

Meridian Park PTSA
Board Meeting
October 5, 2010

Action items are in bold

Call to order:

The board meetings of the Meridian Park PTSA was called to order in the Meridian Park library at 7:08 PM by PTSA co-president Kathy Henderson. Members had been informed about the meeting through letters sent home in the boomerangs, and through PTSA and school websites. Those present were : Janina Pacunski, Brian Heagler, Aileen Lu, Lorraine Flaherty, Amy Jessee, Renee Smith, Ann Yee, Emmanuel Gnanapragasam, Ethan McCardell, Rachel Ariss, Kathy Henderson, Mary Crandell and Jenny Hillger.

Welcome and Introductions:

Each person at the meeting introduced themselves.

Secretary's Report:

Janina made a motion to approve the September minutes as written. This was seconded by Brian. None were opposed and the motion was carried.

Treasurer's Report:

Brian has been thinking about the subcommittee for allocating PTSA funds. He noted that we already have a process in place with the grant committee. He suggested that we publicize that we have extra funds and encourage members to submit ideas for big items, and then use the grant committee process to make decisions. Renee asked how members other than teachers would find out about the process. Brian suggested that it go into the newsletter and emails and that every member of the PTSA be able to submit proposals. Mary suggested that we will need a new form.

Brian will make a new form and work out details of the process.

Aileen reported that Shoreline Bank is closed.

Brian and Aileen will look into a new bank for PTSA funds and make a recommendation to the board.

Vice President Updates:

Kathy H. reported for Kathy T. on the fall fundraiser. As of 10/1/10, 111 kids had qualified for the magic show, with 18 kids eligible to sit in the front row. 33 kids would be getting magic wands. It is not yet known which class was the top seller. Janina suggested that this class get a Little Caesar's Aileen noted that she just deposited \$11,000 from the fundraiser. Renee mentioned that Kathy T. will be taking orders through 10/8/10. Aileen mentioned that one family wrote a check for \$400 as a donation.

Renee reviewed the fall events, reporting first on the Fall Carnival for Annette Stickney. She has contacted volunteers, but is still looking for a photographer. Mary gave Renee the name of a parent who had done it in the past. Rachel asked if the candy bars for the Carnival have to be nut free. The group decided this was not necessary. It was noted that there are some cash boxes in the PTSA room that can be used for this event.

Aileen will bring cash bags and coin wrappers to the Carnival.

Kathy H. will bring shoe boxes to the Carnival.

Kathy mentioned that there will be a check in for volunteers in the lobby that night. Annette wanted to know about reimbursement for expenses. Aileen reviewed the process with Renee.

Renee will review the process for reimbursement with Annette and get the list of petty cash needed to Aileen.

Renee also reported on Reflections. Items are due on October 14th. Kathy explained that Reflections is a national PTA arts contest, with different categories and guidelines related to this year's theme "Together we can." 10-12 entries from MP are sent to the council level. Winners there go to state and from there to nationals. Last year 5 of our students went to state. Emmanuel mentioned that he has had difficulty getting an entry form.

Renee will check with the Reflections chairs about ensuring easy access to the entry form.

Kathy mentioned that last year that there were about 90 entries. There will be a party celebrating all the entries at the November PTSA meeting.

Renee asked about whether we were doing the Flea market and for contact info for possible car show chairs.

Janina will send Renee Marty and Holly's emails.

The flea market was discussed at length. No volunteers have come forward to assist Lorraine as co-chair for the event despite multiple "asks." It was suggested that we do not have the volunteer support to do all our events this year. It was suggested that the MP neighborhood association assist with the car show and/or plan a "dessert pot luck" with MP school (which the group felt would require less work and volunteers than the flea market), instead of doing the flea market. It was decided that the PTSA will not be able to co-sponsor the flea market this year.

Lorraine will contact Gretchen to suggest alternatives to the Flea market.

Janina reported on Spanish, Math and Chess clubs. She is unsure about who is running kindergarten chess. They are still looking for a yearbook chair. Emmanuel is shadowing Shelley and may take over math club next year.

Janina will get a list to the office of all the children who are participating in clubs.

Janina will add an "office" category to the copy sheet and ensure that copies of all fliers sent home by the PTSA get to the office.

Janina will get a schedule to the office of the PTSA clubs, including dates, times and locations.

Janina reviewed the price quotes she has gotten for copy paper. She will be placing an order.

Renee asked one more question about the Carnival from Annette: how late can a volunteer come into the building to clean the popcorn machine. Amy asked that they contact Jill to set this up. Amy also mentioned that she can add 1 hr of custodian time to help for Carnival clean up.

Standing Committee Reports:

Kathy reported on Grants and readathon for Melanie. Melanie's email update is cut and pasted here: 1) Grants Committee Update: The 2010-11 Grants Committee has recruited a new member for

this year: Margaret Masar, who has a child in Ms Peterson's class (Kudos to Jodi F for the great recruit!! We have the goal of at least one more new recruit sometime this year, including also bringing on a new Co- Chair for next year, 2011-12, to work with Jodi F and replace Melanie in that role. The 2010-11 PTSA Grant Application was reviewed by committee and approved for release to staff on Mon 9/20. Melanie attended the teachers and staff at the MP staff meeting on Wed 9/22, providing a brief presentation on the grants program and answering questions. Grants are due Mon 10/18 by 5pm and must be submitted electronically via email to Melanie. The committee is currently determining its meeting date/time for review and forming recommendations. These recommendations will be brought back to PTSA Board for review and approval at the 11/4 Board meeting. Announcements to awardees would go out as soon as possible within the following the days.

We would like to confirm that our budget max for Grants is \$3,500??

We would like to hold a spring round of applications and request the Board consider allocation of some funds for that purpose.

Overall, we would like the Board to consider creating a more specific and prioritized list of projects it would like to fund with these grants so that funding can be more targeted to our goals, perhaps as a topic for Board in early spring to finalize by year end and have in place by next school year?

Brian confirmed the \$3500 maximum. At our next meeting we will discuss the possibility of spring grants.

Kathy noted that the readathon is scheduled to start in January. Jenny mentioned that the Scholastic book fair will be in April this year.

Kathy will let Melanie know the dates of the book fair.

Amy mentioned that the student council teacher reps would like to change the dates of the walkathon. The group discussed options and made the recommendation that it remain in June.

Kathy reported that Marianne will be going to legislative assembly on 10/8 and 10/9 and will report on this at the November meeting.

Ann reported that so far this year we have 186 members and \$1,500 in member donations over and above dues. 36% are new and more than 50% of last year's members have renewed. Amy suggested that membership info go into teacher's mailboxes for conference.

Amy will put reminder about membership in memo to teachers so that envelopes can be available at conferences.

Ann will check on date for ECE curriculum night to have membership envelopes available.

Mary reported on Communications. Now the MP Messenger (the school newsletter) will continue coming home on the 2nd Wednesday of the month and the Cheetah Chatter (the PTSA newsletter) will come out on the 3rd Wednesday. The deadline will be the 2nd Wednesday. Mary reminded us that she sends out an email asking for items and encouraged us to forward it freely. She reviewed the newsletter, email and website.

Mary will put the October skate party on the website.

Janina will send club info to Mary.

Mary will look at Scrip PDF.

Rachel will make a flier listing all the PTSA meeting dates and noting that everyone is welcome to

go home in the boomerang.

Kathy noted that this is Amy Grady's last year at MP and we need a person to shadow her and run the liaison program next year. There will be a liaison meeting on 10/6 at 2:30. There will be a cookie exchange in December, run by 6th grade and other teacher appreciation events in February, April and June. For staff appreciation week, the liaisons will encourage children to bring in a flower or a card.

President's Report:

Kathy asked Renee to report on the Art Docent program. It will be starting this month, with 4 lessons planned for this year. Each lesson will include a hand on project and a lesson about an artist. We purchased the program for this year, which included training, curriculum and supplies. The plan is to come up with some of our own curriculum in future years to keep expenses down. There are 12 docents signed up and each will work with the same class all year. All 1st -6th grade classes will participate. There will be one class going in the building at a time and it will be scheduled on google calendars. The docents will start contacting the teachers about scheduling.

Renee will email a letter about the program to the teachers.

Renee will get a 250 word article about the art docent program to Mary for the newsletter.

Kathy reported that the magician and the reflections celebration will both occur at the November PTSA meeting. She also reported that there is now a lock on the drawer in the PTSA room with only a few keys available.

Brian, Aileen, Kathy and Dixie will work out a protocol for getting things out of the drawer.

Kathy mentioned "cut and chat" and noted that it hasn't been active for a while. It was decided that this would be discussed further at a future meeting.

Teacher Representative Report:

Jenny reported that Pamela Willoughby wants the PTSA to know that she has 61 3rd - 6th graders in running club and there will be a fun run on October 28th, rain or shine, from 3:30-5:30 at MP. 4 other schools will participate. There will be ½ mile and 1 mile races that will begin at 4. Jersey's donated \$300 toward the team shorts which covered 50% of the cost. She will be needing volunteers for this event.

Jenny will email the details to Mary for the newsletter.

It was noted that we should consider increasing the PTSA line item for P.E. Pamela needs to submit a proposal to do this.

Amy will talk to Pamela about submitting a proposal to increase the P.E. Line item in the PTSA budget.

Jenny stated that a teacher asked her if there was a list of grants that were funded. Amy has the folder. Jenny reported that the first book fair of the year in Oct 20-22 and will be open the evening of the fall carnival. She is looking for volunteers.

Principal's Report:

Amy reported that assessments are ongoing. She reported that 6 times a year, general ed teachers would be having ½ day subs to allow them to participate in a learning community. There will also be a monthly High Cap teacher retreat after school. There are 2 new curricula, writing and math. Parents will have access to math on the computer.

Amy will talk with Dixie about Little Caesar's as discussed at the last meeting.

Other Business:

Lorraine mentioned Prop 1 on the November ballot and encouraged members to become informed on this issue and vote.

Adjournment:

Meeting was adjourned at 9:17 PM.

Lorraine M. Flaherty, secretary