



Meeting Minutes

PTA: Southwood Elementary School; General PTSA Business Meeting

Date: March 12, 2019

Time: 6:00 p.m. –7:00 p.m.

- I. Call to Order:** The general business meeting of the Southwood Elementary PTA was held in the Media Center of Southwood Elementary School on Tuesday, March 12th 2019. The President Marie Claggett called the meeting to order at 6:17pm. The following members were present

Marie Claggett	Jessie Diaz	Susana Saravia
Malorie Torres	Shani Beaux	Monica Arbelaez
Linda White	Crystal Lacsamana	Suhey Zambrano
Veronica Munoz		

- II. Minutes:** Veronica Munoz motioned to approve the minutes. Malorie Torres seconded it.
- III. President's Report:** Marie Claggett welcomed families and thanked all of the volunteers that have come out through out the year to make all of our events and fundraisers successful.
- IV. Treasurer's Report:** Current Cash on Hand - \$2685.62, we do not currently have anything outstanding
- V. Fundraising Chairperson's Report:**
- **Spirit Nights**
 - Our last spirit night at Chick fil A brought in \$97.35 and we will be hosting another Spirit Day at Chick fil A on March 21 & April 25. Our Last Spirit Night of the year will be held at Bahama Bucks which is located in the Waterbridge shopping center near Big Lots on May 23
 - **RoseBUDS Dance** – This February we hosted Southwood's first RoseBUDS dance. BUDS was used to be inclusive of all male role models that a girl might have in her life. The dance was a success and we learned a lot in the process so that next year's dance can be even better. All of the photos taken at the dance are now available on the PTA website for download. In planning this event we weren't sure if it would be profitable, but we managed to earn \$825.50 thanks to great planning, volunteer teamwork and savvy shopping.
 - **Candy Grams** – Thanks to our Holiday Gift shop provider we sold \$404 in candy gram sales this year. Wonderland Gift Shoppes provided us with 400 wood roses that we used for each candy gram.
- VI. Events/Programs Chairperson's Report:**
- Internet Awesome Workshop – We won a \$1000 grant and a Google Pixelbook Laptop from the National PTA & Google to host a parent workshop on internet safety and digital citizenship. The event will be held on Thursday, April 18th beginning at 6pm, pizza & refreshments will be served and 1 lucky winner will go home with a brand new Pixelbook laptop just for participating.
 - STEM Night – Our Stem night was originally scheduled for March 28th but the science center had a scheduling conflict. We are looking to reschedule on May 2nd to accommodate the testing schedule. This will be a family friendly event with about 15 stations for kids to get hands on experience with different STEM activities. We may need some volunteers to man the stations during the event.
 - Talent Show – Last Friday we hosted the 8th annual Southwood's Got Talent Show. It was a lot of fun and all of the kids were great. We raised \$427.50 by selling admission tickets & concessions during the event. This money will be used to fund part of the Safety Patrol Field Trip.
 - Playground Project – This past Saturday we had a few families come out to clean up and paint the younger grades playground. We hope you'll take a peak the next time you stop by. This was our first project in our Campus



Beautification Program. We are looking to partner with local businesses to tackle other areas of the campus as well, please let me know if you have any contacts that would aid in the process.

- My Lady & Me Date – On Saturday March 2nd we organized the first ever Southwood My Lady & Me Date at Main Event at Point Orlando. All that attended had a great time and we learned some things for planning the next time.
- Tutoring Incentive Program – So far this year we have provided the tutoring program with daily incentive items and there will be 2 more tutoring celebrations in March & April. There are currently 120 students participating in the program.
- Testing Support – Each year during testing the PTA supplies each child with mints to have during their tests. Various studies have shown that peppermint helps a person focus under test taking or any activity requiring concentration. Peppermint has also been found to increase alertness and lower stress; all helpful for our hardworking students.

VII. Box Tops Chairperson – Our last Box Top collection was in February, we brought in 400 box tops with equates to \$40. Please keep clipping those Box Tops and sending them in with your students. We will have a final collection in May. We are looking into sending collection baggies home with each student over the summer so they can continue to collect during the break

VIII. Unfinished Business

- PTA Chairperson Open Positions for 2018 – 2019 School Year
 - **Teacher Appreciation Week Chairperson** – We are looking for volunteers to help organize/coordinate teacher appreciation week which will take place from May 6th through the 10th, We typically provide breakfast or lunch for the teachers each day during the week. Coordinators work with school staff and local businesses to get donations and purchase necessary items for the week.
- Prepackaged School Supply Program – We are moving forward with the prepackaged school supply program, we should have our display sample here shortly and flyers will go out as soon as the pricing is finalized. Each grade levels list varies greatly so the package prices will reflect that as well. Our sale will run from Mid to late April though June, orders placed in July will be sold as direct retail to the parents at a higher cost.

IX. New Business

- PTA Bylaws – It has come our attention that our bylaws were not submitted correctly in 2017 and we must submit them as soon as possible to be in compliance with the state governing board. Our bylaws state how we may or may not do business at the local level to stay in compliance with state laws and PTA governing boards. Our updated Bylaws state that we will meet at least 3 times each year; changes to the dates of a meeting must be given at least 7 days notice, have an annual audit of the books, we elect to have a maximum of 3 vice presidents, and we allow for online banking, debit card usage and debit/credit card processing. If you would like to review our bylaws they are posted online on our website southwoodpta.org or you may review a copy of the proposed bylaws I have with me here tonight. We will vote to accept these updated bylaws on April 18th.
- Open Board Positions for 2019-2020 School Year – Due to work & family obligations 2 of our board members have had to step down. We now have 2 vacancies to fill. VP of Fundraising and VP of Events & Programs. These positions assist the president in planning and executing fundraising efforts as well as school events & programs. The committee nominated Mrs. Linda White for the VP of Fundraising position and Mrs. Veronica Munoz to the position of VP of Events & Programs. Can we take a vote on these elections now? If so, all in favor of electing Linda White to Fundraising VP please raise your hand and say aye, all opposed raise your hand a say no. Vote is in the affirmative. For the position of VP of Events & Programs all in favor of electing Veronica Munoz please raise your hand and say aye, all opposed please raise your hand and say no. Vote is in the affirmative.

X. Announcements

- Testing Begins in April



- Be Internet Awesome Family Workshop is April 18th
- Family STEM Night is May 2nd
- Teacher Appreciation Week is May 6 – 10

Meeting was adjourned at: 7:06pm