**Tinton Falls PTA Agenda**

**July 12, 2023**

**(start time 10:21am - end time 1pm)**

**Attendance – Dorothy, Angie, Jen, Janet, Sherri, Marci, Stacy, Lindsay, Karen, Jodi**

* **District Wide Upcoming Events**
  + Meeting with BOE/Principles July 18th, 2023 @ 9:30am – BOE Office
  + Welcome Back Breakfast (District Wide) – MFA – 9/5 approx 7:30 am – Volunteers to help set up and clean up (Bagels, Granola Bars, Coffee, Water – I would like to add a yogurt parfait bar as well for those that are gluten-free, etc.) **\* September 5th\***
  + Planners were ordered by Meg and will be sent to each school – 2nd thru 8th graders get these.
  + Supply Toolbox – orders will go directly to the purchaser’s house.
  + Back to School Nights – PTA presence at all **(Add tables, spirit wear, magnets ect.)**
  + Kidstuff Books? **(Do we do coupon books again/cards, online, cookie fundraiser)**
  + Professional Development Days – Maggie Hipsher from the BOE office usually handles food for these days and PTA pays the bill she gives – 1st PD day is October 6th
  + Summer Reading Reward – typically bagels or ice pop – Something more/different more enticing/exciting? Ice Cream truck? Extra recess or something. – 2nd or 3rd week of Sept.
  + Seabrook does a school supply drive to help with indigent children – parents who need these will reach out to BOE.
  + Each School VP should provide through the PTA small water bottles and school-friendly snacks throughout the year for kids who do not have snacks, etc. (Pirates booty, goldfish, assorted chips, pretzels, etc.)
  + **Membership forms should go out now to get a head start.**
  + Once class assignments are given in mid-August, we would like membership to go out again and get class parents assigned as quickly as possible.
  + Membership sign-up incentives **(teacher & classroom incentives - gift cards, fill faculty room, pizza parties ect)**
  + Increase membership sign-up ideas?
  + Social Media Liaison – Shannon Ventre **(Send newsletters quarterly)**
  + Revising Forms/BOE Logo must be on all flyers, etc.
  + Storage unit **(10x15 $290 a month, possibly downsize)**
  + Closet inventory/cleanout in each school **(Speak to each principal for more space to store our stuff in each school)**
* **Roles**
* **President -** The President shall preside at all meetings of the Tinton Falls PTA and of the Executive Board; work directly with the Superintendent; shall coordinate the work of the Board and committees of the Tinton Falls PTA in order that the purposes may be promoted. The President shall perform such other duties as may be prescribed in these bylaws or assigned by the Executive Board.
* **Vice President** – shall act as aide to the President and shall in their designated order perform the duties of the President in the President’s absence or inability to serve.
* **VPs of Schools -** should work directly with the President; shall work as a liaison with the principal of their school; shall coordinate the work of the Chair(s)and committees of each event for each school; each VP shall provide all district/event correspondence to the President for approval; shall update the President with any and all meetings and/or correspondence with Principals.
* **Treasurer**
* Keep a full and accurate account of all expenditures.
* Plan yearly budget.
* Have checks and vouchers signed by two people, the treasurer, and the president.
* Present a financial report each month at the PTA meeting.
* Submit books annually for audit.
* Forward unit dues to the NJPTA office on or before June 1 of each fiscal year.
* Forward National and State monies to NJPTA office on a monthly basis by the 28th of each month.
* File an income tax return.

**\*Each school will have its own budget/account and then 1 blanket account**

**\*Every fundraiser will have 3 give backs for that school**

**\*Ask BOE, can we put money aside for each grade for a field trip?**

**\*Ask what are the schools in need of/supplies?**

**\*Scholarship to 1 female and 1 male graduate of Monmouth regional that went through our schools from PTA. Will need to qualify for scholarship.**

**\*PTA VENMO?**

* **Secretary**
* Keep an accurate record of the minutes of all meetings of the association and of the executive board. After each meeting type up meeting minutes and submit them to the board for approval prior to the next meeting.
* Conduct the correspondence delegated to him/her.
* **Membership -** is responsible for maintaining the database of Members of the Tinton Falls PTA; shall provide to the Executive Board a list of current members for that school year; shall provide a list of volunteers to the appropriate officers of each school.

**\*\*\* CREATE NEW EMAILS FOR ALL ROLES. NEW PASSWORDS EACH YEAR, BUT ALL EMAILS GET TRANSFERRED TO THE NEXT PERSON. ALL EMAILS CC: TO ANGIE AND DOROTHY \*\*\***

* **Attendance at Meetings \*\*MISS 3+ CONSECUTIVE MEETINGS – VOTED OFF\*\***
* **Reimbursement procedures**
* **Events like Book Fairs/Holiday Shop - Chairs (VPs of Schools only) and Co-Chairs (PTA Member) of Events/Committee. Makes members get more involved and want to be a part of events, etc. (New signup forms. Co-chairs, PTA, Classmoms, for all events and shops. Ask BOE what is required for at least 2 teachers to attend meetinsg, incentives? How to get them involved? Money towards supplies?)**
* **Anything that is done in the schools or on school grounds MUST have a building use form filled out. Typically, the President or VP of the school fills it out and submits it to the principal of the school. The principal will forward it to the BOE for approval. If you fill one out, please give Angie a copy.**
* **Once we know our boundaries from the BOE we will come up with a plan when we are planning an event, etc.**
* **Communication is KEY – group text thread.**
* **For every fundraiser, there should be 3 givebacks. (For example, popcorn Friday, movie night, etc.)**

* **MFA \*\* USE MFA ADDRESS FOR ALL FORMS \*\***
  + PTA should have some sort of presence at the MFA Kindergarten orientation (more info to follow)
  + Back to school night
  + Fall Book Fair 10/13-10/20 (set up would be 10/13 and the fair would run 10/16-10/19)
  + Spring Book Fair 4/12-4/19 (set up 4/12 and the fair would run 4/15-4/18)
  + ABC Reader – Mrs. Owens
  + Holiday Shop
  + Teacher Appreciation Week 2024 – May 6-May 10 **(Check dates/increase all budgets for all appreciation days, ex: nurse, janitor, secretaries)**
  + We usually help with Picture Day
  + 100 days of school ?
  + Square 1 Art
  + Veterans Day
  + Mother’s Day Tea
  + 2nd grade party

**\*Someone special day instead – love & gratitude theme to replace hero day**

* **SRS**
* Fall Book Fair 10/20-10/27 (set up would be 10/20 and the fair would run 10/23-10/26)
* Spring Book Fair 4/19-4/26 (set up would be 4/19 and the fair would run 4/22-4/25)
* School Store monthly except for Sept, Dec, Jan & June
* Teacher Appreciation Week 2024 – May 6-May 10
* We usually help with Picture Day
* Holiday Shop
* Reading on the River (last year Mrs. Black did this, and PTA was not involved but who knows in the future)
* 100 days of school? Can Drive?
* Square 1 Art

**\*\*\*\*\*\* TFMS – we need to bring back activities for the middle school. Hopefully, Mr. Howroyd will be open-minded to this when we have our meeting on the 18th. \*\*\*\*\*\***

**Other items/Potential Fundraisers**

* Color Run
* Spirit Wear (maintain an inventory) – Lands’ End issue

**(Change or add Inkwell Global Marketing , or Sneaker Plus)**

* Penny Wars
* Large Fundraiser for the year **(Comedy night, Bingo with raffles; license required?)**
* Golf Outing
* Science Fair **(For all schools, teacher involvement?, awards given)**
* Talent Shows  **(April fools parent show?)**
* Mrs. Fields’ cookie fundraiser
* Movie Nights at both schools **\* this will be a give back \***
* Yankee Game
* Charleston Wrap
* 100 days of school
* Applebees Pancake Breakfast
* Selling refreshments at back-to-school night, teacher conf night, concerts **\*possible give back \***
* Multicultural night/ESL Teachers
* Rita’s Fundraiser
* Mum Sale

**\*GRADE SOCIAL? – THANKSGIVING FEATS, VALENTINES DAY FEAST**

**\*NICHOLAS FUNDRAISER INVOLVEMENT – ICE CREAM WARS**

**\*SURFS UP CANDLE FUNDRAISER**

**\*CHALK THE WALK**