

DEEPHAVEN ELEMENTARY SCHOOL PTA BOARD MEETING MINUTES

Location:	District Service Center, Staff Lounge
Date:	October 13, 2023
Time:	8:00-10:00 AM

AGENDA DETAILS

I. PRESIDENT’S UPDATE: SANDY DOSTAL:

- Update to the PTA Secretary and Treasurer positions
 - Appointed Jenn Anderson for the Secretary
 - Appointed Jessica Loftus as the Treasurer
- Recommended DHE PTA Standing Rule of 2 year term for executive positions.
- Planning for future elections and properly communicating with the DHE community
 - Nominating committee: created prior to the Jan 10th meeting. Nominations will be announced at the Jan 10th meeting.
 - Election will be at the April 18th public meeting.
- Update on the MN-PTA non compliance letter response.
- District PTA / PTO meeting recap:
 - Fundraising ideas from other schools. Combining all the small beginning of the year “fees” to not overwhelm parents. (birthday books, party fund, etc)
 - Highlighted the WAVES and other schools are looking to adapt a similar communication

II. PRINCIPAL’S UPDATE: BRYAN MCGINLEY

- Update was given at the 10/13/23 Meeting
- Background check charge update. This is a district decision and we need to be unified in the response. We are waiting on guidance from the district

III. TREASURER: OPEN

- Appointed Jessica Loftus- she is working on getting up to speed and will provide a budget update and planning at the next meeting.
 - Need to fill the open Read-A-Thon position.
- Budget Requests:
 - Lexia reading app was requested by the reading specialist. This was approved for \$4,355
 - T-shirts: See below under room parent liaison
- Look at our current programs / software and ideas for consolidation.
- Proposed ideas for spring and fall teacher grants.

IV. COMMUNICATIONS: TRACY WHITNEY

- Flow Chart Line of Communication
 - All committee heads must have their information in to their executive board member by Monday at 12 to be included in the winds
 - All committee heads must have any information to be included in the Waves into their Executive board members by ?
- WAVES review
 - Deliver to the community after MEA break. Work on condensing information and creating a one stop shop for parents with information for the coming month. Including a full calendar.
 - Decoding Deephaven: Work with the New Families Committee to find out where families are struggling. What kind of information can we put in here to help.
 - Budget: Real time information on what was brought in and spent during the previous month and what the plan is for the coming month.
- Calendar review
 - Public PTA Meeting Update:
 - Nov 16th: Coffee talk- Location TBD



- January 10th 6-8 PM Media Center: Nominations for executive board positions
- April 18th 6-8PM Media Center: Election for 24-25 School Year
- May 9th Spasso: Thank you event for all members and volunteers
- Add lighthouse publishing week
- Finalize parent party date
- Planning meeting in the summer and in august to set the PTA up for success for the upcoming year.

V. TEACHER LIAISON: JENN ANDERSON

- Update to finding a new person for the role with Jenn moving to Secretary.
 - Publish the open position in the 10/18 Winds
 - Email to all current room parents
 - Email to all current PTA members
- Deephaven shirt discussion:
 - We discussed the DHE blue shirts that were distributed and how to handle the field day shirts.
 - Blue DHE shirts will be given to Kindergarteners and New families. New families will be able to "shop" in the front office during orientation. Kinder will be given during back to school night.
 - Blue DHE shirts will also be available by request for kids who have lost or grown out of theirs. Forms will be available and processed by the room parent liaison.
 - Communication to be sent to teachers / parents / school members with the tshirt plan. Push for Monday unifying deephaven shirt day.
 - Room parents / teachers can do as they wish with their party fund for shirts at the end of the year. Encourage them to use



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the DHE blue shirts and find other fun ways to spend the funds (pizza parties etc)

- Teacher appreciation: This is taken care of by the PTA and room parents are not responsible for doing a group gift / appreciation. Students are welcome to do something on their own.
- Calendar: Remind room parents on how to check and add the district calendar to their calendar to ensure they are conveying the correct information to the population.

VI. SECRETARY: JENN ANDERSON

- Google Workspace Setup: Using this to have better, more consistent organization among the DHE PTA. DHE PTA emails for all board members, and a secure drive for all documents
- Flow chart of all committee heads reporting up to an executive board member.
- Event communication: To be filled out by all committees before and after an event and will be saved in the DHE PTA drive.
 - Pre-Event form
 - Post-event forms

VII. SPONSORSHIP: KELLI DEEG

- T-shirts
 - See above
- Joyce's retirement: Katie Fremont will work to put together a gift.
- Scholastic Dollar conversation
 - Board agrees to receive 100% of the profits in scholastic dollars
 - Scholastic dollars will be also distributed to teachers to use as incentives in their classrooms
 - Scholastic dollars will be given to teachers for their classrooms, amount TBD.
 - Scholastic dollars given to all DHE staff for staff appreciation.
- Teacher appreciation: Discussion on what we can do in the future.



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10:00 Stop Time

Will begin with Volunteer Coordinators at the next meeting

VIII. VOLUNTEER COORDINATORS: REBECCA ANDERSON & MOLLY LOE

IX. DEI: JEN HINZ & BETSY CHIN

- DEI is getting up to speed and has established meeting schedules, interests in sub-committees, decorated for LatinX Heritage Month, and is prepping for Native American Heritage Month, flags will start going up in a few weeks.
- The book club and speaker are our next big focus and we will start to dig into those in order to get approval and finalize.
- Taunya Kolbinger may be interested in taking on the Co-Lead role from Betsy when she steps down next year. We will include her in the nominating committee with all other interested members.

NEXT MEETING DATE:

Nov. 3 9-11 AM District Service Center



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