

The Founders Academy
Parent Teacher Student Group
Meeting Minutes



Vision: The PTSG provides support for the staff and students of The Founders Academy and promotes student leadership and family engagement

Mission Statement: The PTSG provides support through volunteers and fundraising for student and staff needs, provides leadership opportunities for students, and opportunities for family engagement.

Date of Meeting: 09/12/2023

In Attendance: Erin Bridgham, JoAnne Dexter, Denise Dube, Liz French, Leah Gregersen, Tom Huot, Carrie Lamy-Benavidis, Jacqueline Lianos, Krissy Marquise, Amanda Morehouse, Samantha Murch, Shannon Parr, Matt Rosenberg, Sarah Rotast, Garrett Saunders, Mandy Saunders, Sara Shannon-Yost, MaryEllen Stevenson, Cynthia Whitaker

1. Call to order
 - PTSG President, Samantha Murch, welcomed all and called the meeting to order at 6:33PM.
 - 19 in attendance - 16 in person & 3 remotely via Google Meet
 - All in attendance introduced themselves and their connection to TFA and role on the PTSG Leadership Team, as applicable.
2. Review of Minutes from Previous Meeting
 - Minutes of the June 6, 2023 meeting were provided and reviewed as submitted by Samantha Murch.

| | | | |
|---------|---|-----------|-------------------|
| MOTION | To approve the minutes of the June meeting | | |
| MADE BY | Tom Huot | SECOND BY | Jacqueline Lianos |
| VOTE | Unanimously approved by those who were present at the June meeting; all others abstained. | | |

3. Dean's Report
 - Dean Hayes was unable to attend today. There is no report other than that things are quite busy with it being the beginning of the school year. All were encouraged to look for updates in the newsletter and Facebook group.
4. President's Report
 - JoAnne Dexter was originally voted to be Interim Co-Treasurer with Tom Huot, but due to a conflict with her work role she is unable to do so. Samantha and others expressed appreciation to JoAnne for her support of PTSG and willingness to remain as a co-VP of Fundraising.

The Founders Academy
 Parent Teacher Student Group
 Meeting Minutes



- Samantha and Tom described the role of the Treasurer. Tom will remain as Interim Treasurer, but anyone who is interested in the role is welcome to discuss further with Samantha or Tom.
- The 2023-2024 PTSG Leadership Team will be provided with minutes of this meeting.

5. Fundraising Report

- Discussion of the upcoming Fall Festival and the Pumpkin Raffle. Thank you to those who have already purchased Pumpkins. There is a sign up sheet for volunteers for the event.
- All are welcome to attend the Fundraising Committee Meeting next week Monday 9/18 at 6:30PM in the TFA Library.

6. Treasurer's Report

- Tom Huot prepared and distributed a Treasurer's report.
- Balance as of July 31, 2023 was \$7,621.
- There are some outstanding income and expenses from the month of August.
- Tom explained the budget categories and line items for the 2023-2024 year. More detail regarding amounts will be added for the next meeting.
- The Spring fundraiser was a success.
 - The funds raised were designated to go toward technology equipment for the school.
 - Samantha provided an overview of the likely technology purchases previously mentioned by Dean Hayes when the Spring fundraiser was originally designated for this project.
 - The recommendation from the Leadership Team is to vote to provide the school with \$5,500 for technology based on the Spring fundraiser proceeds and other funds available in the PTSG account.

| | | | |
|---------|---|-----------|--------------|
| MOTION | To move \$5,500 to the school for the purchase of technology equipment. | | |
| MADE BY | Jacqueline Lianos | SECOND BY | Sarah Rotast |
| VOTE | Unanimously approved | | |

7. Membership Report

- There were a number of parents who signed up to be part of PTSG recently. Welcome all!
- Registering by the start of this meeting allows one to vote at the next meeting.
- Volunteering and supporting donations are a significant part of membership.
 - There is a sign up sheet for volunteers needed at each event.
 - The first event is the Back to School Night on Wednesday September 27.
 - We also support Teacher Appreciation activities throughout the year in addition to the Teacher Appreciation week later in the year.
 - The first teacher workshop date is Tuesday September 19th. Donations are due to the office by September 18th.

The Founders Academy
 Parent Teacher Student Group
 Meeting Minutes



- We also support the Open Houses. Both student and parent volunteers are usually needed. Our goal is also to have a PTSG table at each Open House to increase visibility of the PTSG to potential parents.
 - There was discussion about how we might leverage local businesses to donate toward events and appreciations. We have utilized Texas Roadhouse and some other businesses in the past. Suggestion to also consider Olive Garden, Panera, Dunkins, & Home Depot.
8. Student Liaison to Student Senate Report
- The Student Liaison position for this year has yet to be voted on by the Student Senate.
9. Other Committee Reports
- Teacher Appreciation - discussed above with membership
 - Student Support - last year funds were used to address needs brought to the group by the TFA Guidance Department
 - There was a question about the need for hats, coats, and other clothing items. Liz mentioned that there might be an opportunity to collaborate with Missy's Closet when there is an identified need rather than TFA needing to keep items at the school. Liz also offered to post about events sponsored by Missy's Closet that TFA families could utilize in the Facebook Group.
10. Other Business
- Discussion of the evolving role of PTSG over time. When the school was smaller our focus was more significantly on fundraising; now, we have 2 major fundraisers per year. This year we hope to have increased focus on supporting teachers and creating events for families.
 - By-Law Update - Cynthia took the lead on reviewing the PTSG By-Laws. A redline version will be presented in the October meeting for discussion. Voting on the new By-Laws would be at the following meeting (currently scheduled for November).
 - Raffle Winner - Krissy Marquis!
11. Next Meeting
- The next meeting of the PTSG will be on October 3, 2023 at 6:30PM in the TFA library
 - The meetings are in the Facebook Group as 1 event with all dates.
12. Adjournment
- Meeting adjourned at 7:18PM

| | | | |
|---------|------------------------|-----------|----------------|
| MOTION | To adjourn the meeting | | |
| MADE BY | Cynthia Whitaker | SECOND BY | Mandy Saunders |
| VOTE | Unanimously approved | | |

Respectfully Submitted by
 Cynthia Whitaker
 Co-VP of Membership & Communication

The Founders Academy
Parent Teacher Student Group
Meeting Minutes



2023-2024 PTSG Leadership Team

| | |
|--------------------------------------|---------------------------------------|
| President | Samantha Murch |
| Co-VPs of Membership & Communication | Jacqueline Lianos Cynthia Whitaker |
| Co-VPs of Fundraising | JoAnne Dexter Tom Huot |
| Interim Treasurer | Tom Huot |
| Dean of TFA | Dean Cassie Hayes |
| Student Liaison | TBD upon Senate Vote |