

## **EE Waddell Language Academy PTSO Board Retreat**

Friday, August 16, 2019 at 5:00pm

Toucan Louie's Café and Roastery, 2753 Rozzelles Ferry Rd., Charlotte, NC 28208

**Meeting called to order** by President Cat McClain at 5:19pm

### **Board Members Present:**

Cat McClain, President  
Patty Kelly, Past President  
Alexis Gillespie, Vice President of Elementary  
Jennifer Parker, Vice President of Middle School  
Shea Clarke, Secretary  
Julie Isaacson, Treasurer  
Erin Martin, Assistant Treasurer  
Rita Carey, Head Ambassador  
Dr. Felicia Eybl, Principal  
Kate Chan, Director of Advocacy  
Sabine Macnamara, Director of Communications and Social Media  
Mary Smith Isaacs, Director Events  
Jennifer Wisthoff, Co-Director of Events  
Karen Reti, French Co-Ambassador  
Amelia Beonde, Japanese Ambassador  
Kate Carmody, Japanese Co-Ambassador  
Adrienne Johnson, Specials Ambassador  
Meg Standridge, Sixth Grade Ambassador  
Debra Lentz, Teacher Representative

### **Agenda:**

Welcome and Introductions

1. Welcome and Introductions
2. Head Ambassador Vote
3. Communication Update
  - PTSO Website and Board Emails
  - Social Media
4. Fundraising
  - Fundraising Chair Open Position
  - FunRun
  - IYC
  - Passive Fundraising
5. Calendar Review
  - Open House
  - PTSO Membership
6. Board Finances
  - Account Signature Vote
  - Financial Policies

- Budget Review
7. Q&A
  8. Meeting Adjourned

**Upcoming Events:**

- 8/18- Kindergarten Picnic
- 8/22- Open House
- 8/26- First Day of School/Schultüten Ceremony
- 9/2- Labor Day (No School)
- 9/3- Sip & Sob (K and 6<sup>th</sup> grade parents)
- 9/17- PTSO General Meeting 5:30pm, Curriculum Night K-5
- 9/18- PTSO General Meeting 5:30pm, Curriculum Night 6-8
- 9/23- SLT Meeting 4pm
- 9/27- PTSO Executive Board Meeting 7:30am

**Business:**

1. Cat welcomed everyone. Board Members present introduced themselves.
2. Communication Update- We will be keeping the PTSO website. Heather Hensley has been updating but would like someone else to handle. Sabine offered to take over. Adrienne to continue handling the PTSO email accounts. The school will be using ParentSquare again but the PTSO will not contribute funds towards the cost. The fee for ParentSquare has been added to the elementary agenda fee and the middle school fee. At this time, only Ms. Hardy, Dr. Eybl, Ms. Perez and Chrissy Premeaux can post on ParentSquare. We would like to have 1 more person added from the PTSO to help Chrissy. Dr. Eybl will need to approve. Sabine has created a 1 pager detailing our communication tools. She will post on social media.
3. Fundraising Update- Patti will be our FunRun Coordinator. Beth Soja will be our IYC Coordinator. We need a Director of Fundraising and Director of Passive Fundraising. Mary Smith Isaacs has someone in mind for Passive Fundraising. Patti is working on FunRun sponsorships. Already have 5 business sponsors with donations totaling \$4500. Need to have the tee shirt design by August 27 which is the order deadline. FunRun will take place on the top field again this year. FunRun kickoff is in October and IYC will be in the spring around spring break. We can take IYC donations throughout the year but can only promote it in the spring.
4. Cat stated we need a Head Ambassador. Rita Carey volunteered to take on the position.
5. Discussed Kids Can initiative. Had 2 collections last school year but did not anticipate the \$150 pickup fee. They did not charge us for the first pick up but the second pick up cost \$150. We could have Student Council or NJHS take over initiative and have them figure out logistics. Possibly have a parent with a truck take the cans to the metal company. Kate has applied for grants but have not received any. Pick up could be the last Friday of the month. Sabine will post on social media.
6. Calendar Review- PTSO meetings typically use Lab B for meetings but we would need to be out by 8:15am since classroom being used. The teachers lounge across from the auditorium is open so that is where all Executive Board and Full Board meetings will be held. Parents will need to use Lobby Guard to check in. Shea to email Jimeese Hardy the PTSO meeting schedule.

Kindergarten Picnic is this Sunday and Rita's Italian Ice will be there. Open House is August 22. Discussed placing PTSO volunteer signup sheets at Open House. Clubs are welcome at Open House. Parents who have not yet signed up for ParentSquare or having issues need to make sure their info in PowerSchool is correct- address, number and email. Dr. Eybl to ask the secretaries how to facilitate this and Cat will get with Dr. Eybl after Monday. PowerSchool is being updated by Ms. Lynch and should be finalized by Open House. Alexis to get with German Ambassadors to see if they need help with the Schultüten ceremony. Sip and Sob will be on 9/3 for K and 6<sup>th</sup> grade parents. There will be coffee and donuts. Flyers will be made to go home with those children on the first day of school. Mary Smith Isaacs to print ParentSquare info and how to get signed up. Middle School sports tryouts 9/3 which is not on the calendar. Need to get the word out about sports physicals. Only home games are posted on the calendar. October 28 is a Teacher Workday. Instead of hosting a staff breakfast, we discussed doing the door hanger idea where the teacher can select what they want, and we will bring to them. Adrienne to get the date for the Used Book Fair. Early Release days are listed on the calendar but would like to add 12:15pm to the description. Chinese Culture Night is listed on January 28, but this may not be the date. Kate to ask the Chinese teachers. Dr. Eybl to speak with 5<sup>th</sup> grade team and Alexis about the Camp Thunderbird trip. Charter buses will allow the children to stay longer. If we use activity buses the drivers have to be back for their afternoon bus routes. We will be using a different company for Spring Photos this year. The Band (7/8)/Orchestra (7/8)/Chorus (4/5) Trip may be Dollywood. The grades will be added to the description on the calendar. Decided to move Teacher Appreciation week from May 4-8 to March 30-April 3. Also eliminating the 6 teacher luncheons in May. Also discussed not doing so many meals during Teacher Appreciation Week and doing 1 or 2 meals.

7. Dr. Eybl discussed staffing changes. The changes are listed on the assignment letters that have been mailed out. The secretaries oversee the CMS website and Patti was approved to get access to post on Parent Square with Chrissy.
8. Julie reviewed the budget and finances. The budget has been cut by about 10% which is roughly \$20,000. Income has decreased and need to make cuts. We need to update the signers on the bank account. Julie made a motion to remove Moses Fox and Wendolyn Gildehaus from the account and add Catherine McClain, Erin Martin, Alexis Gillespie and Jennifer Parker. Patricia Kelly seconded the motion which was unanimously approved. Reimbursement forms need to be signed by the supervising board member and need all receipts. The forms are in the PTSO office and in Dropbox. We have an Amazon Business account. All members with a board email address should have access. Shop, place order and Julie approves. Purchases are tax free and no signatures or forms are needed. If you need a cash box, fill out the Cash Box Request Form. If using Square, send Julie the price list for items so she can add them to Square. At the end of an event, fill out a deposit form and place money in deposit bag. There is a night drop box at the Wells Fargo on Tyvola. Might be safer to have Officer Wilson follow you to the bank if it's late. When soliciting and receiving donations, need to send thank you letter and track the value of all gifts. The budget is very conservative this year. Had to make many cuts-some areas include discretionary funds, language support, teacher appreciation lunches, hospitality, arts, teacher development, middle school support. There was concern about the middle school cuts so we will look at adding funds back. The teacher raffle is a lot of work, so that will be eliminated this

year. Julie will send out a new budget draft with changes and will add a column that lists the supervising board member for that line item.

**Next Meeting:**

PTSO General Meeting, Tuesday, September 17, 2019 at 5:30pm in the auditorium

PTSO General Meeting, Wednesday, September 18, 2019 at 5:30pm in the auditorium

PTSO Executive Board Meeting, Friday, September 27, 2019 at 7:30am in the teachers lounge across from the auditorium

**Meeting Adjourned at 8:32pm.**