

**Helen Keller Elementary PTA
Meeting Minutes
March 11, 2019
Keller Media Center**

The meeting was called to order at 7:00 p.m.

Homework Helpers First Methodist – Scott Kortladt
Tuesdays after spring break.

Secretary's report –

- Andrea Morrison made a motion to approve minutes; Jessie Cislo – Seconded the motion. Motion approved.

Principal's Report – Mrs. Dryden

- Open house 6:30 -8:00 on March 21
- March 24 2:30 Coffee with the IB coordinator
- Window for school of choice has changed to March 4- March 29
- Team Keller did well at the Bowlathon. Raised over \$800 for ROYA
- Kara Daunt is the Royal Oak teacher of the year and has advanced to Oakland County.
- Thank you Jessie Cislo, Mrs. Johnson, Katie Bonus and Brooke Ryan for IFFF and Silent Auction.
- Newsletter contains info about building projects. In the future, it will be a separate email communication.
- April 12 – Blessings in a backpack trivia night at Royal Oak Elks Club 6:30
- MSTEP after break starting with 5th grade, ½ testing, snack, ½ testing. Only 1 hour of testing per day. That works out best for students.

Board Member's Report - Jeff Brinker

- See attached notes.

Teacher's Report - Mrs. Stankiewicz

- Thank you for the IFFF.
- Assemblies have been great.
- Empty Bowls party – Helen Keller Elementary was listed as a "Friend of Empty Bowls Detroit"

President's Report

- Thank you to IFFF, Silent Auction and Kids Raffle chairs.
- Michigan PTA has an advocacy section with a lot of using information. March 21 is Advocacy day.

- Memorial Day parade - Mary Beth Fitzpatrick is encouraging participation from the schools.
- ROMS got a grant from National PTA and Facebook is putting on a Free digital citizen April 17. Register ahead of time.

Treasurer's Report – Carie Hooker

- IFFF – Admissions, Cookie Table, Kids Raffle, 50/50 took in \$3,473
- Kroger - \$300
- Olga's – \$185.81

Committee Reports

- Book Fair – Set up this Friday. New cash registers. Need Cashier help – Online tutorial available. Would like someone to shadow the chairs because neither of them will be at Keller next year.
- Box Tops- Total for the year \$955.80. Tie between Mrs Smith and Mrs Strong for top class.
- Volunteer Raffle – Jennifer Lopez won for family heritage board. Heather Hernandez won the volunteer Raffle for four admissions to Cranbrook Museum.
- Spirit Wear Store is open this week and next.
- Green school application was sent in

Old Business

- None

New Business

- Changes to Job Descriptions for the executive Board were proposed.
 - Alleviates some of the burden for other board members.
 - Aligns with ROMS PTA.
 - Megan O'Shea made a motion. Sally Gilreath seconded the motion. Motion Passed.

Our next meeting is Monday April 8th in the Media Center.

The meeting was adjourned at 7:44 p.m.

School Board Liaison Notes
Keller PTA – Meeting: 03-11-19

Jeff Brinker
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Cell: 248 416 2551

Great meeting with Elementary Students at the Discussion Meeting last month. Congrats and thank you to all students / staff that participated!

Formalizing an easement with the City of Royal Oak for repairing, maintaining and operating the Storm Sewer on School District Property.

Working on an easement on the South Side of the Keller property (beyond current fence line) for what was once a city alley.

Initial review of the Governors proposed 2019 - 2020 budget is positive, showing an increase to Royal Oak Schools. Foundation allowance increases, Categorical increase as well as reimbursements for Special Ed. Career Education also is showing an increase. While the budget is a positive step, we need to get it approved through the house/senate.

Continuing to award appropriate contractors for the Summer work (ROHS Performing Arts, Cafeteria, Science Rooms, Locker Rooms).

Royal Oak Schools is doing a survey on communication. Please complete at your leisure through March. The link is on royaloakschools.org

Reminder: Schools of Choice Application Window closes March 29, 2019.

Keller specific: Demo of Connector – Spring Break 2019
 Site Paving / Reconfiguration of Front – Summer 2019
 New Furniture – Summer 2019

Next Regular Board Meeting is Thursday, March 14, 2019.

**KELLER PTA
PROPOSAL FOR NEW EXECUTIVE BOARD JOB DESCRIPTIONS
MARCH 11, 2019**

CURRENT JOB DESCRIPTIONS

Current VP Job Description (for both Mother VP & Father VP)

The vice president(s) shall:

- a. Act as aide(s) to the president;
- b. (In their designated order) perform the duties of the president in the absence or inability of that officer to serve.

Current Member-at-Large Job Description

The Member-at-Large shall act as an advisor to the president and is a member of the elected board.

PROPOSAL FOR NEW JOB DESCRIPTIONS

Purpose for New Descriptions: The current job descriptions for the VPs and Member-at-Large do not provide any specific tasks or roles besides being an aide or an advisor to the president. By providing specific tasks and responsibilities for these three positions, they will be more involved in the PTA's major activities. The benefits of splitting up these roles are:

- a. It lessens the burden on the current President to perform many of these responsibilities.
- b. It ensures that several of the Executive Board members know the different processes and policies of the PTA.
- c. As PTA volunteers and Executive Board members move on due to children getting older, knowledge about programs, events and best practices will not be lost.
- d. It aligns with ROMS PTSA and ROHS PTSA and their positions.
- e. It prepares an Executive Board member for the role of president, if desired.

Proposed Vice President Job Descriptions

Vice President/Membership

The Vice President/Membership works with the membership chairperson(s) to plan the annual membership campaign. Along with the chairperson(s), the VP/Membership is responsible for creating and implementing a membership plan, promoting membership throughout the year, providing membership reports at PTA board and association meetings, ensuring dues are paid to the Michigan PTA and managing members via MemberHub.

The VP/Membership shall:

- a. Attend PTA training designed for membership.

- b. Meet with the membership chairperson(s) before the beginning of the school year to determine membership theme, in-person membership drive dates (e.g., Kindergarten Welcome, Back-to-School Night, Curriculum Night, etc.), and individual responsibilities throughout the year.
- c. Participate and oversee the annual membership drive and plan.
- d. Work closely with the school principal, VP/Communications, PTA President and the membership chairperson(s).
- e. Act as an aide to the President.
- f. Perform the duties of the President in the absence or inability of that officer to serve.
- g. Shadow the President and consider filling that position in future.

Vice President/Communications

The Vice President/Communication works with all PTA communication chairpersons to ensure effective communication between parents, teachers, and administration. S/he will be proactive in maintain a "big picture" view of communication activities to ensure continuity.

The VP/Communications shall:

- a. Ensure committee chairpersons provide communication pieces for their events and programs in a timely and consistent manner to the communication chairpersons noted below.
- b. Oversee the following committees/ chairpersons:
 - o PTA Paper Newsletter (The Keller Connection)
 - o PTA Social Media (Facebook Page, Instagram, Twitter)
 - o PTA Website
 - o Keller Marquee
- c. Collaborate with President for the President's weekly email.
- d. Act as an aide to the President.
- e. Perform the duties of the President in the absence or inability of that officer to serve.
- f. Shadow the President and consider filling that position in future.

Proposed Member-at-Large Job Description

The Member-at-Large shall:

- a. Chair bylaws committee to review unit bylaws each year and revise bylaws every three years.
- b. Review the standing rules each year, propose revisions and revise, if necessary.
- c. Be the Executive Board member on the Nominating Committee.
- d. Arrange Nominating Committee's first meeting and provide information on the nomination and election process.
- e. Secure babysitters for the monthly PTA meeting and other events as necessary.