

## September 11, 2025 Board Meeting

### Minutes

**Call to order at 8:48am**

**Attendance:**

Alex, Jill, Katie, Ali, Ed, Josette, Diane

### Minutes Approval

- [Minutes](#) from August board meeting: Alex moves to approve, Ali seconds, unanimously approved

### To Discuss Today

1. Approving budget
2. FOPS Operations
  - a. We all need to sign the [code of conduct forms](#).
  - b. We need to go through the drive and remove permissions from anyone not on the elected board
  - c. Password hub
3. Welcome picnic
4. Committees: Assign board members
  - a. New member sign up status

### Leadership Updates

1. Update: Alex will be on SLT, Jill on School Safety team due to scheduling reasons
2. PTA Room
3. Welcome picnic sign-ups: [SIGN UP HERE](#)

### Treasury Report

[Treasury Report - 2025-2026](#)

## Budget

1. Discuss and voted to approve [2025-2026 Budget](#) (go to “Historical Budget” tab):  
Ed moves, Josette, all unanimously approves.

## Welcome Picnic

1. We need volunteers (especially for clean-up); sign up [here](#).
2. Selling merch
  - a. Tote Bags: \$20
  - b. Stickers: \$4, \$2 for building
  - c. Payment process: Cash and give butter
3. Materials - print extra copies
  - a. One-pager
  - b. Budget info
  - c. Bingo card / pens for giveaway
  - d. Merch signage
    - i. Items for sale/price
    - ii. PTA/Spectrum Designs partnership - autism mission
    - iii. New online shop coming “soon”
  - e. Name tags - board
  - f. Class tags - families
  - g. Set up map
  - h. Refreshments: Diane is bringing
  - i. QR code master sheet - needed?
  - j. Large Items / Logistics of these items
    - i. Tables
      1. PTA
      2. Merch - should this be a separate table?
    - ii. Chairs - needed?
    - iii. PTA table cloth / collapsible sign → Julie will pick up a table, easel, pens, name badges (Jill will gather) and will bring over to picnic.
      1. AF bring duct tape, scissors, signs on fence, sharpies

## Communications

1. PTA General Chat
  - a. What should be posted and when?
    - i. PTA event reminders
    - ii. Repetition about school notices (closures, curriculum night)?
2. Can the rain date for the picnic be removed from the online calendar?

### 3. Class Reps Update

- a. We need to recruit class reps ASAP with priority for PK and K families.
  - i. Need flyers to sign up at picnic
  - ii. Send flyers home with parents. Need to hand out at pick up/drop off, can't be backpacked. Draft:  
[https://www.canva.com/design/DAGx-VQAcdc/H4jNzG4p92aFspBPf7JTtw/edit?utm\\_content=DAGx-VQAcdc&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAGx-VQAcdc/H4jNzG4p92aFspBPf7JTtw/edit?utm_content=DAGx-VQAcdc&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)
    - 1. Timing goal: Hand out over the next two weeks.
- o Needs a rep
  - PK001
  - PK002
  - K012 (ICT)
  - 129 (K-2 SC)
  - 202 (ICT)
  - 302 (ICT)
  - 304 (DL)
  - 402 (ICT)
  - 439 (3-5 SC)
  - 502 (ICT)

### 4. October Events

- a. October 10th: Heritage Day and Open Classroom
- b. October 16th: Movie Afternoon
- c. October 24th: PTA Meeting and Town Hall
- d. Lion's Head meet up?
  - i. If we want to do something for K families, Stevie Steel would likely help organize (K015 rep)

### 5. Donor email to go out via Mail Chimp

### 6. Volunteers: can we pull an email list from [signup.com](https://signup.com) of last year's volunteers?

We want to make sure they are on our email list and if possible, our whatsapp group

- a. Is there a separate whatsapp group just for volunteers?

## Fundraising

- 1. Merchandise update (?)
- 2. Goal for Welcome Picnic (?)
- 3. Donor-specific email to go out to last year's donors

## **Committees**

1. Assign Board members to chair:
  - a. Budget: Diane and Laura
  - b. Culture & Inclusion: Josette
  - c. Winterfest: Ali
  - d. Spring Fair: Jill
  - e. Book Fairs: Alex + Jill
  - f. Dads outreach: Ed

## **Other Stuff**

1. Parent working group/advisory group on technology?