

# DEEPHAVEN ELEMENTARY SCHOOL PTA BOARD MEETING

## AGENDA

Location:	District Service Center, Staff Lounge
Date:	December 8, 2023 Room 107
Time:	9:00 AM - 11:00 AM

### AGENDA DETAILS

#### I. Fall 2023 Teacher Grant Review: Sandy Dostal & Sarah Punch

- Deephaven staff was excited about the fall grant option as they can use the funds to support the current year of students
  - Board is discussing adjusting to continuing to have 2 grant requests per year.
- Bump up Dickenson sandwich project to \$500- previous numbers
  - This is a yearly ongoing expense- create a line item for this in the 24-25 budget
- Headphones / keyboards- Consider adding to budget as an ongoing line item
  - Bump up from \$50-\$200 purchase Extra can be store with Kelli Whiteside
- Traci Whitney motioned to approve the grant requests, Becca Anderson seconded, board voted yes.
- Funds will be distributed to the school in one lump sum. Beth will work with teachers to get the items and funds distributed
- Going forward- Fall Grant Plan
  - Fall teacher grants right after MEA
  - Determine budget for both grants.

#### II. Principal's Update: Bryan McGinley

- Kindergarten information night- great turnout, excited for all of the new additions to the school
- Gave the assistant superintendent Amy a tour and was so proud of the school and all the classrooms / kids on following the group plan and the learning that was happening in the classrooms.

- Staff meeting this week- ideas from each other's rooms. All bringing an idea to the meeting to share with the group.

### III. President: Sandy Dostal

- Budget Overview
  - Balls for playground- purchase needs to go through
  - Involve Beth in the new accounting system - budgets because she does alot of the purchasing
  - Extra funds strategy
    - Waiting to allocate this until we understand the budget for the dual teacher grants. Revisit after next fall teacher grant requests
  - Add back in the line item for "principal contingency" aka building expenses next year. Add in as a grant request for the current school year. McGinley will give us a budget
  - Add a budget meeting end of march after the read a thon but before spring break.
  - Traci Whiteny moved to accept budget , Kelli Deeg seconded, all board members approved
- Communications
  - Email to all members including
    - Next meeting information
    - Budget overview
    - Teacher grants
  - Email to all committee heads



- Flow chart / new process for communication
- Introduce process for pre and post event forms.
- Each individual board member send out a introductory email to their downline of committees to introduce yourself
- Update on MN-PTA Compliances
  - 990's - Have been uploaded to the MN PTA
  - Insurance- Complete
  - Members uploaded - bill's paid for last year and this year
  - Spreadsheet of the annual budget
  - Standing rules- Working on them and will bring to the next meeting
  - Officer and chair committees have been uploaded
- Gift policy: Staff and Community Hardships
  - Sunshine rule- we cannot give money to families
  - Keep posting the go fund me on PTA social media
  - Get some stationary and cards- write notes to families from the PTA
- District PTA Updates
  - Volunteer background check fees- still unsure on next steps.
  - TonkaServes
  - Nutrition Committee- %30 farm to plate- jenny ○
- Spam/Scam emails
  - Keep an eye out for these- make sure when responding its the correct email



- DEI Committee
  - Motion to remove the committee from a board position to a committee position in an effort to conserve the time of the DEI committee.
  - Motion by Kelli Deeg and seconded by Jenn Anderson, voted yes by board members

#### **IV. Sponsorship: Kelli Deeg**

- Read-A-Thon
  - Traci Whitney offered to help co-chair / help her get it set up.

#### **V. Communications: Tracy Whitney**

- Waves: Jan Distribution Date
  - What has the PTA done since Oct.
  - Include teacher grants
  - Include nomination / next meeting information
  - DEI putting together a description for the role
- Membership Toolkit
  - Becca is updating and cannot update student personal information (including teacher names etc)



**NEXT MEETING DATE:**

January 5, 9-11 AM District Service Center Room 109



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