

Parker PTSO Meeting Minutes

April 8, 2014

- I. **Call to Order** - President Jude McAnesby called the meeting to order at 8:20 a.m.
 - A. **Board Members Present:** Mike Buchal, Cheryl Kubo, Kendall DiDonato, Pam Adams, Gena McFarland and Geoffrey Mundon.
 - B. **Board Members Absent:** Robin Mullin, Mary Stancill and Sally Kaufmann.
 - C. **Others Present:** Carl Sturges, Chrissie Tramontin, Jonathan Vedelli, Marie Fellenstein Hale, Renee Romano, Sandy Coffee, Maile Wong, Kirsten Biondi and Dore Centeio.
- II. **Minutes** - The minutes from the last meeting (March 14, 2014) were approved as circulated.
- III. **Treasurer's Report** - Mike distributed the Budget to Actual Report as of 3/31/14. He reported that there was little activity in March. \$132.50 in concession expenses were transferred to the PBSC. We are still waiting for Palani French Bakers to submit their bill for the WOFF concession. Jude will follow up with Tammy Touchet. Per Jonathan, all reimbursement requests/receipts should be turned into the Business Office by June. Concessions should end up with about \$100 in revenue. \$500 was also distributed to Holly Weigle for her Fall Mini Grant award. We still have expenses coming up later this spring but our year-end balance should be \$3000 - \$4000.
- IV. **Committee Reports**
 - A. **Teacher Appreciation** – Chrissie reported that the Teacher/Staff Appreciation Luncheon will take place on 4/23. They are planning an Italian theme and menu and Student Council will be the servers again this year. Renee and Gena both volunteered to help if needed. The last Coffee Break will be held in May. They will keep it simple and offer baked goods.
 - B. **Fundraising:**
 1. I reported that the Cans for Cones fundraiser is going on now until April 30th. We sent out a reminder flyer on 4/4 and reported the class standings. Geoffrey put together a progress poster that is posted outside the LS office.
 2. The committee will meet sometime before our May 14 PTSO meeting to discuss plans for next year.
 3. Maile Wong has agreed to co-chair the committee with Kendall next year.
 4. Mike asked if we would be selling logo wear at May Day. Jonathan will look into it and let us know. The school would like to sell the items at clearance prices to get rid of all the old stock in preparation for the new branding. Jonathan reported that we should hit our \$750 in logo wear revenue for this year.
 - C. **Media and Communications Committee** – Robin was not in attendance so Jude reported that Robin is working on the Parent Survey. They hope to send it out before the end of the school year. Last year's survey is on Dropbox. If anyone would like to review the survey and submit suggestions to Robin for this year, please contact Jude to get access to Dropbox.
 - D. **Volunteer Committee** – No report.
 - E. **Garden Committee** – No report.

- F. **Mini Grants** – Jude reported that six (6) applications were submitted. Five (5) were for teacher development, asking for airfare and one (1) was from Paige Brown requesting \$360 to purchase food for a 6 week nutrition awareness/healthy snack program that she has put together with a local chef. The committee recommended and Jude made a motion that \$360 be awarded to Paige Brown, \$250 be awarded to each of four teachers for airfare costs and \$140 be awarded to Holly Weigle for airfare costs, totaling \$1500. (Note: The committee decided to award Holly a smaller amount because she had already received a \$500 grant in the fall.) Pam seconded the motion. A vote was taken and the motion passed.

V. **Old Business**

- A. **Report on Meetings with Student Council** – Gena had nothing new to report but Jude asked if she had any suggestions as to how PTSO could better support the students. Gena felt that having Student Council Advisor, Jessie Marshall attend out meetings will be beneficial.
- B. **Parent Forum** – Jude reported that the Parent Forum on *Teen Risk and Protective Factors* took place on March 26. About 20 people were in attendance and the forum was well received. Due to parent interest there will be a follow up forum held on 4/23 from 6 -7:30pm in the upper hall to discuss 40 Developmental Assets. It was also suggested that we hold Student Forums and Marie suggested a Tech program where students could help adults with their technology questions.
- C. **Evening Meeting** – Jude reported that we were unable to schedule an evening meeting in April because the Board was not ready to present the 5 - Year plan. For now we will leave our May meeting as scheduled but if the Board approves the Plan at their April meeting and are able to make a presentation, we will shift to an evening meeting.
- D. **Volunteer Appreciation Luncheon** –Jude reported that the luncheon is scheduled for 4/17 and invitations were sent out by email. We have decided to forego our end of year PTSO lunch this year since most, if not all, of our EC and PTSO volunteers have also been invited to the Volunteer Appreciation Luncheon. Jude will not know the cost of the lunch until the end of the week when they have the headcount. Mike made a motion that we add a line item to the budget for \$500 for the Volunteer Appreciation lunch. I seconded. A vote was taken and the motion passed. Note: The \$350 budgeted for the end of year PTSO lunch will be used for this event instead so the total available budget for the luncheon is \$850.
- E. **Conscious Discipline** – Jude reported that Robin is still checking with Heather to see if there is interest in having the program this spring or if we should wait until fall. If the program is not held this spring it was suggested that we inform parents, through Webflash, that they can borrow the program videos and handouts at the LS.
- F. **Art Start** - Jude reported that Art Start will take place on 4/11 and we have budgeted \$200 to pay for the lunches for 30 attendees. A taco bar will be offered and Kirsten and Geoffrey offered to help.
- G. **Creative Arts Bags** – No report.

VI. **New Business**

A. **Proposed Amendments to Bylaws:**

1. Mike explained that the purpose of amending the Bylaws is to clear up confusion regarding decision making and to clarify the authority of the General Membership, Officers, Executive Committee (EC) and the Standing Committees.
2. He gave an overview of the existing authority of the General Membership and EC and the current monthly meeting process.
3. He noted that the Bylaws Committee (BC) found that the current EC functions in many ways like a board of directors and might be more clearly named "PTSO Board." The BC is recommending that this Board be made up of the former EC members (Officers and School Representatives) and expanded to include some of the Standing Committee Chairs. A reduced Executive Committee made up of the Officers and chaired by the PTSO President would become a non-voting, advisory Standing Committee.
4. The Bylaws Committee (BC) is also recommending that the duties and authority of the Standing Committees (Fundraising, Grants, Teacher Appreciation and Executive Committee) be addressed and delineated in the Bylaws.
5. It was also suggested that the quorum for general membership meetings be amended to say, "Three or more members of the PTSO general membership in addition to a majority of the PTSO Board present and voting shall constitute a quorum for a PTSO general membership meeting."
6. Mike will prepare the proposed amendments to the Bylaws which will be posted on the school's website for everyone to review. A vote on the proposed amendments will take place at the May meeting.

B. Election of 2014-2015 Executive Committee– Pam presented the slate of nominees. Mike made a motion to accept the slate of nominees as presented. Marie seconded. A vote was taken and the motion passed. (See Addendum for list of nominees)

C. Admissions Request: Connecting with new families – Jude reported that Emily Pagliaro has requested PTSO's help in connecting with new families. After a discussion on ways that we currently reach out to new families (grade level get-togethers, orientation etc.) and some new ideas on how we could better reach new families (welcome packet, adopt a family etc.) it was determined that Jude will meet with Emily to inform her that PTSO is willing to help and to discuss our ideas. (Note: grade level get-together organizers need better contact information: names of parents, contact numbers, emails etc.)

D. LS Art Show – Jude reported that Robin has agreed to organize a family art project for the 4/16 LS Art Show. Geoffrey reported that they will be decorating vases with tissue paper.

VII. Adjournment – The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Cheryl T. Kubo, Secretary