



PTA Meeting

Tuesday, April 14, 2020

6 PM

Nashua Library

pta.nashua@gmail.com

nashuapta.my-pta.org

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).
- ★ In lieu of a school board report at our PTA meetings, please view school board meeting agendas and minutes at [BoardDocs](#).
- ★ Have an item to add to the agenda? Email website.nashua@gmail.com.

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

Business Sponsor Update: 2019-20 Business Sponsors

bit.ly/NashuaBizSponsors

- ★ Summer Sno Co., Chipotle, Mercury Gymnastics, Papa John's, Power Play, *Freddy's - for hosting Nashua nights*
- ★ Pak's Academy, Nothing Bundt Cakes, Eileen's Colossal Cookies, Studio 29 Salon and Spa, Back and Bodyworks in Parkville, Mercury Gymnastics, We Rock the Spectrum, Belfonte's Carwash, pledge-drive.net - for helping with our fundraiser and variety show
- ★ Sun Fresh - for donating water for our Fall and Spring Parties
- ★ Kristin King of Platinum Realty - for PTA meeting signs

Business Members Update: 2019-20 Business Members

bit.ly/NashuaBizMembers

- ★ Chief Heating & Cooling, Inc. - Brian Olberding
- ★ Platinum Realty - Kristin King
- ★ pledge-drive.net - Nathan Schopf
- ★ Studio 29 Salon and Spa - Kristy Schopf
- ★ *Nick Morlan Real Estate & Remodeling - Teresa Morlan*

Officer / Chair	Contact Information	Committee Updates
<p>President</p> <p>bit.ly/NashuaPTAmtg</p> <p>bit.ly/NashuaHours</p>	<p>2019-21: Robyn Tuwei,</p> <p>pta.nashua@gmail.com</p>	<ul style="list-style-type: none"> ★ PTA Meetings: <ul style="list-style-type: none"> ★ Tuesday, May 12th (the 19th is too close to the last day of school) ★ Looking for parent to be rep to go to Staley TRY meetings for 2020-21 school year - meetings are once a month on a Monday at 10:00 AM at Staley High School, 2800 NE Shoal Creek Pkwy, Kansas City, MO 64156
<p>Vice President</p>	<p>2019-21 Candidates: OPEN</p>	<p>Vice President:</p> <ul style="list-style-type: none"> ★ attends all PTA meetings (3rd Tuesday, Sep - May, excluding Dec + Back to School Planning in Aug + Audit in July) ★ presides at PTA meetings when the President is not available ★ assists the President and job shadows ☐ runs for President (i.e., run and serve as Vice President for 2 years, then run and serve as President for 2 years - so there is always someone ready to step into the

		President role and no one gets stuck in these roles for more than 4 years total)
Secretary bit.ly/NashuaPTAmtg	2019-21: Megan Micek, meganmicek12@gmail.com	<ul style="list-style-type: none"> ★ Any corrections to the March minutes? Read them at bit.ly/NashuaPTAmtg. ★ Attendance Picture
Treasurer bit.ly/NashuaTreasurer	2018-20: Kristi Stuart, treasurer.nashua@gmail.com 2020-22 Candidates: OPEN	<ul style="list-style-type: none"> ★ Treasurer's report ★ Teacher Supply Funds - Reimbursement Requests Due: May 15 ★ Everything submitted to the treasurer must have this form attached ★ Audit: in July, date and time TBD <ul style="list-style-type: none"> ★ Must attend: Kristi Stuart, Robyn Tuwei, new treasurer ★ Auditors (3-5 people): ★ Example Big Ticket Motion: <ul style="list-style-type: none"> ★ Requester presents item and cost ★ President--"Is there any discussion?" ★ Member--"I motion that we spend up to \$[add a cushion to the estimate] on [what are we buying?] from the Big Ticket Budget." ★ 2nd Member--"I second the motion" ★ President--calls for a vote ★ Note: NO new big ticket requests allowed at May meeting ★ Big Ticket Requests <ul style="list-style-type: none"> ★ ★ 2020-21 Budget - vote at April meeting Treasurer: <ul style="list-style-type: none"> ★ 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)

2019-20 Nashua Field Trips

7/1/2019

\$10 / student
Base on rough est. of 23 /class

	Location	Date	Invoiced	Bus Charge				
Kindergarten \$660 approx. budget	Coterie	4/29/2020	\$ 360.00		Kindergarten TOTAL	\$ 360.00	9.00%	Approx # students
				\$ -				
First Grade \$460 approx. budget	Coterie	4/14/2020	\$ 517.00		First Grade TOTAL	\$ 517.00	12.93%	Approx # students
				\$ -				
Second Grade \$900 approx. budget					Second Grade TOTAL	\$ -	0.00%	Approx # students
Third Grade \$660 approx. budget	Park University	10/15/2019	\$ -		Third Grade TOTAL	\$ -	0.00%	Approx # students
				\$ -				
Fourth Grade \$660 approx. budget	Science City		\$ 652.25		Fourth Grade TOTAL	\$ 652.25	16.31%	Approx # students
				\$ -				
	Symphony	10/17/2019	free	free				
	Zoo	10/23/2019	free	free				
Fifth Grade \$660 approx. budget	Coterie Theater	10/18/2019	\$ 510.00	\$ 160.00	Fifth Grade TOTAL	\$ 670.00	16.75%	Approx # students
				\$ -				

400

	Invoice	Bus
TOTALS	\$ 2,039.25	\$ 160.00

54.98%
of total budget spent

SPENT	\$ 2,199.25
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Budget \$ 4,000.00

BALANCE	\$ 1,800.75
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Back to School Night bit.ly/NashuaBTSN	Fall 2019: Misty Leatherman, mistinarn02@gmail.com & Diane Shields, gmaradar@yahoo.com Fall 2020: Diane Shields, gmaradar@yahoo.com	★ Back to School Night: done
Book Fair bit.ly/HelpNashua bit.ly/NashuaHours bit.ly/NashuaPTAcal	2019-20: Renee Alfrey, Renee.Alfrey@nkcschools.org & Diane Shields, gmaradar@yahoo.com 2020-21: Diane Shields, gmaradar@yahoo.com	★ Fall Book Fair: done ★ (Parent Teacher Conferences: done) ★ Spring Book Fair: done ★ (Reading Night: done)
Bulletin Board	2019-20, 2020-21: Megan Micek, meganmicek12@gmail.com	
Fall/Winter Family Events bit.ly/NashuaPTAcal	2020 Winter Event: Amy Wazac, wazaca@platteco.k12.mo.us 2020-21:	★ Movie Night: done ★ We Flip for the Royals: Postponed due to Coronavirus
Family Fun Night bit.ly/NashuaFFN bit.ly/NashuaClassVolunteers bit.ly/NashuaFFNHours bit.ly/NashuaPTAcal	2019-20: Kristy Schopf 2020-21:	★ Family Fun Night: Apr 24
Field Day Snacks bit.ly/NashuaParties	Spring 2020, 2021: Heidi Hiebert, heidihiebert@hotmail.com	★ Field Day: Apr 22
Fundraising bit.ly/NashuaFund bit.ly/NashuaPTAcal	Fall 2020: Megan Micek, meganmicek12@gmail.com	
Kindergarten Roundup	Spring 2020, 2021: Heidi Hiebert, heidihiebert@hotmail.com	★ Kindergarten Roundup: Postponed due to Coronavirus
Labels bit.ly/SupportNashua bit.ly/HelpNashua bit.ly/NashuaPTAcal	2019-20: Jennifer Robert, labels.nashua@gmail.com 2020-21: Bre'Ann Robinson	★ Labels Days: ★ Pajama Day - Sep - done ★ Mismatch Day - Oct - done ★ Tie Dye Day - Nov - done ★ \$5 Amazon Raffle - Dec - done ★ Crazy Hat Day - Jan - done ★ Hawaiian Day - Feb - done ★ Crazy Hair Day - Mar - done ★ Super Hero Day - Apr 14 ★ \$5 Amazon Raffle - May 12 ★ 2019-20 Income: ★ Best Choice: \$0 ★ Coca-Cola Give: \$214.80 ★ Box Tops: \$524.50 ★ AmazonSmile: \$29.56 ★ Shoparoo: \$63.62 ★ Casey's Rewards: \$0 ★ Office Depot Ink Cartridge Recycling: \$0 (gift card) ★ Apps: ★ btfe.com

		<ul style="list-style-type: none"> ★ How to use the Box Tops App: https://youtu.be/qWuXDKejVEg ★ smile.amazon.com/ch/43-1543285 ★ shoparoo.com ★ caseys.com/schools
Membership bit.ly/NashuaMembership bit.ly/NashuaBizMembers	2019-20, 2020-21: Amanda Timmermeyer, phillipamanda2007@yahoo.com	★ Memberships available! Individual for \$6. Business for \$10; includes recognition on web and e-mail.
Mercury Gym Nights bit.ly/NashuaPTAcal	2020-21: Sarah Jennings, sarah.jennings@nkcschools.org	<ul style="list-style-type: none"> ★ Aug: \$77 ★ Oct: \$0 (24 Nashua + 33 Gashland/Clardy < 75) ★ Nov: \$37 ★ Dec: \$0 (32 Nashua + 35 Hawthorn < 75) ★ Feb: \$91 ★ Mar: Canceled due to Coronavirus
Reflections https://mopta.org/reflections	2020-21: OPEN	Reflections: <input type="checkbox"/> Visit https://mopta.org/reflections to learn more.
Restaurant Nights bit.ly/NashuaPTAcal	2019-20, 2020-21: Amy Wazac, wazaca@platteco.k12.mo.us	<ul style="list-style-type: none"> ★ Chipotle: \$166.85 ★ Papa John's Nov: \$205.57 and a free pizza party for the fall semester ★ Power Play: \$245 ★ Papa John's: \$102.32 and a free pizza party for the spring semester ★ Freddy's: Tue, Apr 14, 5 - 9 PM
Room Party Food bit.ly/NashuaParties bit.ly/NashuaClassVolunteers	2020-21: OPEN	<ul style="list-style-type: none"> ★ Fall Party: done ★ Spring Party/Sock Hop: done Room Party Food: <ul style="list-style-type: none"> ★ purchases party snacks, ensures items are picked up and stored before party day, and sorts and delivers items to the classrooms prior to party time
Room Party Games	2019-20: Emmy Berry, emmy.m.berry@gmail.com 2020-21:	
5th Grade Sock Hop	2020-21: OPEN	5th Grade Sock Hop: <ul style="list-style-type: none"> ★ 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 bit.ly/NashuaPTAcal	2019-20: Amy Wazac, wazaca@platteco.k12.mo.us & Vanessa Corigliano, vlohnert@hotmail.com 2020-21: OPEN	Spirit Wear: <ul style="list-style-type: none"> ★ negotiates with local t-shirt shops ★ send outs order forms, processes orders, delivers spirit wear
Staff Appreciation bit.ly/HelpNashua	2019-20: Emmy Berry, emmy.m.berry@gmail.com Committee: Misty Leatherman, Diane Shields 2020-21:	<ul style="list-style-type: none"> ★ Parent Teacher Conference Meal: done ★ Staff Appreciation Week Meals: TBD
Sunshine	2019-20: Robyn Tuwei, robyn.tuwei@nkcschools.org Committee: Bre'Ann Robinson, Diane Shields	

	2020-21: Bre'Ann Robinson & Diane Shields	
Tree Maintenance	2019-20: Girl Scout Troop 2161 - Misty Leatherman, mistinarn02@gmail.com 2020-21: Girl Scout Troop 2123 - Kathy Stitt	★ Plan to mulch trees in March 2020
Website nashuapta.my-pta.org Contact Us	2019-20: Jennifer Robert, website.nashua@gmail.com 2020-21: Jennifer Walleman, website.nashua@gmail.com	
Social Media facebook.com/NashuaElementaryPTA	2020-21: Jennifer Walleman, website.nashua@gmail.com	★ New thank you notes? ★ New Business Members (joined PTA) or Business Sponsors (donated to PTA)?
News bit.ly/NashuaPTAnews	2020-21: Jennifer Walleman, website.nashua@gmail.com	★ News Items Due: Apr 24, Aug 21, Sep 18, Oct 23, Nov 20 (for Dec & Jan), Jan 22, Feb 19, Mar 19, Apr 23
SignUpGenius signupgenius.com	2020-21: OPEN	SignUpGenius: ★ Software: SignUpGenius website/app ★ Updates the e-mail list on the PTA's SignUpGenius account once each fall (using data from the school directory) ★ Prints, distributes and picks up these sign ups at Back to School Night. Then updates the online sign ups and manages them online. ○ Kindergarten Lunch Helpers Sign Up (first three days of school) ○ Classroom Parent (Room Parties, Photographers, Family Fun Night Game Reps) Sign Up ★ Helps other chairs with SignUpGenius if needed
Receipts/Notices	2020-21: OPEN	★ Receipt/notices (Apr, Oct, Jan) - anyone want to learn with April? Receipts/Notices: ★ Software: Mail Merge in Microsoft Word/Excel ★ Using the treasurer's spreadsheet and mail merge, generates receipts/notices for room party/field day fees, yearbooks and memberships 3 times per year (Oct, Jan, Apr)
Yearbook bit.ly/NashuaYearbook bit.ly/NashuaClassVolunteers	2019-20: Emily Garrett, garrett.emilye@gmail.com 2020-21:	★ Vote on Yearbook Cover: done ★ Last Day to Upload Pictures: Apr 10 ★ Last Day to Order Yearbooks: Apr 21 ★ Yearbooks to Kids: last day of school
★ Other New Business ★ Adjourn		

Nashua PTA Job Descriptions

President:

- ★ presides at 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
- ★ coordinates work of officers and committees
- ★ makes sure we keep records, including minutes and bylaws

Vice President:

- ★ attends all PTA meetings (3rd Tuesday, Sep - May, excluding Dec + Back to School Planning in Aug + Audit in July)
- ★ presides at PTA meetings when the President is not available
- ★ assists the President and job shadows
- runs for President (i.e., run and serve as Vice President for 2 years, then run and serve as President for 2 years - so there is always someone ready to step into the President role and no one gets stuck in these roles for more than 4 years total)

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 notices 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 July and early August

- meet with Mrs. Stukey to coordinate and to determine the location of the PTA table (usually need 1 cafeteria table)
- 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
- 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)
- 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
- Website Chair takes care of the signup sheets in the classrooms (for room parties, etc.)

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
- ★ use a [change request form](#) to request change from the treasurer at least one week before Book Fair
- ★ closes out fair/completes financial form; we take \$500 cash for PTA and the rest as Scholastic Dollars for the library

<ul style="list-style-type: none"> ★ 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.
<p>Bulletin Board:</p> <ul style="list-style-type: none"> ★ updates PTA bulletin board (in hall across from main office) monthly
<p>Fall/Winter Family Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> organizes free/nearly free family events at Nashua, one in the fall and one in the winter <input type="checkbox"/> develops idea, gets approval from Mrs. Stukey and the PTA, sets dates with the school, manages any contracts (i.e., DJ) <input type="checkbox"/> coordinates volunteers that are required to run the event
<p>Family Fun Night:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Raffles: gets donations, handles ticket sales and drawings, gets change for raffle table from treasurer ★ arranges food ★ hires 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 if needed <input type="checkbox"/> 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) <input type="checkbox"/> Photographer: takes some pictures that night for Facebook <input type="checkbox"/> Website Chair: recruits Parent Game Reps and Teen Volunteers on SignUpGenius; maps activities – where are tables needed, who needs an outlet, a wall, etc. – 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
<p>Field Day Snacks:</p> <ul style="list-style-type: none"> ★ 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 - 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
<p>Fundraising:</p> <ul style="list-style-type: none"> ★ 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"> ★ coordinates Labels Days and fliers ★ coordinates volunteers to collect, prepare and submit labels (Volunteer from Home sign up) ★ 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 <input type="checkbox"/> updates the labels handout and display board for Kindergarten Roundup
<p>Membership:</p> <ul style="list-style-type: none"> ★ tracks which members have received membership cards (treasurer will send you a master list of who has joined) ★ fills out membership cards; cards are distributed to teachers' mailboxes to be sent home with students

<ul style="list-style-type: none"> ★ 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 ★ promotes PTA membership
<p>Mercury Gym Nights:</p> <ul style="list-style-type: none"> ★ sets up PTA nights at Mercury Gymnastics (in the spring for the following year) ★ advertising: updates flier and submits it for approval/printing in the school office (Mercury doesn't provide fliers) and posts about gym nights on Facebook ★ collects income and submits it to the treasurer (either attend the night or schedule a pick up time with the gym after the event) ★ Nashua and the school we host with must get 75 students total to earn money; we are paid \$1 per Nashua student
<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"> ★ sets up schedules with restaurant managers in spring for the next school year ★ distributes schedule for inclusion in school / PTA announcements and the PTA events flier ★ posts reminders on the Nashua PTA's Facebook page
<p>Room Party Food:</p> <ul style="list-style-type: none"> ★ purchases 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"> ★ negotiates with local t-shirt shops ★ send outs order forms, processes orders, delivers spirit wear
<p>Staff Appreciation:</p> <ul style="list-style-type: none"> ★ 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)
<p>Sunshine:</p> <ul style="list-style-type: none"> ★ 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) <p>(staff birthdays are covered by staff appreciation) (gifts will be given for these events throughout the school year and during the summer)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> The committee chair will choose the gifts.
<p>Tree Maintenance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> mulches the small trees near the blacktop that were donated by the PTA <input type="checkbox"/> in September or October <input type="checkbox"/> request mulch donations - budget is \$0 (Full Features and Missouri Organic have donated in the past) <input type="checkbox"/> need someone with a truck to deliver mulch to the school
<p>Website:</p> <ul style="list-style-type: none"> ★ Software: Website Editor (easy to use, html not required) and Google Docs ★ E-mails school's student directory once each fall ★ Updates the e-mail list on the website once each fall (using data from the school directory) ★ Maintains the Website and the Contact Us document ★ Sends email reminders from the website about upcoming events (usually two days before each event)
<p>Social Media:</p> <ul style="list-style-type: none"> ★ Software: Facebook and Twitter websites/apps

- ★ Makes other officers/chairs Facebook editors so they can post about their own events on our page (clears old officers/chairs off the admin list)
- ★ Maintains our Facebook calendar
- ★ Posts thank you notes to the PTA on Facebook
- ★ Posts Business Members and Business Sponsors on Facebook
- ★ Nashua PTA is not currently on Twitter - this chair would create our Twitter account and maintain it
- ★ Helps other chairs with Facebook posts if needed

News:

- ★ Software: your e-mail account
- ★ Collects items from other officers/chairs for the monthly school newsletter by the 3rd Friday of the previous month
- ★ Puts monthly items into a single email, has it approved by the President and then sends it to Mrs. Stukey and the website chair

SignUpGenius:

- ★ Software: SignUpGenius website/app
- ★ Updates the e-mail list on the PTA's SignUpGenius account once each fall (using data from the school directory)
- ★ Prints, distributes and picks up these sign ups at Back to School Night. Then updates the online sign ups and manages them online.
 - Kindergarten Lunch Helpers Sign Up (first three days of school)
 - Classroom Parent (Room Parties, Photographers, Family Fun Night Game Reps) Sign Up
- ★ Helps other chairs with SignUpGenius if needed

Receipts/Notices:

- ★ Software: Mail Merge in Microsoft Word/Excel
- ★ Using the treasurer's spreadsheet and mail merge, generates receipts/notices for room party/field day fees, yearbooks and memberships 3 times per year (Oct, Jan, Apr)

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