

Jane Addams PTSA Organization Meeting
September 16, 2009
6:30-8:30 pm

Classroom Hygiene

A discussion was held on classroom hygiene to prevent the potential spread of epidemics such as Swine Flu. Concerns were raised that students are not being encouraged to wash their hands frequently. Solutions include:

1. Providing Lysol or Clorox Wipes in every classroom for wiping down surfaces such as door knobs etc.
2. Researching obtaining Purell Dispensers in the classrooms and in the lunchroom.
3. Asking teachers to remind students to wash their hands.

Directory

Information was collected from parents to create a Directory. A couple of potential sample Directories were shown. It was agreed to follow Bryant's Directory format which provides information by grade and classroom. The Directory includes child name, followed by parent names, phone numbers and email address. The Directory also contains contact information for staff and contact information for PTSA leaders/committee heads.

It was decided that an electronic version would not be available to parents on the web due to privacy concerns.

Michele Bucy will create a database format and volunteers to do data entry will be recruited at the September 23rd meeting.

Families in Need Program

Resources could be provided to families in need such as a clothing bank. This could be something the PTSA takes on. The Windermere Foundation offers a Families in Need grant to schools that allows purchase of new clothes.

Demographics of School

It will be good to get a sense of the demographics of the school. The PTSA can work with the ELL teacher to get forms/notices translated/printed in other languages.

Membership Fees

The membership fees were discussed and re-approved. The fees are slightly more than other PTSAs in the area but we need to cover start up costs this first year. We can ask people if they would be willing to sponsor a membership and offer limited scholarships for parents who cannot afford to join. Additionally, you do not have to be a member to participate as a volunteer (an exception would be handling PTSA money).

One idea to encourage PTSA participation would be to have "100% participation" contests by class. Each class that gets 100% participation (at least one parent as member per student) gets a pizza party.

Nomination Committee Update

The Nominating Committee has recruited volunteers for all Executive Committee and Board positions except student (which will be done separately with help from the 5th-8th grade teachers). One change was made in the Board positions: the Committee Coordinator was dropped (responsibilities to be taken on by the Vice President) and a new Environmental Coordinator was recruited. This position will oversee helping make our school a green school and will help with environmental science curriculum.

Standing Rules

Changes to the Standing Rules include clarifying the language related to the difference between the Executive Committee and the Board of Directors. Additionally, the new Environmental Coordinator position was added. These changes were approved by those in attendance. Fifteen copies of the rules will be brought to the meeting for those that are interested. They will also be posted on the website.

Membership Form

A database of parent volunteers/members is being created. A Membership form is being created which will be available for those who want to become members of the PTSA. People who have filled out prior forms will be asked to check the existing list to see if their information is correct and asked to pay their dues. They do not need to fill out the new membership form. The membership form will also collect data about volunteer interests.

Jane Addams Colors/Mascot

These were voted on during the Opening Event and the results were red and gold for colors. Wolves as a mascot. It was suggested that a logo contest be held among students.

Teacher/Staff Outreach

The Presidential and Vice Presidential candidates will be meeting with the teachers/staff at Jane Addams to get feedback on what is needed to support student learning at the school. This will be helpful as we plan for the year/ Results of the discussion will be reported at the Sept 23rd meeting.

September 23rd Organizational Meeting

Location

The location of the meeting has been changed to the cafeteria to ensure that we can accommodate everyone who shows up.

Reminders to parents about the meeting will take the following forms:

- A voicemail message to all parents
- Sign placed on the PTSA board outside the office
- An email to parents whose emails we have in the database. The email will also include an agenda for the meeting

Childcare will not be provided at this meeting. We will need to look into potential options for childcare at later meetings/events. There may be insurance restrictions. It might be possible to provide childcare through Pinehurst at future meetings.

Food for the meeting:

A donation of coffee from Starbucks will be sought. Water will also be provided. Steering Committee members will bring food (a dozen of something).

Supplies Needed:

- Nametags
- Flip-chart
- Projector
- Pens
- Paper (in case a written ballot becomes necessary)
- Cups
- Napkins

Meeting Flow:

As people arrive they will be asked to go to one of two stations. If they have filled out a form before they will go to a station to check and see if their name is in the database and to check that their contact information is correct. If they are new, they will be asked to go to another table to fill out the membership form.

From 6:30 – 7:00 will be a social hour and allow people to sign up. The meeting will then be called to order. Lauren McGuire from the Seattle Council PTSA will officiate over the actual elections.

If there are nominations from the floor a written ballot will be necessary. Otherwise a vote by hand is all that is necessary.

Breakout

After the meeting is adjourned people will be invited to meet the various coordinators and share their ideas. Each coordinator will have a poster and table available.

Next Meeting

The next meeting on Wednesday, September 23rd at 6:30pm.

The first Board Meeting will be held on September 30th at 6:30 pm in the staff room at Jane Addams.