be patient as we work through the changes brought by being in our new building. Usually we hold a Committee Chair meeting just prior to the first PTA meeting of the school year, but due to the change in scheduling with the first day of school being pushed back a week due to construction, the Committee Chair meeting will be held at 6:30 pm on October 1, just prior to the PTA meeting at 7:00 pm. A committee sign up sheet was shared at tonight's meeting, and PTA volunteer forms were put in teacher mailboxes to go home tonight and tomorrow.

Vice President's Report: None

Committee Reports:
*Assemblies - Jenn is working on scheduling 3 assemblies this year. She and Mr. C had discussed having the Ag Lab and Art Goes to School Vans return this year, and to have Bright Star Theater return to do another assembly for Black History Month. The Ag Lab van looks to be all booked up, but Jenn will confirm.

*Bake and Sub Sale - The November election day will still be held off site this year, so Julie will look at a different date for the fall bake sale. Poling will return to our school for the spring election, so the spring bake and sub sale will be held on election day in the spring.

*Book Fair - The book sale will be set up on the second floor in the open space at the top of the main staircase beside the library. The fall book fair will be held From October 28 to November 1, with a return of family night on October 28 from 6:00-8:00 pm.
*Consumer Rewards* - Giant A+ Rewards was reinstated, but for a shorter time. If you bonus cars was registered in the past, you do not have to re-register. Amazon Smile credit is not applied to our Amazon Smile account if orders are placed through the mobile Amazon app.; credit is only given for web based orders. Box Tops is phasing out the physical Box Tops that are clipped. Parents can download the Box Tops app and scan their grocery receipts and Box Tops points will be credited to our school.

*Dads & Donuts/Moms & Muffins* - Dads & Donuts will be October 15-17; Moms & Muffins will be May 5-7.

*Directory* - Deb Lehan agreed to put the directory together again this year. Please write clearly when filling out the form!

*Fall Festival* - Event will be October 27 from 3:00-5:00 pm. Volunteers are needed to help run the games and activities.

*5th Grade* - Graduation ceremony will be held at CD Middle School on May 27 from 4:00-9:00 pm.

*4th & 5th Grade Halloween Party* - Tentatively scheduled for October 25 from 6:00-8:00 pm. Currently there is no one on this committee. If no one volunteers for this committee, the event will not take place.

*Fundraising* - Restaurant nights scheduled so far: Tuesday September 17, Aroogas; Monday October 14, Chipotle; Thursday November 7, Panera; Wednesday February 5, Sizzle-N-Chill; Monday April 13, Sweet Frog. Alissa asked about holding a few movie nights using some of the funds the restaurant nights have raised. There is not currently a School Spirit committee, but a committee could be formed to plan these events. Obtaining a license to show the movies was also discussed.

*Holiday Shoppe* - A contract has been signed with Little Shoppers. Holiday Shoppe will be held Friday December 6 (time tbd) and Saturday December 7 from 9:00-11:00 am. Fifth grade volunteers will be needed to be elves to help the younger grade students shop.

*May Fair* - Will be held May 16 from 3:00-7:00 pm at the West Hanover Parks and Rec Building again. This committee will need adult volunteers to help at the event.

*Membership* - none

*Newsletter* - Alissa asks that info for the next newsletter be sent to her asap.

*Party/Room Parents* - Sign ups will come out in the near future. There will be a Fall Party, a Winter Party, a Valentine Party, and an End of Year Party.

*Race for Education* - Race is scheduled for September 19, with a rain date of September 27. Adult volunteers will be needed to stand around the track to monitor students.

*Reflections* - Entries are due in October; Kelly will send out information in the near future.

*Scholarship* - none

*Spirit Wear* - none
*School Store* - The school store cart will be stored behind the main staircase and moved into the lobby on sale days. It will be up and running soon.

*Service Project* - Mini-THON is scheduled for March 7, 2020, with a snow date of March 21. The committee will meet next month to begin planning the West Hanover Gives Back event.

*Staff Appreciation* - none

*Talent Show* - Scheduled for February 5, 2020 at CD Middle School, with a snow date of February 6.

*Year Book* - Picture day will be October 11.

**PAC:** First meeting will be held at the end of this month. Leigh Cook has volunteered to be the PAC liaison again this year.

**CD School Board Meeting Update:** Dr. Carol Johnson has retired, and Dr. Miller is the new Superintendent.

**Principal's Report:** There will be a Community Open House this Saturday, September 7, from 9:00 am to 12:00 pm for the public to come tour our new school building. Mr. C reports that the buses have left the building a few minutes earlier each day this week, and should be arriving home on schedule next week. Kinks are being worked out for car rider pick up at the end of the day, and that has gone more smoothly every day as well. Mr. C encourages everyone to keep lines of communication open with teachers. Parents can email teachers or call and leave a voice mail for them. Please allow 24 hours for teachers to get back to you. Mr. C reminded everyone that West Hanover is on a trimester schedule this year, so students will only be receiving 3 report cards, not 4 (as the middle school and high school will, as they are still having 4 marking periods). Mr. C also reminded parents that there is to be no parking in the parking spaces along the outside of both parking loops during the school day; those spots may only be used for after school events so the flow of bus and car pick up traffic is not interrupted. There will be a table in the reception space between the two sets of doors at the building entrance that parents will be able to use to drop off forgotten homework or lunches delivered to school. Due to the number of food allergies, birthday students are no longer permitted to bring in birthday treats to share with their class, however Mr. C will continue to acknowledge birthdays every day as he has always done. We are now close to 520 students enrolled this year. Finally, Back to School Night will be held on September 17 from 6:30-8:00 pm for grades K-2, and September 18 from 6:30-8:00 pm for grades 3-5. BTSN will have a different format this year, and students are welcome to attend with their parents.

**Unfinished Business:** None

**New Business:** The PTA Bylaws were due to be reviewed and updated this year. This must be done every five years to remain in good standing with the state and national PTA. We use the most current bylaws sent to us by the state. Some things we can change, many we cannot. The executive board has made some changes from our previous bylaws which are listed below, along with our rationale in BOLD.

1. Article VIII Officers: the state and national PTA recommend officers have a term limit of 3 terms (our old bylaws said 2). **Due to overall lack of interest in officer positions and for**
continued continuity, the Executive Board agrees with the state and national recommendations.

2. Article IX Duties of Officers Section 2 President -
   - added letter k - shall be the public face of the PTA, representing the PTA at school events as needed and as requested by the building principal (ie Back to School Nights, Orientations, etc)
   - added letter l - shall have regular meetings with the building principal and any other staff as needed (ie, kitchen staff, leadership team, etc) to ensure the PTA is meeting the needs of the school.
   These have been regular requirement and expectation from our previous president, executive board agrees to the addition for consistency of office.

3. Article IX Duties of Officers Section 3 Vice President -
   - added letter c - shall obtain and maintain a current list of committees and their leaders and members, distributing the list as needed.
   - added letter d - shall assume responsibility to obtain childcare during general meetings.
   These have been regular requirement and expectation from our previous vice president, executive board agrees to the addition for consistency of office.

4. Article XI Committees - Standing Committees were updated omitting the following committees: international week, legislation, and reflections.
   These committees have either been removed from our organization or have dwindling interest to the point that they may be eliminated.

5. Article XII: General Membership Meetings, section 3 Quorum: Number lowered to 7 from previous law of 10.
   Our annual budget meeting in June requires a quorum vote to pass the budget, but due to Spring sports we traditionally struggle to obtain a quorum. Additionally having an odd number ensures no tie votes.

The above changes were reviewed and discussed. A vote to accept the changes as discussed was approved unanimously by the 12 paid members in attendance.

Adjournment: A motion to adjourn at 8:18 pm was made by Leigh Cook and seconded by Kathleen Leidich. The motion was approved unanimously. The next meeting will be Tuesday, October 1, at 7:00 pm, with a Committee Chair meeting just beforehand at 6:30 pm.

Respectfully Submitted,
Jennifer Kratzer, Secretary