

AJ WHITTENBERG PTA BOARD MEETING - FRIDAY, NOVEMBER 21, 2025

Board members present:

*Sherlen Crawford - President
Cameron Brice - Principal
Jeannine Cox - Secretary
Jessica Blake - Volunteers
Sarah Dowsley - Swap Shop
Paige Westbrook - Hospitality*

*Ravin Smith - Treasurer
Carolina McKie - Fundraising
Brittany Blakeley - Communications
Mills Stover - Membership
Kendle Sloan - Spirit Night*

At 8:16 am the meeting was called to order. Sherlen Crawford welcomed everyone to the in-person and virtual meeting.

Upon review of the October minutes, it was motioned and approved to accept them and post to the shared drive plus PTA website.

Ravin Smith - Treasurer

- Via a November 13, 2025 approval > our new Treasurer has accepted and will assume duties immediately
- She has been reviewing open items
- Reported the Ready Jet Go grant has been submitted
- Reported the required board insurance payment was submitted Thursday 11/20/25
- Noted there are pending checks in process for teacher stipends
- Plans to discuss budget needs with Garden Club
- Currently reviewing un-allocated monies and tying to memberships' tallies
- Reported Doublegood Popcorn fundraiser raised \$415 total with half going to the school = \$207
- There is an outstanding check to the previous Treasurer in process for the financial review team's breakfast. It was not clear that breakfast has historically been provided to the financial review team due to the three plus hours financial review. It was motioned/approved to be officially recorded as an annual item and labeled general administration line item for expenses
- Regarding the large amount of money sitting in the savings account as well as the checking account overage > could we allocate that money to better utilize it, also from a compliance standpoint, we should direct that money into a specific line item
- Updated check signers are Paige Westbrook, Ravin Smith, and Sherlen Crawford
- There will be a review of what to do with any separate checking accounts and their purposes and whether to keep or not

Principal Mr Brice

- Congrats to a successful Harvest Lunch > always a holiday highlight
- Thank you to PTA for coordinating volunteers
- Upcoming winter concert is Thursday December 11 at GHS
- Playground awnings - dates for installation with contractor currently handled by school district

Carolina McKie - VP Fundraising

- Reviewing how to set up smaller fundraisers with easier goal amounts
 - Previously discussed holiday market is likely a bit behind in setting up
 - Let's table the holiday market due to the community economic diversity and money challenges at this holiday season
- District requires to add different fundraisers as separate budget line items
- Our school does well with Boosterthon and the timing doesn't overlap with anything else
- Researching different fundraisers to see which ones work well but at a careful pace
 - It would be useful to set a schedule for these fundraisers
 - Quarterly fundraising could work
- Pointed out district advises to have three non profit fundraising events to each one profit fundraising
- We need to not have a conflict with the heart challenge
- We need our interim treasurer to acclimate to her role and we'll table any further fundraisers to January. Attractions fundraiser was cut so that is why we are entertaining new fundraisers.

Jessica Blake - Volunteers

- AJ Readers continues to need volunteers
- One of the two open room parents was filled
- Continue to let Jessica know of any volunteer efforts
- Robot Ruckus - there have been few responses for volunteers and for the planning committee
 - One volunteer needed for project leader after attending December's meeting
 - We need someone to lead the December meeting and get this going. Sherlen will send out an email to coordinate the Robot Ruckus December meeting asap
 - We'll get going again after the holiday break and schedule interest meetings

Brittany Blakeley - VP Communications

- Per Standing Rules, Brittany is the single point of contact for the PTA to report anything to Mr Brice. Sherlen asked to be copied on this communication for keeping up
- The district has a Plan of Action template that can be used to follow along throughout the year. Let's continue to follow the plan of action for all board members - we will keep these plans on the shared drive for compliance and future procedures
- November recap newsletter - deadline is 2 weeks if you have anything to add. Goal is to publish within first five days of each new month.

Kendle Sloan - Spirit Night

- Too early to report yet from Todoros Spirit Night as it was an all day event
 - Will request a sales report and due to the Treasurer transition, will request the owner to send in the detailed proceeds via email/mail
- That concludes spirit nights

- Will continue pursuing coupons to attach to monthly PTA newsletters and add to teacher boxes
- FYI regarding the recent Spinx and Outback coupons for teachers > A parent who worked at Outback and the Blakeleys who have Outback contacts coordinated the effort
- We need 520 coupons to attach to our monthly PTA newsletters so optional smaller quantities can then go to teachers/staff/operations
- Next coupon is Stonepin Bowling which will need to be put on the back of the newsletter and directions will direct how to take the newsletter/coupon to the establishment (we'll need to place this verbiage on the coupon for clarification)
- Keep Carolina in the loop in order for no overlap requests (like hospitality requests)

Sarah Dowsley - Swap Shop

- Requests two yard signs for the car line. The sandwich board doesn't work as well and the yard signs are easier to put out.
 - Signs can include one for that day/week and one to just keep out there permanently
- Brittany used Staples for the last batch of yard signs (\$130 for 4 signs) and will get with Sarah to design a logo and get a quote. Once that is created, we can send out an email vote on using discretionary funds. There's also Grace business on Pelham that does yard signs with no shipping costs.
- Mr Criss received Good News Club donation boxes filled with specific sized items. Who is going to give those out?
- Ms Cooker provides donations during holidays so we can add to her stuff. We have items that need to be pushed out of the PTA room. Aim for Dec 5.

Sherlen Crawford - President

- There was confusion regarding the DoubleGood Popcorn Fundraiser. During the President/President-Elect transition plus not coordinating the monthly Spirit Night, the fundraiser was conducted. Concerns were brought up since it directly affected an already ongoing Heart Association fundraiser (citing contract obligations) and the district was involved including a discussion with proper procedures.
- Everyone accessing the PTA room is required to complete the signin/signout sheet, including PTA board members that oversee committee members
- \$12,000 in Savings account. It will not be put back in the checking account. What are tangible options?
 - January meeting we should vote on potential items like library furniture or sensory pieces.
 - Ideas > meet with old treasurers to determine why such a large sum is there and move the money effectively. A lot was built up during covid and not able to be used. Could we use the extra money in the checking account. We are required to document this chain of events for going forward.
- Playground funds are all used up (playground shades)

The meeting adjourned at 9:40am. Respectfully submitted, Jeannine Cox