



PTA Board Meeting Minutes

September 10, 2024 - 6:30 pm
DTS

Attendees: 20 (15 in person + 5 virtually via Teams)

- I. Cara Edmundson, Past President, called the meeting to order
 - a. Review of PTA Mission per the by-laws:
 - i. *The purposes of the PTA are:*
 1. *To promote the welfare of children and youth in home, school, community, and place of worship,*
 2. *To raise the standards of home life,*
 3. *To secure adequate laws for the care and protection of children and youth,*
 4. *To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and*
 5. *To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.*
 - ii. PTA's goals are around fundraising and advocacy
 - b. We are fully volunteer-run and thank you's go a long way
 - c. Meeting structure will always include a report from the Principal; PTA Board meets in the even months and discuss more detailed planning aspects, while all members meet in the odd months and will focus on broader topics
- II. Principal Update - Michelle Hurlburt
 - a. School year is off to a great start for teachers and students
 - b. Shared spaces expectations: The culminating event room is used as a cafe for lunch; students are talking through expectations in all the shared spaces (hallway, bathroom, cafe, playground, gym) and there will be posters with reminders
 - c. After school clubs:
 - i. Office Manager, Cat Hathaway, is coordinating with Community Education on the after school clubs and will be sending out information soon; there will be a fee for families and fees will vary by club; some scholarships may be available
 - ii. Registration will take place through RevTrack like last year
 - d. Construction update:
 - i. 18th closure and construction to the east will continue through 10/31

- ii. Drop off and pick up is going smoothly; less than 10 minutes for dismissal from back door
- e. Request for a crosswalk to the east of the driveway; Bethany noted it should be accessible with a ramp
 - i. City of Des Moines has been very cooperative with requests

III. Outgoing President Update - Cara Edmundson

- a. Board nominations + vacancies
 - i. Bethany Crile is Nominating Committee Chair
 - ii. There were no nominations for President or Vice President
 - iii. Bethany motioned for the following nominations with no additional nominations:
 - Co-Secretary - Brooke Goldin & Kasie K
 - Co-Treasurer – Jennifer Burton (second term) & Aaron McCann
 - Classroom Parent Volunteer Chairs - Nikki & Josh Russell & Carrie Shaw
 - Special Events Chairs - Cristi Rittgers & Jen Warner-Blankenship
 - iv. All attendees voted in favor of approving the slate
 - v. The incoming Board will create a strategy to bridge the gap without a President/VP
 - vi. For any additional nominations, there would need to be a membership vote but the volunteer can act in the role in the meantime
 - vii. Nominees approved after December 31 would serve a partial term toward the two term maximum in each role
- b. Open volunteer roles (not Board)
 - i. Auction Committee Members
 - ii. Grant Liaison - ideally someone with grant writing experience
 - iii. Teacher Support Fund Coordinator - December collection for teachers for classroom funds
 - iv. Legacy Project Coordinator - for 5th grade class
 - v. 5th Grade Graduation Planning Coordinator (typically a 4th grade parent)
- c. PTA Membership is at 70 members, surpassing the budgeted goal of 66
- d. Yard sign sales are at \$708.42 which is roughly half of the budgeted goal and near breaking even
- e. Spirit store orders raised \$422.43
 - i. Goes to projects and events
 - ii. Hope to receive and distribute before 9/20
 - iii. Email will go out upon receipt
- f. Original works dates
 - i. Orders due by November 30
 - ii. Distribution on December 11

- iii. Teachers are aware of timeline
- IV. Classroom Parent Volunteer (CPV) Update - Josh Russell, Nikki Russell, Carrie Shaw
 - a. Appreciation note card & candy delivered to teachers & staff mailboxes
 - b. All classes have CPVs
 - c. Emails have been sent out with details for volunteers and connecting them with teachers
- V. Special Events Updates - Cristi Rittgers, Jen Warner-Blankenship
 - a. Back to School Picnic will take place on 9/19 from 5-7:30p at Waterworks Park (flyer said 5:30 but volunteers will arrive by 5 in case there was any confusion)
 - i. Committee will make signs for allergens or post nutrition information
 - ii. Last year there was a lot of extra food - will decrease the quantity for this year
 - b. DMPS One Run: 9/28
 - i. School's role is to promote
 - ii. DTS is in the running for most registrants; anyone can register for **free** to get DTS funding, including community members, grandparents, etc. and running is not required
 - iii. When notes go out about DTS store orders, will include remind to wear DTS merch to run
 - c. Fall Skate Night: 11/21; price still under discussion (between \$5-10 per skater; teachers free)
 - d. School Dance: 12/12
 - i. Times decided - 5:30-6:15p grades K-2 & 6:30-7:30p grades 3-5
 - ii. Mrs. Hurlburt will book space with Andrea Baker
 - iii. Last year a parent provided photography - Cara will send contact info to Jenn
 - iv. DJ still tbd
 - v. Cara suggested coordinated dance videos on the big screen for younger ages (ie Go Noodles)
 - e. 2025 Events in the works
 - i. Book Fair week of Conferences February 3
 - ii. Aaron McCann is coordinator
 - 1. Supplies arrive Monday of that week; Wednesday walk through, Thursday & Friday sale days
 - 2. Volunteers will be recruited for register
 - 3. No cash accepted
 - iii. February event TBD
 - iv. Auction fundraiser likely April at Ricochet
 - v. End of Year picnic in June
 - 1. Will need coordinate date around 5th grade events
 - vi. May skating party
- VI. Treasurer Updates - Jenn Burton, Aaron McCann

- a. Treasurer report was given; finances looking good overall
- b. Membership of 70 has surpassed goal of 66 and activities fees are up which go directly back to the school for field trips
- c. Yard signs are nearly to break even point
- d. There is carryover from playground equipment line item for which a project must be defined
- e. Teacher Support Report:
 - i. 2024-2025 Available Amounts:
 - 1. \$250 for Classroom Teachers
 - 2. \$70 for Support Teachers
 - 3. One request for 2024-2025 School Year

VII. New/Other Business

- a. Box Tops - Bethany Crile
 - i. Easy way to raise money for the school
 - ii. To contribute, download app and use the referral code
 - iii. Motion to use the Box Top funds for playground supplies
 - 1. Perhaps revisit rock climbing wall
 - iv. Iowa sports team challenge through September;
 - 1. Email will go out later this week
 - 2. Progress will be shown in front hall
- b. Girl Scouts - Brooke Goldin
 - i. Parents have indicated interest in having a DTS troop but we need a leader to step forward
- c. South Side Youth basketball has a program at Lincoln HS for 4th-5th grade students to play other elementary at half time high school games
 - i. Each team must have a girl on the court at all times
 - ii. Actively recruiting a coach to help Mrs. Feeney
- d. DMPS has instituted form requirements for affiliate organization fundraisers which would include all of our fundraisers
 - i. Aaron McCann and Jennifer Burton will assume this task

Thank you for coming! If you have any additional questions that were not covered at tonight's meeting, please email downtownschoolpta@gmail.com.

NEXT ALL PARENT MEETING – 6:30 pm, November 12 at DTS Library

Future Dates: January 14; March 11; May 13; at 6:30 p.m.

PTA Leadership Board 2024-2025 School Year

President - Vacant

Vice President - Vacant

Secretary - Brooke Goldin & Kasie K

Treasurer – Jennifer Burton & Aaron McCann

Classroom Parent Volunteer (CPV) Chairs - Nikki Russell & Josh Russell & Carrie Shaw

Special Events Chairs - Cristi Rittgers & Jen Warner-Blankenship