

PTSA Executive Board Meeting, November 29, 2011

Attendance: Marcia O., Laurie C., Kevin C., Jennifer Min, Brenda Baldwin-Marshall.

Accounting:

- Jennifer will send Kevin the budget spreadsheet today
- Jennifer is taking care of the \$1000 check from the PTSA to the school.
- Jennifer gave the Treasurer handbook to Kevin.
- Marcia declared the transition of treasurer role to Kevin complete.
- Jennifer, Kevin and Marcia will go to bank to add Kevin to account.
- Kevin will take care of paying the dues right away (due Dec. 1).
- Kevin will research the insurance recommended for events and liability and advise.
- Brenda will establish a file drawer for PTSA documents for history/access.
- Kevin will draft a budget assuming \$5,000 in revenues. He will review the existing budget to determine current line items.

Membership:

- There are 24 members of the PTSA.
- Letter and registration forms will be mailed shortly to all homes.
- Saida will remind the teachers to ask the students for the forms/checks.

Fundraising:

- Chantilly High PTSA sent in \$100
- McLean High PTSA promised \$100 -- I followed up and received this check. Will send to Jen via Catie.
- Brenda will send list of feeder schools so that the Board members can call a couple each to follow up.
- A total of \$125 has been collected for the student scholarship fund.
- Sally Foster fundraiser has begun. Cedar Lane gets 40% of the sales. Approximately 24 staff members signed up to participate; Ms. Marshall will remind them at the next staff meeting. Emails were sent to existing PTSA members via email. The office has been supplied with flyers to copy and send home with the next mailing. -- I checked the website for sales and it is not functioning properly. I will follow up tomorrow on this and provide a report.
- Ms. Min will verify that the coffee sales fundraiser from last year is still ongoing. After the new year, she will send a flyer home about this.
- Business sponsorships will be discussed after the new year.

2011-2012 Programs

- Purchase of two Mimeos at \$588 each
- Staff development stipend of \$300
- Kevin will see whether Smithsonian has any display cases to donate.
- Laurie is hoping that the cost of school beautification will be minimal.
- Need to budget the cost of refreshments and possibly speaker for programs. Ideas:
 - organizational skills
 - nutrition/additives
 - community/county resources for special needs
 - mock job interviews

- high school employment
- Board agrees to providing a holiday breakfast/snacks to the staff (coffee, bagels, donuts, sweet tray) -- Is there any particular day this would be good? The 20th - 22nd?
- End-of-year staff luncheon
- Student scholarship earmarked
- Ms. Bouzaher is collecting further ideas from teachers/staff.
- Marcia will be soliciting ideas from members following the membership drive

Survey on Parents Needs

- Best way to communicate PTSA business
- Feedback on Board's program ideas (see above)
- Ms. Marshall said that Nancy Fehrle can program the survey

Beautification

- Laurie took pictures of the school front and side, places where planters may be placed
- She is working on a proposal. Ms. Marshall gave her encouragement for the project.

Communications

- Ms. Marshall will provide the Board with copies of the school brochures for use with fundraising and other PTSA business. -- I received some of these. Does anyone else need copies, too?
- Ms. Fehrle can post PTSA minutes and budget to the school website
- Need for someone to collect, edit and post school events for website/email
 - include PBIS calendar
- Need to obtain anonymous emails for officers

January Meeting Agenda

- Updates on the above
- Program planning