



# R.V. Daniels Elementary School

## PARENT TEACHER ASSOCIATION

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### Parent Teacher Organization/Association Reorganization Meeting

March 8, 2022 | 6:30- 7:30pm

### MINUTES

<b>Time and Location</b>	Called to order at 6:30pm by Whitney Murray Brown Reorganization called to order by 6:33pm by Kay Hawkins
<b>Minutes Taken By</b>	Natasha Terry & Whitney Murray Brown
<b>Present</b>	<ul style="list-style-type: none"> <li>● Adrienne Brown (DCCPTA Rep)</li> <li>● Angela Boone</li> <li>● Angelo Porter</li> <li>● Anupama Parida</li> <li>● Carla Hinton</li> <li>● Courtney Leonard</li> <li>● Dharma Prakash</li> <li>● Gabrielle Riggins</li> <li>● Genea Watkins</li> <li>● Harelle Duncan</li> <li>● Janardhana Bhogireddy</li> <li>● Jenna Simpson</li> <li>● Karissia Kimbrough</li> <li>● Kay Hawkins (DCCPTA President)</li> <li>● Kristin Murray</li> <li>● Latoya Scott (SAC Chair)</li> <li>● Lorraine Hogan</li> <li>● Monique Stewart</li> <li>● Natasha Terry</li> <li>● Ned Adkins</li> <li>● Onome Ayemhenre</li> <li>● Pratap Reddy Mallu</li> <li>● Seqoya Williams</li> <li>● Susan Edmond</li> <li>● Tiffanie Graham (DCCPTA Rep)</li> <li>● W.W. Brown</li> <li>● Whitney Murray Brown</li> </ul>

Agenda Item	Discussion Summary
<b>Welcome</b>	Natasha Terry welcomed everyone to the PTA meeting
<b>Introductions</b>	Seqoya Williams welcomed the DCCPTA Officers <ul style="list-style-type: none"> <li>● Kay Hawkins, President DCCPTA</li> <li>● Adrien Brown, Scholarship Chair DCCPTA</li> <li>● Tiffanie Graham, 2nd VP DCCPTA</li> </ul>
<b>Occasion and Review of Voting Process</b>	Kay Hawkins described the voting process and series of votes needed to reestablish the PTA.
<b>Vote 1: Should the R.V. Daniels PTA be reorganized?</b>	Kay Hawkins posed the question: <b>Should the R.V. Daniels PTA be reorganized?</b>  Motion to reorganize the PTA made by: Harrelle Duncan Motion seconded by: Natasha Terry  None Opposed; Vote is affirmative and carries.
<b>Vote 2: Membership Dues</b>  <b>Question 1: What should membership dues be?</b>	Kay Hawkins posed the question: <b>What should membership dues be?</b>  Whitney Murray Brown proposed standard dues of \$10 with a special exception of \$7.50 dues for grandparents and RVD faculty.  Motion to accept \$10 dues made by: Kristin Murray Motion seconded by: Carla Hinton  None Opposed; Vote is affirmative and carries.  Kay Hawkins noted that Tiffanie Graham (DCCPTA, 1st VP) opened the DCCPTA Memberhub payment portal to collect dues for the RVD PTA.  She noted at least 10 paying members were required to join the PTA during this evening's meeting to reestablish the RVD PTA.  12 members joined online and Kay Hawkins noted that all funds collected by DCCPTA would be dispersed by check payable to the RVD PTA once a bank account was established and proof of the account was sent to DCCPTA.
<b>Vote 3: Vote on Bylaws</b>  <b>Question 3: Should the bylaws be accepted as presented?</b>	Whitney Murray Brown read the bylaws. A suggestion was made to hold 7 meetings per year instead of 10 meetings. The suggestion was accepted. The caveat was also added that all meetings should include a virtual option for maximum inclusivity.  Kay Hawkins posed the question: <b>Should the bylaws be accepted as discussed?</b>  Motion to accept the bylaws as discussed made by: Kristin Murray

	<p>Motion seconded by: Harelle Duncan</p> <p>None Opposed; Vote is affirmative and carries.</p>
<p><b>Vote 4: Vote on President Vote on Secretary Vote on Treasurer</b></p>	<p>A slate of voters was presented for elections:  President: Whitney Murray Brown  Secretary: Natasha Terry  Treasurer: Seqoya Williams</p> <p>There was no opposition to the slate and no other nominations were made. Each nominee accepted office.</p> <p>The slate was elected for a period of March 2022- May 2023.</p>
<p><b>Vote 5: Vote on Check Signers</b></p>	<p>A slate of check signers were selected as:  Natasha Terry  SeQoya Williams  LaToya Scott</p> <p>There was no opposition to the check signers and no other nominations were made. Each nominee accepted office.</p> <p>The check signers were selected for a period of March 2022- May 2023.</p>
<p><b>Wrap Up of Formal Re-organization</b></p>	<p>Kay Hawkins congratulated community members for successfully re-organizing the PTA. She noted that several resources would be available through DCCPTA for leaders and members including:</p> <ul style="list-style-type: none"> <li>- Trainings for the President and Treasurer at <a href="http://www.dccpta.org">www.dccpta.org</a></li> <li>- A PTA Lunch and Learn on 3/22/22 (more information to come)</li> </ul>
<p><b>Recap of the Past 60 days- Whitney Murray Brown, Acting Chair</b></p>	<p>Natasha Terry and Whitney Murray Brown reviewed the PTA progress over the last 60 days:</p> <ol style="list-style-type: none"> <li>a. <b>Compliance:</b> <ol style="list-style-type: none"> <li>i. The RVD PTA has paid its unit dues to DCCPTA</li> <li>ii. We have completed the DCCPTA Restart Checklist</li> <li>iii. We have done extensive research and located our EIN and Local Unit Number</li> <li>iv. We have reviewed the Florida PTA Bylaws, Finance Handbooks and Trainings</li> <li>v. We have completed the Florida PTA New and Returning Officers Form</li> <li>vi. We have attended the last two DCCPTA meetings on Jan. 25 and Feb. 22</li> </ol> </li> <li>b. <b>Communications &amp; Planning:</b> <ol style="list-style-type: none"> <li>i. <a href="#">We have completed a draft RVD PTA Plan for March 2022- May 2023</a></li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>1. We took all of the ideas discussed in our January meeting, researched them for feasibility and developed a plan to make most of it happen. <ul style="list-style-type: none"> <li>a. Please review and share any feedback. We hope to start moving on the plan <b>aggressively</b> after Spring Break to start raising the money needed to bring the programs and activities into the school.</li> </ul> </li> <li>ii. We built a website that will allow our community to engage with the PTA and support our students, teachers and families! <ul style="list-style-type: none"> <li>1. Visit the new website: <a href="http://www.rvdanielspta.org">www.rvdanielspta.org</a></li> </ul> </li> <li>iii. We also launched a social media account! <ul style="list-style-type: none"> <li>1. Follow Us on Instagram: <a href="http://www.instagram.com/rvdaniels_pta">www.instagram.com/rvdaniels_pta</a></li> </ul> </li> </ul> <p><b>c. Finances</b></p> <ul style="list-style-type: none"> <li>i. We have purchased PTA treasurer software that allows FULL Transparency of PTA dollars so everyone in our community knows where our resources are going. <ul style="list-style-type: none"> <li>1. <a href="#">View the ledger at any time here</a></li> </ul> </li> <li>ii. We have built out a Corporate Sponsorship Guide in an effort to attract businesses to support our school. <ul style="list-style-type: none"> <li>1. <a href="#">View the Corporate Sponsorship Guide here</a></li> </ul> </li> <li>iii. We have built a tentative 2022- 2023 Budget based on the programmatic desires discussed on the Jan. 11 call. <ul style="list-style-type: none"> <li>1. <a href="#">The Proposed 22-23 Budget can be found here (pages 11-13).</a> The budget will be finalized and voted on during the May meeting.</li> </ul> </li> </ul> <p><b>d. School Support</b></p> <ul style="list-style-type: none"> <li>i. At the request of our admin team we provided a <a href="#">Valentines Day snack delivery to all school faculty and staff.</a></li> </ul>
<p><b>Next Steps &amp; Upcoming Events</b></p>	<ul style="list-style-type: none"> <li>1) Whitney Murray Brown stated Mrs. Teper has reached out to work with the PTA to host a Spring Fair for the school in May. During this event classes will host game booths, food trucks will be invited, and all families, new and returning will be welcomed to the school to build community.</li> <li>2) Penny Wars (our first Fundraiser) is coming soon! March 18- April 8! We need volunteers to count change on 4/12 after school in the Media Center. <ul style="list-style-type: none"> <li>a) A robust discussion was had to determine how the Penny War should be run. A vote was taken and it was established that the teams would be split by grade level instead of by class.</li> <li><b>b) Action Steps:</b> <ul style="list-style-type: none"> <li>i) Event Promotion: Video <ul style="list-style-type: none"> <li>(1) Whitney Murray Brown will work on a script for a video to promote the event. Students of PTA members will be asked to participate.</li> </ul> </li> </ul> </li> </ul> </li> </ul>

(2) The video will be sent to Mrs. Teper and she will be asked to play it on the morning announcements.

ii) Event Promotion: Bulletin Board

(1) Kristin Murray volunteered to help with the bulletin board to promote the event on Friday, March 11, 2022.

(2) Whitney Murray Brown will reach out to Mrs. Teper to see if PTA can work on the bulletin board on Friday.

iii) Event Promotion: Flyers

(1) Carla Hinton requested flyers and volunteered to pass them out in the car zone after school.

iv) Pizza Acquisition

(1) A discussion ensued about how to get pizza for the winning grade level and the associated costs

(a) Mrs. Terry suggested getting \$5 pizzas to minimize costs

(b) Courtney Leonard suggested asking restaurants to “double cut” the slices and reduce waste and stretch the pizza a little further

(c) Genea Watkins suggested we work with local restaurants to get the pizza donated

(d) Mr. Brown volunteered to call around to local pizza places and see if anyone was interested in donating. He will report back before spring break and let the PTA know.