



Meeting Minutes

PTA: Southwood Elementary School; General PTSA Business Meeting

Date: January 14, 2020

Time: 5:30 p.m. –6:00 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, January 14th, 2020. The President Marie Claggett called the meeting to order at 6:08pm. The following members were present

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| Marie Claggett | Stacey Tanenbaum | Veronica Munoz |
| Andrea Francisco | Shani Beaux | Leasidas Arce |
| Crystal Lacsamana | Sandra Arce | Susana Saraiva |
| Megan Durrance | | |

- II. President's Report:** Marie Claggett welcomed families and announced the open vacancy to the president's seat for the 2020-21 school year, as well as the open positions of Secretary & VP of Membership.
- III. Treasurer's Report:** Our current cash on hand is \$3817.87 we currently have 2 checks outstanding for T-Shirt refunds totaling \$32, please see the budget for details on our profits & expenditures.
- IV. Reps of Committees**
- **Fundraising Chairperson's Report:** Linda White
 - **Spirit Nights**
 - Upcoming Spirit Night at McDonald's on Thursday, February 6th from 5 – 7pm, we will earn 15% of total sales during that time frame as well as money collected from "Spin the Wheel"
 - Spirit night at McDonald's on Thursday, September 26th from 5 – 7pm netted us \$223.47
 - We are still waiting to hear what our fundraiser amount was from Chick-fil-A, we voted to give Chick-Fil-A another chance at a spirit night.
 - **Fall Festival** we just barely broke even as it was a low turnout this year, we netted \$321.48
 - **Fall Catalog Fundraiser** we didn't have a lot of participation this year, but we still earned \$1209.70. We voted to hold this fundraiser again next school year.
 - **Holiday Shop** – We had a great group of volunteers this year and the children had a blast shopping. We profited \$1523.49
 - **St. Augustine Field Trip** – World's Finest Chocolate Sales we are still behind on this program due to slow sales. The 4th grade teachers handle this fundraiser and should be submitting another deposit soon.
 - **Smencil Sales** took place on Wednesdays at the beginning of the school year and we made \$73
 - **Valentine's Day Candygrams** will be sold this February 10-13 for \$1 each, Felicia Aleman is our chairperson for the fundraiser. Candy grams will consist of a chocolate & wooden rose attached to a heart shaped cutout.
 - **Events/Programs Chairperson's Report:** Veronica Munoz
 - **NED Show** was well received by the teachers & students and the kids loved getting their Yo-yo's which supported the school receiving the performance.
 - **RoseBUDS Dance** will be held on February 21 from 6-7:30 This dance is for girls and their male role models. We need a Decorating/Setup Committee for this event, or we will not be able to hold it. Marie Claggett will be available to assist with planning.



- **Mom & Me Dinner** – We need a chairperson for this event as well, we set the date for the dinner for Friday, March 6th. We would like to host a dinner date for moms and their children with a Lady & the Tramp theme. We are still in need of volunteers to make this event happen.
- **Game Night** – Megan Durrance is our chairperson. This is a free family event with concessions where we setup different game stations around the cafeteria and families can participate as they like. We will need a few volunteers to help with concessions. This event will be held on March 25th from 5:30 – 7pm
- **STEM Night** is being provided by Mathnasium this year and will be held on Thursday, March 12th from 5:30 – 7pm, we need both parent & teacher volunteers to assist with activity stations.

V. Unfinished Business

- PTA Open Board Positions for 2019-2020 School Year
 - Communications
 - Website
 - Teacher Liaison
 - **Teacher Appreciation Week Chairperson** – Teacher Appreciation Week runs from May 4th – 8th this year and we need someone to coordinate food & activities with the school secretary Jo Warga. We are looking to host a potluck style luncheon and a breakfast as well as reaching out to local restaurants to donate food for a “catered” lunch one day.

VI. New Business

- **School Supply Packs** – We offered school supply packs for sale at a discounted rate to our families at the end of last school year. It was not widely used, but we had a decent number of sales. We voted to continue the school supply sale with a 15% markup which will be given back to the school which still saves parents 25% over retail. Teachers will supply their lists in mid-February, and we will begin promotions in March with sales to take place in April & May. We will need volunteers in August to help sort & deliver the supplies to teacher classrooms before school starts.
- **Holiday Shop 2020** – The holiday shop is always a success thanks to our great volunteers; we voted to host the shop again next school year. Since we are renewing our contract before February, we will receive 400 free wooden roses to use for our Valentine’s Day candygrams.
- **Teacher Mini Grants** – We voted to open up mini grants for our teachers again this school year. Teachers will be able to request up to \$200 to help them with supplies, materials or events in their classroom.
- **Open Floor** –
 - Ledin Arce suggested a spirit night at Skate Reflections in Kissimmee, the board members will look into this as an event for our students.
 - Mrs. Tanenbaum announce the date for the Talent Show as February 27th, we will need volunteers for the admissions table and concessions area. All money raised supports the Safety Patrol.
 - We are trying to get Disney Tickets as a prize item for Game Night

VII. Upcoming Events

- Spirit Night at McDonald’s Thursday, February 6th 5:00 – 7:00pm
- RoseBUDS Dance Friday, February 21st
- Talent Show Thursday, February 27th
- Mom & Me Dinner Friday, March 6th
- Field Day March 12th During School Hours
- STEM Night Thursday, March 12th 5:30 – 7:00pm
- Game Night March 25th 5:30 – 7pm

Meeting was adjourned at 7:16pm.