



Commerces Elementary
 PTA Meeting Minutes
 November 28, 2018

Attendees:

Crystal Darling	Jillian Moutafis	Christina Carlin	Paul Fenner	Shayna Levin
Peggy Casagrande	Andi Parel	Meghan Smith	Moly Hines	Gillian Edwards
Maureen Evans	Erica Frase			

- I. Call to Order @ 7:07PM
- II. Room introductions
- III. Presidents Report
 - a. Bylaws need to be resubmitted. Shayna will be sending.
 - b. Two big projects in the works:
 - i. Ninja Warrior: Waiting on final approval in order to send the check to the company. Looking at Spring break for potential timing on the execution of the build out.
 - ii. Teachers' Lounge Renovation: Meg Bildstein is running point on this project and would like to complete it over Winter break.
 - c. Shayna would like to begin looking to fill in the boards open position for 2019. Formal communication and information to come. We will also look to fill chair positions for 2019 such as Moms and Muffins. In addition, we are looking for someone that can host a website or be a resource for us 2019.
 - d. Our cougar mascot needs a name! Christina will run point on naming the cougar.
- IV. Officer Reports
 - a. VP of events and fundraising
 - i. Fall Fair – we made more than anticipated
 - ii. Holiday Craft Night: We still need volunteers. Christina sent out an email asking on 11/28.
 - iii. Book Fair: Begins 12/5 and we still need volunteers. Christina sent out an email asking on 11/28.
 - iv. Giving Tree: Items are due 11/29 by EOD.
 - v. PTA will be providing dinner to the staff for conferences on 12/13.
 - vi. Membership event: February 1st @ Waterford Lanes. Paid members can enjoy free bowling, bounce houses and food. New members are welcome and can pay \$11 at the door.

- vii. Spring Fundraiser (Maureen):
 - 1. Option #1: Fundraising Company of America. This company provides a lot of options where the food can sit out without being refrigerated. We get 40% back to the school and provide prize flyers. Online ordering is an option too.
 - 2. Option #2: Otis Spunkmeyer. A well-known name, but product(s) need to be refrigerated and picked up within 3 hours of delivery. Product is also not allergy free. Shayna is looking to see if we can figure out the refrigeration issue. Maureen will check with other schools and see what they do.
- b. VP Membership
 - i. The Michigan State PTA sent 2017-2018 awards:
 - 1. 100% staff membership award
 - 2. Having at least 100 members
 - ii. We have 7 new members in the month of November
 - iii. Directory is at the printer and we hope to have before holiday break
- c. VP Communication (no updates)
- d. Treasurer
 - i. Moly passed out the most current updates with the budget. We discussed Fall Fair and the silent auction. Megan taking over silent auction for next year.
 - ii. Kroger update
 - iii. We also talked through some of the things we have recently paid for
 - iv. Paul was reviewing taxes with Moly and asked about our emergency fund and how it's used. He suggests that we actually build a reserve fund to help in case we need it. Potentially move away from spending all of it now, but create a reserve. Suggested each year PTA adds to the fund. Could we add guidelines around it into the bylaws?
 - v. We discussed how funds get spent. (teacher requests for example) Standing rules could be an option to help determine how funds can spent. (Births, funerals, etc.) Can it be handled like the track fund? \$1500 this year and \$500 after?
 - vi. For any reserve fund planning, the communication is key and needs to be shared effectively to new board members.
- e. Secretary
 - i. Motion to approve October meeting minutes: Jillian Moutafis
 - ii. Second: Christina Carlin
 - iii. Approved
- f. Legislative Rep Report: Peggy Casagrande
 - i. A few bills going around now trying to get pushed through.
 - ii. Reviewed Lame Duck. Peggy asked that we go online and ask State Rep to not make any decisions during Lame Duck
 - iii. Facilities Study: There is an opportunity (with some bonds up for renewal) to talk/look at the study and what was found/recommended. There is a presentation on the buildings. (Dublin is old and may need a rebuild for

example). There are surveys out there parents can take on needs that impact all students and buildings. Fund is around \$2MM for all buildings. (Windows, carpets, parking lots, heating systems, etc.) Also discussed preschool and there is a percentage of parents who don't send their kids to preschool in walled lake. Information is on the website and will be coming out.

- g. Principals Report
 - i. Christina Carlin spoke on behalf of the district's visit with Advanced Ed next week. Commerce was selected to have a school visit on Monday afternoon and host the reps. They will be holding a focus groups with kids. It gives us an opportunity to show off how we have grown as a school and gain feedback.
- h. Teachers Report (no teacher present)
- i. Old Business
 - i. Barb Morley made a request for stools and they were approved.
- j. New Business
 - i. Received new request for books from 3rd grade teachers.
 - ii. We got another request for stools.
- k. Meeting Adjourned @ 8:12PM

Our next meeting is January 16, 2019.