

## Horizon Elementary PTA Board Meeting/Strategic Planning Session

August 6<sup>th</sup>, 2016

Call to Order: 10:15am.

Calendaring of Events, Fundraising and School Activities for 2016-2017 School Year Summary:

- August
  - 8/22 @ 7:00pm – 8:30pm: KAC General Meeting (Linda Dement attending)
  - 8/30 @ 5:00pm – 7:00pm: Open House
  
- September
  - 9/1: First Day of School
  - 9/8 @ 6:00pm: PTA Meeting
  - 9/15: Curriculum Night & PTA General Meeting
  - 9/26 @ 7:00pm – 8:30pm: KAC General Meeting
  - 9/30: Picture Day
  - Date TBD: Popcorn Day
  
- October
  - 10/6 @ 6:00pm: PTA Meeting
  - 10/24 – 10/28: Conference Week & Book Fair
  - 10/24 @ 7:00pm – 8:30pm: KAC General Meeting
  - 10/28: Halloween Party/Dance
  - Date TBD: Popcorn Day
  
- November
  - 11/3 @ 6:00pm: PTA Meeting
  - 11/9: Picture Retake Day
  - Approx. 11/18: Movie Night
  - 11/24 – 11/25: Thanksgiving Break
  - 11/28 @ 7:00pm – 8:30pm: KAC General Meeting
  - Date TBD: Popcorn Day
  
- December
  - 12/1 @ 6:00pm: PTA Meeting
  - 12/19 – 1/2: Winter Break
  
- January
  - 1/3: First Day Back from Break
  - 1/5 @ 6:00pm: PTA Meeting
  - 1/23 @ 7:00pm – 8:30pm: KAC General Meeting
  - Approx. 1/26: Variety Show
  - Date TBD: Popcorn Day
  
- February
  - 2/2 @ 6:00pm: PTA Meeting
  - Approx. 2/10: Paint & Pasta Night (Possible Movie Night as well to provide child care)
  - 2/13 – 2/17: Conference Week & Book Fair

- 2/20 – 2/24: President’s Break
- 2/27 @ 7:00pm – 8:30pm: KAC General Meeting
- Date TBD: Popcorn Day
- March
  - 3/2 @ 6:00pm: PTA Meeting
  - Approx. 3/23: Success Night & Science Fair
  - 3/24: Spring Pictures
  - 3/27 @ 7:00pm – 8:30pm: KAC General Meeting
  - Date TBD: Popcorn Day
- April
  - 4/6 @ 6:00pm: PTA Meeting
  - 4/10 – 4/14: Spring Break
  - Approx. 4/21: Movie Night
  - 4/22: Budget Discussion/Review Meeting
  - 4/24 @ 7:00pm – 8:30pm: KAC General Meeting
  - Date TBD: Walk-A-Thon
  - Date TBD: Popcorn Day
- May
  - 5/1 – 5/5: Teacher Appreciation Week
  - 5/4 @ 6:00pm: PTA Meeting
  - 5/22 7-8:30pm – KAC General Meeting
  - Date TBD: BOGO Book Fair
  - Date TBD: Art Night
  - Date TBD: Popcorn Day
- June
  - 6/1 @ 6:00pm: PTA Meeting
  - Tentatively 6/16: CARNIVAL
  - Date TBD: Field Day
  - Date TBD: Popcorn Day
  - 6/22: LAST DAY of School
- Fundraisers in need of scheduling, but thinking FALL time frame. Lisa Bradford volunteered to call the establishments and determine the exact date:
  - McTeacher Night
  - Jersey Mike’s Night

PTA Roles and Division of Responsibilities:

- In order for us all to share the responsibilities of running this PTA and to ensure the Horizon staff and families feel they have one point of contact for PTA questions we discussed the following:
  - Presidents (Lisaye Manning & Linda Dement) will be in charge of:
    - Membership
    - Recruitment
    - Volunteer Organizing
    - Overseer of Events

- Vice Presidents (Brandy Galloway & Lisa Bradford) will be in charge of:
  - Fundraising
  - Spirit Wear
  - Corporate Sponsorship
- Treasurer (Amanda Patriche) will be in charge of:
  - Finances
- Secretary (Michelle Dean) will be in charge of:
  - Communications
  - Administration
- The following events and/or community support projects were also discussed to execute during the 2016-2017 school year and assigned a main point of contact:
  - Halloween Party/Dance: Michelle Dean
  - Book Fairs (3 total): Corrine Cronk & Linda Dement
  - Movie Nights: Parent recruitment needed
  - Variety Show: Brandy Galloway
  - Science Fair: Adrian Duarte & Michelle Dean
  - Art Night: Amanda Patriche
  - Paint & Pasta Night (also a fundraiser): Amanda Patriche
  - Popcorn: Boni Fredericks
  - Walk-A-Thon: Linda Dement
  - Hospitality/Teacher Appreciation: Lisa Bradford
  - Pool Party: Michelle Dean (Date??)
  - Carnival: Lisaye Manning

#### Open House Plan and Discussion:

- Having a supply drive during Open House was discussed. Possibly setting out a bin for extra supplies at our PTA table may be something we execute.
- Emergency kits will need to be restocked for Horizon.
  - Michelle Dean volunteered to get in contact with the school to determine how water for the kits will be purchased since in the past the PTA has purchased it then used it during Field Day and Carnival at the end of the year.
- Welcome back goodie bags to provide to the teachers also discussed. Board unanimously approved providing each teacher with a bag with a Spirit Wear t-shirt and travel mug. Brandy Galloway has a contact that can provide the travel mugs. Lisaye Manning and Linda Dement volunteered to work on ordering bags for the teachers.
- Lind Dement also mentioned a small fundraiser we could pass out information for at the Open House:
  - Seattle Storm tickets for purchase online.
  - We should have a flyer to distribute at Open House providing parents a link to purchase tickets and support the Horizon PTA.

Adjourned: 1:30pm.