

**Bendwood PTA
Meeting Agenda
Sept 4, 2018
6:00pm**

Call to Order - Establish a Quorum

PTA Introductions - Boards and Chairs

Secretary's Report - Beth Jones

- Record that the April 5th, 2018 minutes stand as approved

Treasurer's Report - Noteel Koss

- Financial Reconciliation Committee findings
 - Deposit form has been modified so that there are always two signatures
 - Board has been instructed how to properly complete the check request envelope
 - Board and staff has been reminded to submit copies of receipts when requesting reimbursement - simply emailing the treasurer does not follow procedure
- Budget Amendments
 - Increase Field Trip expense budget to \$10,800 from \$8000 to allow for additional students and teacher (\$1200*9)
 - Increase Technology expense budget to \$14,000 from \$4000 so that two new Activ Boards can be purchased.
 - Increase Family Fall event expense budget to \$2000 from \$1000

Underwriting Report - Emily Paulson

- Spirit Wear sales - Dedi Hannagan & Shannon Strickler
- Spirit Nights - Michelle Marcil-Spicer
- **CHAIR NEEDED:** Community Partners Chair - BoxTops, Kroger, Randalls, Amazon

Programs Report - Mandy Barrow

- Family Fall Event - Lisa Bown and Kelly Williams
- Book Fair - Anne Hill
- Teacher Appreciation - Taylor Tritt and Nicole Stone
- Nature Center - Ruth Parks and Brita Christenson
- Healthy Lifestyles - Fae Cohen

Membership Report

- Membership Drive
- Volunteer Signup - Need chairs
 - Directory Chair
 - Legislative Chair

Principal's Report - Jana Bassett

- Teacher Introductions & dismissal to classrooms

Adjournment

Future Meetings

- **Family Event** - Oct 4th

Bendwood Elementary Campus website

<https://bwe.springbranchisd.com>

Bendwood PTA website

<http://bendwoodpta.com>

Bendwood PTA email

bendwoodpta@bendwoodpta.com

Bendwood PTA Facebook page

Bendwood Elementary Parents