

Golden Lake Elementary PTA Meeting

Date: Tuesday, September 19th, 2022

Time: 6:30 PM

Location: GLE Science Room

2022 - 2023 Board Members:

- President - Nichole Koustrup
- Vice President - Carrie Jones
- Treasurer - Ali Wilde
- Secretary - Catie Blackford
- Teacher Reps: Karen Stevens and Karen Richtsmeier
- Principal - Chris Gerst

PTA AGENDA

- **Welcome and Introductions** Nichole
 - Welcome New Families
 - Name, Grade Level of your children
 - Sarah Williams (3), Wes Horton (2), Kaarin Mantzl Andrew Ring (4, 1), Alex LaPointe (2, 1), Angie (2), Jamie Bankston (5, 2), Alexa (5), Sara (2), Becky H (2), Kristin (2), Breanna (K), Laura Karwoski (K), Kimi (3), Rhezza (4)
 - Sign-Up for PTA 2023-2024 Carrie
- **Official Business** Nichole
 - PTA Member list
 - Need to register 20 with the state PTA to stay in good standings
- **Treasure Report** Ali
 - Audit – Need 2 Volunteers
 - Update on budget and bank account
- **Principal's Report** Mr. Gerst
 - Opening Weeks
 - Establishing routines, busses on time, implementing free breakfast & lunch (not much change from prior years)
 - Classroom Funding (October) - google form
 - Fall Conferencing Format - In Person
 - Whole district going to in person, 2 nights
 - "Big Project" Go Around
 - Residency program – Climb Theater using Character Strong themes, 5x per classroom this year
 - SRP (Standard Response Protocol)

- Script on school website
- Hold, Secure, Lockdown, Evacuate, Shelter
- Pizza Ts changing to 2nd Tuesday of every month versus splitting everything 5 ways

- **September Event Feedback**

Nichole

- Back to school blast
- Parent orientation nights
- Picture Day
 - Gerst will follow up with vendor

- **Upcoming Events/Volunteers**

August

- **Back to school Blast**

- Date: August 30th 4:30-6pm
- Chairs: None Needed - board supports
- Event Description: welcome back to school event where students drop off supplies, meet staff and tour the school
- Effort Description: Board to have PTA members sign up, directory sign up, volunteer sign up, box top promotion and spirit wear sales displayed.

September

- **Parent Meet and Greet Nights**

- Date: September 7, 12 and 14th.
- Chairs: None - Board members attend
- Event Description: welcome back to school event where parents meet with the teachers to discuss school year plans, expectations and answer questions
- Effort Description: Board to have PTA members sign up, directory sign up, volunteer sign up, box top promotion and spirit wear sales displayed.

October

- **Fall Book Fair**

- Date: October 10-17
- Chairs: Jamie Bankston / Catie Blackford
- Event Description:
- Effort Description: Liaison for Scholastic, coordinate with school and librarian, setup, clean-up, finalize paperwork, and develop a plan for volunteers.

- **Fall Conference Meals**

- Date: Thursday, October 12th and Tuesday, October 17th
- **Chairs:**
- Event Description: Providing dinner for staff on-site during evening conferences.

- Effort Description: Plan menus and arrange delivery, setup/clean-up. Will be given any dietary restrictions, previous menus, budget, and staff counts leading up to the event.
- **Go-Around**
 - Event Date: Friday, October 13th
 - Chairs: PTA Board
 - **Incoming Chairs:**
 - Event Description: A fundraiser and walk around the trails near Golden Lake Elementary
 - Effort Description: Organize setup, choose theme, have input on how fundraising dollars are spent, publicity, prizes and distribution, setup day of and running of event. Most planning starts in August in preparation of this event.
- **Square Art**
 - Date: October
 - Chairs: Nicole Gervais-Heller
 - **Incoming Chairs:**
 - Event Description: Prepare materials from company, distribute, educate teachers on process, collect, send into company, distribute order forms, and publicize to parents.
 - Effort Description:

November

- Open

December

- Open

January

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February

- **Bingo**
 - Date: Friday, February 2nd
 - Chairs: Kelly Schuette
 - **Incoming Chairs:**
 - Event Description: Bingo night at GLE!
 - Effort Description: Coordinate food, prizes, donations, and day of event activities - callers, volunteers, game prize distribution. Work within the allotted budget, also includes the day of setup/teardown.
- **Applebee's Pancake Breakfast**
 - Date: Saturday, February 3rd
 - Chairs: Karen R./Karen S.
- **Spring Book Fair**
 - Date: 2/27-3/6
 - Chairs: Jamie Bankston & Catie Blackford

- Event Description:
- Effort Description: Liaison for Scholastic, coordinate with school and librarian, setup, clean-up, finalize paperwork, and develop a plan for volunteers.
- **Spring Conference Meals**
 - Date: Thursday, February 29th and Tuesday, March 5th
 - **Chairs:**
 - Event Description: Providing dinner for staff on-site during evening conferences.
 - Effort Description: Plan menus and arrange delivery, setup/clean-up. Will be given any dietary restrictions, previous menus, budget, and staff counts leading up to the event.

March

- **Lunch with a Loved One**
 - Date: Friday, March 1st
 - Chairs: School Run with PTA Board Assistance
 - Incoming Chairs:
 - Event Description: Families can enjoy lunch with their students - either bringing something in or purchasing additional menu items through the cafeteria.
 - Effort Description: Coordinate with school, create forms and advertisements, organize and run day of event.

April

- **School Supply Kits**
 - Date:
 - Chairs: Catie Blackford
 - Incoming Chairs:
 - Description: Providing the option for families to purchase grade level school kits that encompass all necessary materials for the school year.
 - Effort Description: Working with school to obtain approved supply lists for the next school year. Researching and securing vendors with board approval. Coordinating dates and materials with vendors. Creating advertisements for families and school. Coordinating delivery to school and distribution prior to Back to School Blast night.

May

- **Staff Appreciation Week**
 - Date: Monday, May 6th THRU Friday, May 10th
 - Chairs: Carrie Jones
 - Event Description: Plan week of meals, treats, and celebrations for all GLE Staff based on budget allotted. Daily events.
 - Effort Description: Plan menus and arrange delivery, setup/clean-up. Will be given any dietary restrictions, previous menus/ideas, budget and staff counts leading up to the event. Should have more than one person helping with the event.

- **Gertens**
 - Date: Pickup - Wednesday, May 8th
 - Chairs: Nichole Koustrup
 - **Incoming Chairs:**
 - Event Description: Fundraiser in collaboration with Gertens garden center.
 - Effort Description: Organize setup and coordination with Gertens, including pricing, order forms, and advertisements. Setup and run day of event to distribute plants based on received order forms.
- **Carnival**
 - Date: Sunday May 18th 11-2
 - Chairs: PTA Board
 - **Sub Chairs:**
 - **Games**
 - **Food**
 - **Silent Auction**
 - Event Description: Fun event for families to come and enjoy the festivities
 - Effort Description: Each sub chair has different efforts. Planning should start in the fall so the event can have maximum time to collect items, donations and make sure games are ready.

Additional Support

- **Jersey Mike's**
 - Date:
 - Chairs:
 - Event Description: Fundraiser collaboration with restaurant
 - Effort Description: Work with local Chipotle on fundraising night - coordinate publicity for school and families
- **Chipotle**
 - Date:
 - Chairs:
 - Event Description: Fundraiser collaboration with restaurant
 - Effort Description: Work with local Chipotle on fundraising night - coordinate publicity for school and families
- **Lucy's Burgers**
 - Date:
 - **Chairs:**
 - Event Description: Potential fundraiser collaboration with restaurant
 - Effort Description: Work with owner/manager on possible fundraising night or nights throughout the school year
- **BoxTops**
 - Date: Year-round

- Chairs: Eric Nelson
- Event Description: Fundraiser collaboration with BoxTops
- Effort Description: Coordinate publicity and training on use of BoxTop app/program for families, staff, community and friends
- Spirit Wear
 - Date: Multiple
 - Chairs: Ben Blackford
 - Event Description: Online stores for purchasing GLE and Centennial apparel throughout the school year.
 - Effort Description: Prepare over summer for fall orders, coordinate with vendor on store dates, products, and delivery. Setup additional stores over the calendar year as needed with additional or new products as requested.
- WebMaster
 - Date: Year-round
 - Chairs: Wes Horton
 - Description: Update and maintain GLE's PTA website with new content submitted from the board on a monthly or bi-monthly basis
 - Effort: TBD
- Yearbook
 - Date:
 - Chairs: Kimi Coopet
 - Description: Coordinate, plan, create, distribute the Golden Lake Yearbook
 - Effort: Coordinate, train, and oversee class level leads. Assist in putting yearbook pages together, taking pictures, collection pictures from both families and staff. Work with vendor on setting prices and dates and working with yearbook staff to achieve.
- **Other Items?**
- **Tasks before October Meeting (10/10/23)**