

**PTA Executive Meeting  
June 15, 2016, 4pm**

Meeting minutes taken by Amy Chen O'Connell

Between now and end of the month, new executive PTA members will be added to Dropbox and given access to PTA Gmail account/Google Drive. There is a Google Doc with all accounts and associated passwords.

There are 3 keys for PTA access on purple wrist holder which is usually kept with Parent Coordinator, Tina. 1. Parent Room; 2. Storage closet near Ms. Momo's classroom; 3. File cabinet next to Tracey Arrington's desk. If there is cash in the folder in the closet, then a PTA member keeps keys.

All PTA folders are in the upper left hand file drawer near Tina's desk.

At the beginning of the school year, Tina will give student roster broken down by teacher and the number of students in each class.

In order to distribute hard copy notices to families, copies must be put in teacher mailboxes BY NOON of that day at the very latest.

In an effort to reduce paper waste and distribution efforts, there was discussion about taking a survey (perhaps through teachers surveying the families in their classes?) at the beginning of the school year to get a realistic idea of how many families do not have internet access or communicate by email.

Organization tip: Create new folder(s) for new School Year 2016-2017 in Drop Box/Google Docs.

Start time for next school year is influx. Teachers held a vote in favor of moving it up to 8:00am. Much concern among parents about accommodating this earlier start time while juggling schedules, children at other schools, concerns about before-school breakfasts, and Henry Street Afterschool.

For 1<sup>st</sup> meeting of the new school year – PTA should know whether we need to recruit new SLT parent members.

Set up trainings and PTA questions via Celsa Lopez, District 1 Family Leadership Coordinator.

**Set new PTA meeting schedules for upcoming school year.** We have to decide if we want to continue as a PTA or PA. When last voted on, it was decided to continue to have teachers involved and that influences when meetings are held so they can participate. (Also – organization cannot consider switching to non-profit 501c3 status as a PTA. Must change to Parent Association – *see Fundraising section*). We have to decide when we want to hold PTA meetings and then schedule PTA meetings – before school? After school? Alternate? 2 years ago, Bylaws were changed to after school, 3<sup>rd</sup> week of the month.

#### **Procedure for obtaining school permits to reserve room space**

- Tina – during school hours; James, custodian for outside of school hours. They, in turn will approve with Principal.
- Email James/Tina and cc: Principal and Tina(*Ed: Shien/Melissa will get us James email address*). Follow-up with them on lead up to AND day-of event!

#### **Banking:**

- Shien will give Secretaries a form letter for changing signatory forms and can meet with us at the bank so we can put detail into place so officers can go to the bank independently. Presidents (Ruth and Naomi), Treasurer (Tony), and Secretaries (Zoe and Amy) all must go to the bank with picture IDs that match their signature names for relevant forms. Karen has pre-filled deposit slips. Paper bank statements come once a month and kept in the closet. No ATM cards associated with account.
- Tony (treasurer) will disclose expenditures of record.

#### **Child care:**

- Arranged via Henry Street.
  - \$15 per hour. Have checks ready at event.
  - Ask 1 week in advance of event.
  - Henry Street office is in hall before cafeteria.
  - Arrange through Tiffany, Diana, or Regina (director of all Henry Street sites)
  - Henry Street handles sign-in process
  - PTA requests room for child care through James, custodian.

#### **Fundraising:**

- **Picture Day** (Coordinate with Tina)
  - There should be a point person on PTA to set up 2 dates: 1. Fall (has been 3<sup>rd</sup> Monday in October); 2. Spring (date to be determined).
  - PTA receives 25% of proceeds. There are other photographers with other deals presented at PTA conference scheduled for October 15<sup>th</sup>. We are encouraged to attend.
- **Book Fair** (Coordinate with Tina)
  - Recommends 3 x a year (rather than 2) because there is a Buy One Get One Free (BOGO) that Scholastic offers on the 3<sup>rd</sup> Book Fair.

- It is strongly recommended to coordinate Book Fairs to coincide with increased parent traffic such as Parent Teacher Conferences or Family Night.
- PTA gets Scholastic Dollars (greater value than getting cash rewards) which is then given to each teacher to spend for their classroom.
- Order inventory via Tina. Scholastic brings everything, but, we set it up.
- **Box Tops** (Coordinate with Ms. Frieze who is now back from maternity leave. See if she will resume this effort.)
  - Usually done 2 x a year with proceeds split between school and PTA.
  - Suggested that each teacher place a large clear plastic bag in their rooms to collect smaller bags of LOOSE and NON-EXPIRED box tops.
- **Spring Fling (and Fall Fair?)** Brought in \$2600 and made a profit.
- **Parent Dues.**
  - PTA passed collecting annual dues from parents (*and teachers?*). Create and send out a communique with suggested amounts of \$10 \$20 \$30 etc.
  - We have to decide on means for collecting dues. We can have a box at first meeting. Tony will look into online option (PayPal?) that involves linking bank account routing number and all payments will be directly deposited.
- **Not for Profit status.**
  - PTA cannot hold 501c3 status. PA can.
  - \$6-7K minimum financial reporting. Would involve heavy fundraising.
  - We can learn more about it at PTA conference (*scheduled for October 15?*)
  - Kathryn has big binder of information about the required considerations.