

Important Information for Board Members

- **Board Meetings and Voting:** The MWE PTA Board meets on a monthly basis to discuss current and upcoming activities. These meetings are usually held during school hours. General Meetings, open to all PTA members, are scheduled 5 times throughout the school year and will now be held directly after Board meetings. (Evening student performances will continue to be hosted by PTA). Meeting dates, times and locations are listed in the Eagle Express and on our website – www.meadowwoodpta.com. The Secretary will keep a voting roster in her files. During a voting session, only the designated committee member is allowed to vote. Special committee members and general members are not allowed to vote at a Board meeting. All PTA members are allowed to vote at the General PTA meetings. In order for a vote to count, a quorum must be present as ascertained by the Parliamentarian. Voting rights cannot be shared by committee members. **Please make every effort to attend as many monthly meetings as possible if you are a voting member!** Necessary PTA business cannot be accomplished if we do not have enough members for a valid vote.
- **PTA Mail:** The PTA mailbox is the bin with hanging files located on the table in the PTA Workroom (on the transition campus). Please check your folder regularly for committee mail and other correspondence. You can also find extra PTA forms for deposits, check requests, communication requests, etc. in the rear of the bin. The Treasurer will put reimbursement checks in the committee chair folders unless otherwise specified on the request.

!!!Publicizing your Event/Information!!!

Please remember that it is YOUR responsibility to publicize information regarding your chair position. We want our community to always know how valuable PTA is and how much PTA does for MWE – the only way that can happen is if each of us fulfills the obligation of publicizing what we're doing.

- **Sending Out Information:** There are several ways to send out information to reach students, parents, and staff. (Please make sure that you gain approval from Principal Snyder before sending anything home in backpacks - robalyn.snyder@springbranchisd.com). Once approved, the best way to utilize all our different vehicles is to send your Communication Request form to Secretary Valerie Brennan at brennantx@comcast.net. She will distribute the information to the appropriate committee chairs. The following are the different ways to reach our community. We strongly urge you to utilize the website, eBlasts, KMWE and the marquee in addition to any flyers you print. Detailed instructions are listed on the Communication Request – which can be found in the PTA mailbox or on our website under PTA Resources.
 1. **Website:** Our website provides the MWE community with useful and timely information. Send your information via a Communication Request to Valerie Brennan or directly to Whitney Ekblad at ekbladwe@comcast.net.
 2. **Eagle Express:** The Eagle Express newsletter is published every week and goes home in the Friday (take home) Folder. All PTA notices of meetings, announcements, or general information should be included wherever possible. Please keep articles short and to the point. All notices must be sent via a Communication Request to Valerie Brennan or directly to Newsletter committee chair Kay Pierce at kpierce@dwhomes.com by Tuesday at noon for inclusion that week. There will be NO exceptions to this deadline. Anything received by the committee chair after this deadline will be included in the next week's edition.

3. **KMWE:** Information can also be distributed on KMWE, the announcements broadcast into homerooms every morning before the start of classes. To get an announcement on KMWE, please contact Principal Snyder at robalyn.snyder@springbranchisd.com with the information that you want to share and who you want to present it (you, your child, KMWE anchors, student council, Principal, etc.). Please allow a few days notice when arranging to be on the broadcast.
 4. **eBlasts:** MWE PTA eBlasts can be sent out to our community as needed. It is a great way to reach a lot of parents without wasting paper. Send your information via a Communication Request to Valerie Brennan.
 5. **Marquee:** To advertise an event or put a notice on the MWE marquee, send your information via a Communication Request to Valerie Brennan or email committee chairs Debbie Green at debbie_green@sbcglobal.net and Ingrid Hartz at ingridhartz@comcast.net at least 2 weeks in advance of the posting date. Space is limited during busy times of our school year; so plan accordingly.
 6. **Publicity:** Spread the news – or photos of your events beyond just our school community! Our publicity chair will contact local media with your information of upcoming or past events at your request. Send your information via a Communication Request to Valerie Brennan or directly to our Publicity committee chair Sara Cronin at sara.cronin@tpcgroup.com.
- **PTA Workroom:** The PTA workroom contains PTA supplies and materials. It is used to store games, prizes and activities for PTA events such as class parties, Carnival and Family Fun Night. It also has Staff Appreciation and Hospitality decorations, etc. If you are looking for supplies, please check this room before purchasing anything.
 - **Copy Machine:** PTA is responsible for our own copying. There will be a copy room schedule posted on the bulletin board next to the copy machine. Please adhere to the copy schedule, but give teachers and staff access if possible. The copy machine is to be used for PTA business only. PTA information should be on blue PTA paper which can be found near the mailbox or in the PTA room. When sending flyers/papers home in the Friday Folders, check the class lists on the bulletin board and put the appropriate number of flyers (plus 1 extra for the teacher) in each teacher's mailbox. Include a copy to Robye Snyder, Rebecca Guzzetta, Shirley Labiosa and any other appropriate staff member. If there is a problem with the copy machine, please contact Shirley in the front office. If you are unfamiliar with operating the copy machine, PTA strongly advises you attend a demonstration from Shirley at the beginning of the school year.
 - **Volunteer Records: Be sure to record all hours spent working on PTA related activities outside of the school!** This includes time spent on the computer, telephone, shopping, etc. as well as time spent cutting, painting, etc. either to help a teacher or for a PTA event. MWE PTA historically logs the greatest number of volunteer hours of any other school in SBISD. Our volunteer coordinator chair, Shannon Saegert, will email you once a month for a tally of your hours. When volunteering in school, please sign in with the front office and obtain a volunteer sticker. Upon leaving, turn your badge in with the time you left written on it.
 - **Cell Phones:** While in the school, please be respectful of the students and teachers by limiting cell phone use. Try to finish conversations prior to entering the campus; then place your phone on low volume or vibrate. If you must take a phone call, please step outside if possible.

- **Money:** Checks collected by committee chairmen should be bundled with a completed MWE PTA Deposit form (located in the back of the PTA file box in the PTA Workroom or on our website under PTA Resources) and placed in the *lock box for the Treasurer to pick up and deposit. When handling cash, please note that anytime a PTA member or committee chairmen is selling items directly and accepting cash and checks, at least two people should be present with the cash box at all times. At the end of the selling period, the amount of cash should be verified by two people and placed in an envelope in the lock box along with a cash receipt/deposit form. Large amounts of coins should be rolled. Supplies are located in the PTA Workroom.

***While on the Transition Campus – the PTA lockbox (where all money/checks should be placed) will be located in the front office next to Judy Dean.**