

PTA Meeting

Tuesday, September XX, 2018

6 PM

Nashua Library

Open positions for next year

Contact Robyn at pta.nashua@gmail.com
if you are interested or have ?s.



pta.nashua@gmail.com

nashuapta.my-pta.org

www.facebook.com/NashuaElementaryPTA

Meetings are open to all Nashua parents, staff and community members!

- ★ Add PTA meetings to your calendar using [our Facebook page](#) or [our website](#) (no general meetings in Dec, Jun, Jul, Aug).
- ★ This agenda will be projected at the meeting - if you would like your own copy at the meeting, please print and bring it with you or download a copy to your device.
- ★ In lieu of a school board report at our PTA meetings, please view school board meeting agendas and minutes at [BoardDocs](#).
- ★ Please view the latest Missouri PTA newsletter and legislative report at bit.ly/NashuaMembership.
- ★ Have an item to add to the agenda? Email website.nashua@gmail.com.

- ★ Call to Order
- ★ Staff Presentation -
- ★ Principal's Update - Mrs. Stukey

Field Trip Update:	2017-18 PTA Sponsored Field Trips	Other Field Trips
<i>payment made</i>	<ul style="list-style-type: none"> ★ K - Kaleidoscope (Apr 6), <i>Coterie (May 4)</i> ★ 1st - <i>Kindermusik at Kauffman (Feb 6)</i> ★ 2nd - KU Natural History Museum (Apr ?), <i>Sea Life (Apr 30)</i> ★ 3rd - Zoo, WWI Museum & Federal Reserve (May 8) ★ 4th - <i>Science City (May 8)</i> ★ 5th - Nelson Atkins (Apr 4), Martha LaFite () 	<ul style="list-style-type: none"> ★ 4th - Zoo, Symphony

Officer / Chair	Contact Information	Committee Updates
President bit.ly/NashuaPTAmtg	2017-19: Robyn Tuwei, pta.nashua@gmail.com	PTA Meetings: Current Bylaws Expire: Dec 3
1st Vice President - Book Fair	2018-20: Diane Shields, gmaradar@yahoo.com	Fall Book Fair: (Parent Teacher Conferences:) Spring Book Fair: (Reading Night: Feb 28)
2nd Vice President - Family Fun Night bit.ly/NashuaFFN bit.ly/NashuaClassVolunteers bit.ly/NashuaFFNHours	2018-20 Candidates: OPEN	Family Fun Night:

- 2nd Vice President – Family Fun Night:**
- Raffles: gets donations, handles ticket sales (including pre-sale) and drawings, gets change for raffle table from treasurer, notifies winners and makes sure winners get prizes
 - hires food trucks and DJ
 - contacts Nashua Baptist Church in April for permission to park in their lot that night
 - requests use of the gym from Adventure Club in April
 - Trophy, Voting and Party: sets up ballot boxes, gets voting tickets and hand stamp, coordinates voting at the event, counts tickets, announces class winner, coordinates trophy and party with teacher (trophy is passed from class to class each year)
 - Photographer: takes some pictures that night for Facebook
 - Website Chair: recruits Parent Game Reps and Teen Volunteers on SignUpGenius; maps activities – where are tables needed, who needs an outlet – for rain and for shine - coordinates with Louise and Lis on tables (table request must be submitted by March 1st), extension cords and trash cans - posts maps on website; maintains FFN page on website

Secretary bit.ly/NashuaPTAmtg	2018-20: OPEN	★ Any corrections to the May minutes ?
Secretary: <input type="checkbox"/> attends all PTA meetings <input type="checkbox"/> takes notes at all PTA general meetings (3rd Tuesdays, 6 PM, Nashua Library; no general meeting in Dec, Jun, Jul, Aug) <input type="checkbox"/> types up meeting minutes, posts them to the website, posts notice to Facebook (examples of our minutes)		
Treasurer bit.ly/NashuaTreasurer	2016-18: Jennifer Walters, jwalters974@hotmail.com 2018-20: Kristi Potratz, cpotratz411@outlook.com	Teacher Supply Funds - Reimbursement Requests Due: Audit: 7/18/18, 6 PM, location TBD Must attend: Jen Walters, Kristi Potratz, Robyn Tuwei Auditors (3-5 people): Amy Wazac, Heidi Hiebert, Kelly Cowan, Jen Robert, Diane Shields Budget Meeting(s): ★ Treasurer's report ★ 2017-18 Budget , as amended 1/23/18 ★ 2018-19 Budget , as approved 4/17/18 ★ Current Big Ticket Budget ★ Example Big Ticket Motion: <input type="checkbox"/> Requester presents item and cost <input type="checkbox"/> President--"Is there any discussion?" <input type="checkbox"/> Member--"I motion that we spend up to \$[add a cushion to the estimate] on [what are we buying?] from the Big Ticket Budget ." <input type="checkbox"/> 2nd Member--"I second the motion" <input type="checkbox"/> President--calls for a vote <input type="checkbox"/> Note: NO new big ticket requests allowed at May meeting ★ Big Ticket Requests <input type="checkbox"/>
Back to School Night bit.ly/NashuaBTSN	Fall 2018: Misty Leatherman, mistinarn02@gmail.com & Diane Shields, gmaradar@yahoo.com	Back to School Night Planning Meeting: Back to School Night: Aug 13
Bulletin Board	2018-19: Amy Wazac, wazaca@platteco.k12.mo.us OR Misty Leatherman, mistinarn02@gmail.com	
Cookie Receptions bit.ly/NashuaHours	2018-19: Melissa Nammavaly	★ Cookie Receptions: ★ MS and HS students can earn service hours
Fall/Winter Family Events bit.ly/NashuaPTAcal	2018-19: Amy Wazac, wazaca@platteco.k12.mo.us	Fall Event: Winter Event:
Field Day Snacks bit.ly/NashuaParties	Spring 2018: Amy Wazac, wazaca@platteco.k12.mo.us Spring 2019: Heidi Hiebert, heidihiebert@hotmail.com	Field Day: May 25

Fundraising bit.ly/NashuaFund	Fall 2018: Jennifer Walters, jwalters974@hotmail.com	Kickoff (no assembly, link to video for teachers): Sep 10 Fundraiser Ends: Sep 24 Delivery Day: Oct 24 ★ Great American - cookies and holiday decor/gifts
Kindergarten Roundup	Spring 2019: Heidi Hiebert, heidihiebert@hotmail.com Helping: Diane Shields	Kindergarten Roundup:
Labels bit.ly/SupportNashua	2018-19: Jen Robert, labels.nashua@gmail.com	Turn Them in Tuesdays: Sep 18 (Pajama Day), Oct 9 (Mismatch Day), Nov 13 (Tie Dye Day), Dec 11 (Favorite Team Day), Jan 8 (Crazy Hat Day), Feb 12 (Hawaiian Day), Mar 12 (Crazy Hair Day), Apr 9 (Superhero Day), May 14 (Sunglasses Day) ★ Earnings chart
Membership bit.ly/NashuaMembership bit.ly/NashuaBizMembers	2018-19: Kristin Rice, kristin_rice85@yahoo.com	★ Memberships available! Individual for \$6. Business for \$10; includes recognition on web and e-mail.
Mercury Gym Nights bit.ly/NashuaPTAcal	2018-19: Jen Robert, website.nashua@gmail.com	Mercury Gym Nights: Apr 27, Sep 28, Nov 16, Dec 21, Feb 22, Mar 16, Apr 26
Reflections	2018-19: Renee Springer, rmcspringer17@aol.com	
Restaurant Nights bit.ly/NashuaPTAcal	2018-19: Amy Wazac, wazaca@platteco.k12.mo.us	
Room Party Food bit.ly/NashuaParties bit.ly/NashuaClassVolunteers	2018-19: Amy Wazac, wazaca@platteco.k12.mo.us & Misty Leatherman, mistinarn02@gmail.com	Fall Party: Spring Party/Sock Hop:
Room Party Games	2018-19: Emmy Berry, emmy.m.berry@gmail.com	
5th Grade Sock Hop	2018-19: OPEN	
5th Grade Sock Hop: <input type="checkbox"/> organizes the 5th Grade Sock Hop (all of the 5th grade classes have a combined party in the gym during the spring parties)		
Spirit Wear	2018-19: Amy Wazac, wazaca@platteco.k12.mo.us & Vanessa Corigliano, vlohnert@hotmail.com	
Staff Appreciation bit.ly/NashuaStaff	2018-19: Emmy Berry, emmy.m.berry@gmail.com Helping: Misty Leatherman	Staff Appreciation Week Meals: Parent Teacher Conference Meal:
Sunshine	2018-19: Robyn Tuwei, robyn.tuwei@nkcschools.org	
Tree Maintenance	Fall 2018: Joel Wazac & Mike Baker	
Website nashuapta.my-pta.org bit.ly/NashuaPTAnews bit.ly/NashuaPTAContact bit.ly/NashuaBizSponsors	2018-19: Jen Robert, website.nashua@gmail.com	News Due: Agenda Items Due: ★ Any new Business Sponsors? ★ Receipt/notices (Sep, Jan, Mar) ★ Collect Attendance Sheet

Yearbook bit.ly/NashuaYearbook bit.ly/NashuaClassVolunteers	2018-19: Emily Garrett, garrett.emilye@gmail.com & Stacy Truman Helping: Diane Shields	Last Day to Order Yearbook: Last Day to Upload Pictures:
<ul style="list-style-type: none"> ★ Other New Business ★ Door Prizes? ★ Adjourn 		

Nashua PTA Job Descriptions

President:

- attends all PTA meetings (3rd Tuesday, Sep - May, excluding Dec + Back to School Planning in Aug + Audit in July)
- sets dates for PTA meetings and Family Fun Night(s) with school
- presides at PTA meetings
- coordinates work of officers and committees
- makes sure we keep records, including minutes and bylaws

1st Vice President - Book Fair:

- sets fall and spring book fair dates with Scholastic (to coordinate with fall conferences and spring reading week)
- verifies dates with principal
- attends online or live Scholastic Workshop
- orders Scholastic preview packs for teachers
- plans any additional activities to promote sales (Grand Event, etc.)
- coordinates volunteers who work the fair (SignUpGenius)
- creates fliers to send home with Scholastic fliers to inform students/parents of events and times
- provides Scholastic posters to Nashua office to place around school
- sets up online fair and website
- closes out fair/completes financial form; we take \$500 cash for PTA and the rest as Scholastic Dollars for the library
- provides 2 copies of invoice and checks/cash to treasurer with addressed/stamped envelope
- informs librarian of the Scholastic Dollar amount available to spend on books, author Skype, etc.

2nd Vice President – Family Fun Night:

- Raffles: gets donations, handles ticket sales (including pre-sale) and drawings, gets change for raffle table from treasurer, notifies winners and makes sure winners get prizes
- hires food trucks and DJ
- contacts Nashua Baptist Church in April for permission to park in their lot that night
- requests use of the gym from Adventure Club in April
- Trophy, Voting and Party: sets up ballot boxes, gets voting tickets and hand stamp, coordinates voting at the event, counts tickets, announces class winner, coordinates trophy and party with teacher (trophy is passed from class to class each year)
- Photographer: takes some pictures that night for Facebook
- Website Chair: recruits Parent Game Reps and Teen Volunteers on SignUpGenius; maps activities – where are tables needed, who needs an outlet – for rain and for shine - coordinates with Louise and Lis on tables (table request must be submitted by March 1st), extension cords and trash cans - posts maps on website; maintains FFN page on website

Secretary:

- attends all PTA meetings
- takes notes at all PTA general meetings (3rd Tuesdays, 6 PM, Nashua Library; no general meeting in Dec, Jun, Jul, Aug)
- types up meeting minutes, posts them to the website, posts notice to Facebook ([examples of our minutes](#))

Treasurer:

- attends all PTA meetings
- handles banking activities, maintains records and updates MoneyMinder
- provides annual financial report to local and state PTA
- provides documents, including monthly financial reports, for annual audit
- ensures that bank statements are reviewed and signed by a second party (insurance requirement)
- submits tax forms
- provides frequent reminders to parents and staff that all that all items must be accompanied by the PTA form and that 2 copies of invoices are required (treasurer to review and update PTA form as necessary each year)

Back to School Night:

In May

- set date for the Back to School Planning Meeting in August (about one week before Back to School Night) - we can usually hold the meeting in the school library, but need to coordinate with Rita and Mrs. Stukey to get the date set and the library reserved in May - make sure to include PTA President in setting the date - then make sure the date gets added to the PTA Facebook calendar

In July

- invite all PTA officers/chairs and Mrs. Stukey to the planning meeting
- make name tags - nametags help people identify us – there is a template on the PTA Board page on the website with the PTA logo and a star – volunteers can write their names on them
- revise the Order Form – see PTA Board page on the website for editable copy
- make a new copy of the SignUpGenius for PTA table volunteers - invite PTA officers/chairs to sign up online

Planning Meeting

- discuss the plan: usually one checkout table for taking order forms and money, one cookie table for fundraiser samples - both tables are in the cafeteria because no food can be in the gym
- review the Order Form with and get any changes from other officers/chairs
- recruit officers/chairs to fill open spots on table volunteer sign up
- use a [change request form](#) to request change from the treasurer at least one week before Back to School Night (\$400 total, \$120 of 20s, \$70 of 10s, \$100 of 5s, \$100 of 1s, \$10 of quarters)

After the Planning Meeting

- e-mail Louise Parr to let her know how many tables PTA will need (usually 2)
- finish the Order Form and get 250 copies made at the school - see the PTA handbook for how to make copies
- make cafe and hallway posters
- make table signs that tell parents that membership cards and receipts will be coming home later (Membership Chair and Website Chair will take care of sending them home with students)

At Back to School Night

- Hallways: hang up posters, bring masking tape (ask Mrs. Stukey and Rita if you can come in early to do this)
- Checkout table: calculators (we have 4 in the PTA cabinet), cash boxes (2 in the PTA cabinet), pens (jars in the PTA cabinet) order forms, table signs, name tags - treasurer should bring the \$ requested above
- Fundraiser sample (cookie) table: cookies (fundraising chair will bring), an alternate allergen-free treat (bag of peanut free candy), a few order forms (so they can show people the buyout), name tags
- Website Chair takes care of the signup sheets in the classrooms (for room parties, etc.)

Bulletin Board:

- updates PTA bulletin board (in hall across from main office) monthly

Cookie Receptions:

- sets up cookie table and lemonade for receptions after school music programs
- cleans up after receptions
- stocks lemonade, napkins and cups in PTA cabinet at school

Fall/Winter Family Events:

- organizes free/nearly free family events at Nashua, one in the fall and one in the winter
- develops idea, gets approval from Mrs. Stukey and the PTA, sets dates with the school, manages any contracts (i.e., DJ)
- coordinates volunteers that are required to run the event

Field Day Snacks:

- coordinates with Mr. Alfrey on date of field day and amount of snacks/drinks required
- usually need water for volunteers; popsicles, juice pouches and a snack item for the kids
- requests donations from local stores (Sun Fresh, Hy Vee, etc.); purchases remaining items with Room Party/Field Day Fee budget - use PTA tax exempt letter for purchases
- Field Day is in May; since stores tend to run through their donation budgets if you don't ask early enough, March is a good time to get started with donation requests

Fundraising:

- each chair will organize one fundraiser
- makes contact with fundraising company, sets dates, collects orders and money, distributes products and prizes

<p>Kindergarten Roundup:</p> <p><u>Early in the year</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> check the Kindergarten Roundup goodie inventory in the PTA closet; if we are running low, you must get big ticket budget approval at a PTA meeting before buying anything (there is no budget line for Roundup - we don't need new items every year) <p><u>In February</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> update the Welcome to Nashua handout (handout is on PTA Board page of website) <input type="checkbox"/> update the What Does the PTA Do display board and cafe door signs if needed (display board and door signs are in the PTA closet) <input type="checkbox"/> get the updated Labels handout and Labels display board from the Labels chair <p><u>In March</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Get copies of both handouts (Welcome and Labels) - confirm with Rita how many copies are needed, see the PTA handbook for how to make copies at the school, give extra copies to Rita after Roundup is over (for families who couldn't attend) <input type="checkbox"/> The PTA President usually speaks to the parents in the gym and invites them to stop by the cafeteria - remind the President to confirm this with the Kindergarten teachers <input type="checkbox"/> Email Liz and Louise to let them know that PTA will be using a table in the cafe during Roundup <input type="checkbox"/> Find one or two volunteers (in addition to the Roundup Chair and the President) to hand out fliers and goodies at Roundup <input type="checkbox"/> Volunteers need to arrive about 15 minutes before Roundup to set up the cafe table (you can work on it during the parent meeting in the gym, so you don't need to be there super early)
<p>Labels:</p> <ul style="list-style-type: none"> <input type="checkbox"/> coordinates Turn Them In Tuesdays and fliers <input type="checkbox"/> coordinates volunteers to collect, prepare and submit labels (Volunteer from Home sign up) <input type="checkbox"/> coordinates with Treasurer to make sure checks are received <input type="checkbox"/> also collects ink cartridges from school; mails them to the Office Depot/Office Max Recycling Rules school ink cartridge recycling program; uses earned gift cards to purchase PTA copy paper and office supplies; any extra funds used for TeacherLists.com <input type="checkbox"/> updates the labels handout and display board for Kindergarten Roundup
<p>Membership:</p> <ul style="list-style-type: none"> <input type="checkbox"/> tracks which members have received membership cards (treasurer will send you a master list of who has joined) <input type="checkbox"/> fills out membership cards; cards are distributed to teachers' mailboxes to be sent home with students <input type="checkbox"/> fills out MO PTA form each month we sell memberships (usually August and September) so that we can pay our dues to the state PTA <input type="checkbox"/> promotes PTA membership
<p>Mercury Gym Nights:</p> <ul style="list-style-type: none"> <input type="checkbox"/> sets up PTA nights at Mercury Gymnastics (in the spring for the following year) <input type="checkbox"/> advertising: makes fliers for (Mercury doesn't provide fliers) and posts about gym nights on Facebook <input type="checkbox"/> collects income and submits it to the treasurer (either attend the night or schedule a pick up time with the gym after the event)
<p>Reflections:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visit https://mopta.org/reflections to learn more.
<p>Restaurant Nights:</p> <ul style="list-style-type: none"> <input type="checkbox"/> sets up schedules with restaurant managers in spring for the next school year <input type="checkbox"/> distributes schedule for inclusion in school / PTA announcements and the PTA events flier <input type="checkbox"/> posts reminders on the Nashua PTA's Facebook page
<p>Room Party Snacks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Room Party Snacks, Room Party Games, 5th Grade Sock Hop and Field Day Snacks chairs must coordinate on use of funds (\$5 per student fees)</i> <input type="checkbox"/> uses room party fees to purchase party snacks, ensures items are picked up and stored before party day, and sorts and delivers items to the classrooms prior to party time
<p>Room Party Games:</p> <ul style="list-style-type: none"> <input type="checkbox"/> sorts and delivers game boxes to the classrooms prior to party time, collects and stores game boxes after the party, uses room party fees to purchase game pieces that need to be replaced before the next party
<p>5th Grade Sock Hop:</p> <ul style="list-style-type: none"> <input type="checkbox"/> organizes the 5th Grade Sock Hop (all of the 5th grade classes have a combined party in the gym during the spring parties)
<p>Spirit Wear:</p> <ul style="list-style-type: none"> <input type="checkbox"/> negotiates with local t-shirt shops <input type="checkbox"/> send outs order forms, processes orders, delivers spirit wear

Staff Appreciation:

- provides acknowledgement for Teacher Appreciation Week, Principal Day, Nurse's Day, staff birthdays, etc.
- coordinates Feed the Teachers events during Fall Conferences and Staff Appreciation Week in the spring
- sends out Sign Up Genius signups about 2 weeks before each food event - make sure to require phone #s on the sign ups
- Committee Members help with setup and cleanup of teacher meals at parent teacher conferences (Oct) and during Staff Appreciation Week (May)

Sunshine:

- Provides sympathy and congratulations gifts from the PTA to all Staff Members
- These guidelines and the associated budget line item allow the PTA to provide consistent and timely gifts. This committee was authorized on September 16, 2014. [See meeting minutes.](#)
- Limited to these events: birth or adoption of a child, wedding, death in the immediate family, retirement, principal leaving the school, long term illness (added at March 13, 2018 meeting)
(staff birthdays are covered by staff appreciation)
(gifts will be given for these events throughout the school year and during the summer)
- Each gift is limited to \$40. PTA budgets for 3 gifts per year. We can vote for additional big ticket funds at any general meeting if additional gifts are needed during the year.
- The committee chair will choose the gifts.

Tree Maintenance:

- mulches the small trees near the blacktop that were donated by the PTA
- in September or October
- request mulch donations - budget is \$0 (Full Features and Missouri Organic have donated in the past)
- need someone with a truck to deliver mulch to the school

Website:

- maintains PTA website, updates calendar, posts flyers
- using the treasurer's spreadsheet and a student list from the school, generates receipts/notices for room party/field day fees, yearbooks and memberships 3 times per year (Sep, Jan, Mar)
- e-mails school's student directory
- maintains PTA e-mail list on the website and SignUpGenius
- sends PTA emails from the website
- helps other chairs with SignUpGenius (see Family Fun Night)
- makes other officers/chairs Facebook admins so they can post their own news and events
- coordinates Classroom Parent (Room Parties, Photographer, Family Fun Night Game Rep) signups at Back to School Night and on SignUpGenius
- collects PTA items for monthly school newsletter, publishes items on website and sends them to Mrs. Stukey

Yearbook:

- signs contract with yearbook company
- coordinates classroom photographers
- collects 5th grade cover art submissions and organizes voting at the January PTA meeting
- creates yearbook pages using yearbook company's website
- distributes yearbooks to classroom teachers at the end of the school year