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ADAMS PTA PLANNING MEETING MINUTES

November 5, 2009 | 6:30-8:00 PM | Adams Elementary School

WELCOME | CALL TO ORDER

Jen Engelke | PTA President

- **Announcements**

OLD BUSINESS UPDATES

- See attached *Update Memo*
- **Approval of Minutes**
Motion to approve - Rachel Hart Rios
2nd -- Tammy Hase
Motion Carried

WORKING AGENDA TOPICS

- **Fundraising donor list**

Dana Cocales

- m Should the PTA publish a list of the donors to the direct appeal (Annual Giving) campaign?
- m Some other local schools do this as well.
- m Such a list could be a motivating factor for people, but it could also be offensive to others.
- m Many organizations ask if the donors want to be anonymous or want to be included in such a list.
- m It might be very time consuming to contact those who have already donated.
- m Is another way to thank the donors?
- m So far 35 families have donated. Publishing the list might be a good way to spur folks on to donate soon. Last year there were 80 donors to the campaign.
- m Discussion ensued about whether or not to ask donors if they want to be included in the list. The result of the discussion was that it is important to ask people if they want to be included.
- m One road-block might be the contact information for some of those who have already donated.
- m A message could be sent out both directly to donors and in the newsletter advising donors that if they do not respond or contact the Annual Giving Campaign team by the requested date they will be listed as *Anonymous*.
- m It was suggested that the current donor count be included in the weekly newsletter at least once more, and then in the monthly newsletter at the end of the campaign.
- m Discussion about any issues with listing donors to annual giving but not for other fundraising events, except for auction donors.
- m Next year's form will include an option donors can select for how they want to be recognized. This year, the campaign team will contact the current donors to request to include them.
- m The form will be updated with the donor preference info for this campaign for those who pick it up in the office or the Eagle's Nest. The web form will also be updated with this information.
- m A notice will be published in the newsletter about this change.

- **Arts integration discussion**
Dr. Johnson & General discussion

- m Dr. Johnson talked about the history of the arts-integration program at Adams. Arts are woven into all the curriculum areas, as well as the arts for the arts sake (art, music, theater, etc.). Initially the staff went through 2 years of training, but the school has new teachers now and needs to continue and expand the training. Last Spring Adams put an arts committee together to look at the arts program and where the program could be expanded: theater, dance, movement arts, etc.
- m Arts Ed Washington is a grass-roots program that the school is working with.
- m Arts Impact is a 2 year intensive professional development course for teachers. That is the program that the grand and raise-the-paddle covered. Arts Impact program starts this summer.
- m For Arts Ed Washington, the school must put together a three year plan. (See the memo on the program plan.)
- m Making a connection between literacy skills with the infusion of theater arts.
- m Will include test cases where concepts are taught without arts and with arts to see which is more effective.
- m Main areas -- Inference, main idea, and "yet to be decided".
- m Long term vision - See the school take a more visible role and be a role model for other schools in the district for how to be an arts integrated school. Adams is in a good place for this.
- m The plan lays out the focus for the next three years.
- m Adams may bring back an artist in residence at some point, but the idea is to make the school self-sufficient so the teachers are the "artists in residence".
- m Theater Arts -- Tableau is one example of how you can integrate art into instruction, arts infusion (Tableau is a pantomime activity that is a theater strategy that integrated in to the classroom).

How can the PTA support this effort?

- m Community links the PTA has will be helpful.
- m Money is the most important help right now.
- m The PTA will keep the extra money from last year's raise the paddle (\$10k) for a future arts purpose.
- m The communication team will put a link to the Arts Ed Washington on the web site to get the word out, but won't post any other information.

Other school related questions:

- m What is the status of the P.E. teacher? - Mr. Warford is out for the year on sick leave. He is currently being replaced by a long-term sub. The hope is that the school will be able to hire Rob Faucette back next year.
- m After school committee update - The committee is meeting next week to work out schedules for the upcoming programs so they can notify parents after Thanksgiving about the programs that will be available.
- m Teacher goals/1-on-1 meetings - Dr. Johnson is impressed with the quality of the teachers and the thought and effort they put into their work; what they need to grow professionally and what the students in their classrooms need to grow.
- m Discussion about the "Data team", which is a grade level or group of grade levels clustered together with specific instructional goals. These teams meet once or twice a month to discuss the learning topics mentioned in the learning plans.
- m What can the PTA do for teacher appreciation? Healthy food is always good. A suggestion was made for a car wash/vacuum day. Tom DeFelice said that would be great.

▪ **Composting program updates/discussion**

Betsy Rouvas

- m The best scenario would be to mesh the composting program with part of the soil and science curriculum in the classroom.
- m The search for the supervising teacher continues. If the committee can't find a teacher to lead the program, the school district has indicated that the school counselor could be the supervising teacher.
- m It is important to get the 4th & 5th grade teachers on board with the program. It would be helpful if another parent with a 4th /5th grade student would go with Betsy to meet with teachers to entice them to get involved.
- m If the teachers go to the district training, the timeline to start the program will be a little longer, but the program will be more sustainable. The plan would be to start program in March after the teacher training. If the teachers do not want to go for the training, then the program will go a different route.
- m If the teachers go through training, the district provides the composting containers and 6 months of bags in March along with the support of the district's program.
- m The program must have at least one teacher involved. The teachers will send students to every lunch to monitor the composting program.

▪ **T-Shirt contest updates discussion**

Group Discussion

- m Currently, there is not one leader for the T-Shirt contest, but there are three key leads: the communication team, Eagles' Nest, and the student council.
- m Posters are up with a deadline for submissions, but the deadline will be extended.
- m The plan was to put the designs up at the potluck for everyone to see.
- m The team is in the process of determining how many colors will be included and who will print the t-shirts.
- m Discussion about how the design will be completed; the process will probably include some rework after the design is chosen.
- m Discussion about the printer/vendor for the t-shirts included whether the vendor could be one where people could buy their shirts one at a time rather than the PTA buying the shirts in bulk and selling them.

- m Discussion about whether the team needs one leader to coordinate the project.
- m What happened to the design from last year? There were multiple designs and it would be better to choose one new, fresh design.
- m What is the idea for the t-shirt? A 2009-10 shirt to use as a fundraiser? A different one each year?
Discussion about how to handle the t-shirt this year and in subsequent years. It was suggested that there be a different design for the shirts each year, and that in future the call for design submissions be at the end of the school year for the subsequent year's shirt.
- m For this year, could the t-shirt design be the same as the design for the auction? It was discussed that it could be very similar. Daria will tweak it just a little bit and submit the design to the committee.
- m Who will lead this? Carolyn, Chris, and Linda are all working on ideas for the process. Will we preorder or have folks order only what they want? This is yet to be decided.
- m Timeline - The design will be finalized after Thanksgiving.
- m Rachel doesn't want to be in charge but will handle the communication for the project and will help choose the design.
- m Julie will handle setting up the process: who will make the shirts, what the budget will be; samples of the shirts so we can pick a good one; check with other school PTAs for information about their processes/printers. Amy King ordered the shirts last year and may have some information about which company did the printing.
- **Grade representative updates/discussion**
 - m Discussion about the grade reps roles and what kind of support they need.
- **Directory update**
 - m Directory will be ready Friday (11/6)
 - m The Directory will only include those families who completed the PTA form and requested to be included. The school has provided contact information for additional families. The directory team will update the contact list for each class and send an update in email.
 - m Will compile best practices; Send anything like that (best practices) to Susan to compile;
- **Wrap up**
 - m Susan requested that everyone send her any process related information that they can think of (what you do and how you do it) so it can be recorded and compiled for future endeavors.
 - m Action items
 - Arts-integration – Connect Adams with arts/artists in the community
 - Direct Appeal – Update donor form; contact donors about recognizing contributions; revise form for next year
 - Teacher appreciation – Organize a car wash/vacuum day
 - Composting program – Meet with teachers to find a supervisor for the program
 - T-shirts – Finalize design, printer, ordering process
- **Adjournment – 8:05 PM**