Reeves PTA April 2025 Minutes

4/16/2025 | 6:00 p.m. | Reeves Middle School Library

Attendance: Matthew Kaphan, Joellen Wilhelm, Monica Taylor, Terry Vanderpham, Whitney Bowerman, Mary Herrick, Alysha Myers, Danielle Zola

Whitney called the meeting to order at 6:13 p.m.

Presidents report:

- There is an ASB school dance on May 2. We only have 2 weeks to recruit volunteers, and previously it has taken the full 5-6 weeks. We need around 20 volunteers filling roles of 2 cashiers, 5 kitchen, and floaters. If by early that week we don't have enough volunteers we'll reach out to let Karen know.
- School Admin has been missing from the past several meetings. Whitney will reach out to confirm attendance for future meetings, especially with end of year events coming up soon. Eighth grade graduation and breakfast are two events coming up where we are uncertain of PTA's involvement.
- We haven't received any teacher grants this year. Part of our budget is allocated to teacher grants. Should we put something out or go to a staff meeting to let teachers know? Joellen offered to coordinate with Emily, the staff union rep, to bring to the staff and think about what is needed for fall next year. The process is teachers fill out a grant application and bring to a PTA meeting – they'd need to do this May or June. We can also promote early in the fall as well. Terry will also talk to Mr. Gunther about uniform needs.
- Next year the PTA board will need to transition to new members. The current interest is Joellen (president), Matthew (Treasurer), Terry (Vice President). A secretary is still needed.

Vice President's report:

- Megan Latimer and Terry will be coordinating the penny drive. Grades 6, 7, and 8 will compete against one another. Pennies count for one point; silver coins count as negative points. We'll run the penny drive for the month of May and deposit regularly to count.
- Snack Shack: We need board approval for purchasing a mini fridge and mini freezer for $300. We want to sell drinks and frozen treats at the Snack Shack. The store has made $296.12 profit in less than 2 months, in only 2 days a week! Is there space and electrical for it? Have we asked the school? Mr. Davis cleared it already. Terry moved, Alysha seconded to allocate $300 toward a mini fridge and freezer. Passed unanimously.
- Thank you South Sound Vasectomy and Olympic Plumbing for sponsoring $1000 each for the carnival!

Treasurer's report:

- We have almost $15,000 in the bank, we started around $12,000 at beginning of the year. Oly Lights Extravaganza brought in around $1500 as a fundraiser in past years. We expect to carry forward around $12,000 each year.
- We have some big expenses coming through carnival. We are tracking closely with carnival income and expenses, and need to set up pre-sales.
- Givebacks dues are going up next year. We'll need to talk about dues in May or June. We may need to increase our dues to ensure it's at least equivalent to what we pay. Alysha will add this to next month's agenda.
- Should we consider changing business structure from PTA to PTO? PTA has benefits through the Washington PTA with legal and other support.
- Membership asked whether we are using our savings account. Is there high yield or better interest available through savings? Matthew to look into this and report back.

Secretary's report:

- Alysha presented March's minutes. Terry moved and Whitney seconded to approve minutes as presented. Motion passed unanimously.

Membership:

- We have no new members since last meeting. Joellen is planning to be at the 6th grade welcome night on Tuesday. Can we accept members now for members next year? Matthew to check in and report back. Membership noted it's a great time to recruit for PTA board members. Joellen will create a signup list for interested families and also share a flyer about the upcoming carnival that includes a QR code to the Reeves PTA website. We'll post a signup to volunteer plus a signup for pre-sales. Alysha and Mary will connect on web requirements. We should also post flyers at our feeder schools. Mary would like flyers set up ASAP at Reeves, then distribute at events, feeder schools, etc. When we set up square for pre-sales we need the dongle, ours is missing. Matthew to follow up. Matthew to set up the site for purchasing.
- Family engagement: to promote sense of community with non-English, Reeves will host a fun evening for families on April 25. There will be bingo, with numbers called out in Vietnamese, Ukrainian, Spanish, then we'll invite everyone to go to Arts Walk afterward.

Fundraising update:

- Thanks to Terry for sponsorships! We haven't spent any carnival money yet, most will happen in the last month. It will be around food, drinks, and prizes. When we set up online ordering system it will give us an idea for inventory, which helps us plan for how much to actually buy.

- Planning meetings: if anyone interested in attending, working sessions will be starting soon:
    - Tuesday 6 – 7 pm April 22
    - Tuesday 6 – 7 pm May 6
    - Tuesday 6 – 7 pm May 20
    - Tuesday 6 – 7 pm June 3
- Monica will take on redesigning flyer to match the carnival theme (tent/big top).
- Mary will work on website changes with Alysha by Tuesday night.
- Mary to send flyer and logo to Monica.
- We must apply for a food permit, and at least one person serving must have a food handler's permit. We must have our entire menu figured out in advance, then everything must be stored according to safety practices.
- Could we work through food services and use the Reeves kitchen? Can we bring a food truck instead? We'll finalize the menu after we get answers to the kitchen, kitchen staff, cost, and health permit items. Alysha will look into food services and food permit for this issue.
- Time: Mary proposed 2 hours from 11-1.
- Mary needs help right now with planning. Will need help the week of for planning games. We'll have volunteers covered for the day of.
- Tokens: $1 each to pay for 1 game. People can purchase online, can do token packages.
- Games: all from Boston harbor. Can we access supplies for field day style? Can also pay a company to bring a game. Hoping for someone to volunteer for games but no one has so far. Membership suggested asking ASB to choose the games.

Staff appreciation:

- May staff appreciation week, first or second week in May.
- We have in the past done a taco bar, soup and bread. Whitney to follow up with Heidi.

8th grade activity:

- We have 12 sponsors!
- ODA is partnering for co-branding bags. They are also assigning the clean team the day before.
- Event signup for volunteers is holding at 13 of 24 slots filled. Lots of volunteers are needed right now with end of year activities.
- Soon Monica needs to meet with the team, adventures are due May 16th to coordinate. Senior Services is doing a campaign on loneliness, and are really excited to have the kids there.

- Food vendors will offer $10 lunch special: Bavarian, Heyday, and others will have 2 options.
- Permissions slips are approved and will be sent to students soon.
- Have asked parents to contribute $10. We are covering students who cannot afford this fee.

The meeting was adjourned at 7:35 p.m.