

**Business Meeting Minutes – 8/26/08**

August 26, 2008

6:30 ó 8:00 p.m.

1. Call to Order ó The meeting was called to order at 6:33 by Liz Wager, PTA president. Fourteen people were in attendance.
2. Approval of the Minutes ó There were no minutes to approve
3. Report of the Officers ó Liz mentioned that reports are only reports, not discussion. Any discussion, will be added to new business, or e-mail.
  - a. President's Report ó
    - i. PTA files and supplies are now located in the workroom, under the counter, to the left of the copier. The file box will contain information sheets, master copies, and other items. It will also be used as a mailbox, for the officers, who will each have their own file.
    - ii. Membership ó PTA will pay for membership of committee-member teachers.
  - b. Treasurer's Report ó
    - i. Debbie was not here, so Liz announced that our 2007 taxes are done.
    - ii. The audit will be held on September 5<sup>th</sup>. Members of the audit committee can't be signers from last year. Current committee members include Debbie, Jennie, and Tori
  - c. **Principal's Report**
    - i. Current enrollment, with preschool stands at 535!
    - ii. Bond Construction ó We're on schedule to be finished by the end of September, and would like to have an opening ceremony and ribbon cutting in October where we can officially thank construction workers, BVSD, and the Bond project. We can also have the event in the newspaper.
    - iii. Principal Coffee Chats ó The chats will be held in the mornings, with no childcare provided. Translation will be available. Location for September will be determined later.
    - iv. The Marquez family would appreciate meals, and other support. Liz and Tori will be parent contacts.
4. Reports of Chairs and/or Committees
  - a. Fundraising Chair ó Susan Churchill ó Jog-a-thon meeting is August 27<sup>th</sup> at 10. She needs to find another chair because she's busy with grants and the Dining for Dollars program. Bruce said that the critical part of the jog-a-thon is having volunteers during the event.
  - b. Grocery Certificates ó Tracy wasn't in attendance, but will send home flyers on Friday. Sue said teachers should be encouraged to sign up for this program as a show of support for the PTA. Nanette Schunk is the only one with access to credit card numbers. Cash purchases can be made from Jennie.

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- c. Classroom Rep. Coordinator ó Michele Curtis ó Michele will have a roster for back-to-school night. Teachers are asked to recruit classroom reps then.
  - d. Reflections Chair ó Stacy Putnam. Stacy is putting together a flyer. Art is done at home. There was discussion of allowing kids to check out art supplies from school to use at home. Stacy will find supplies left from last year and set up a parent meeting. She may have a sample on a bulletin board, and needs to get ribbons and judges.
  - e. Teacher Reports ó The 1<sup>st</sup> grade used PTA money for First Grade night and had 120 families in attendance.
5. Old Business ó
- a. Reminder - Teachers were asked to fill out index cards indicating how their classroom would like to be involved with All Cultures night.
  - b. Finalize/approve the 2008-2009 budget**
    - i. Tori, in Debbie's absence, stated that a committee of parents and teachers met over the summer to craft the budget. Then Liz, Debbie, and Holly met to make revisions. Tori moved that we adopt the 08/09 Budget B.
    - ii. Liz stated that we only need to approve the bold line items with a vote, and that later, monies could be moved around within the categories without a vote.
    - iii. Debbie will write a check and give teacher allocation money to Renee, who will then distribute the money into classroom accounts.
    - iv. To get access to team money, teachers will have to submit a reimbursement form, which can be found in the PTA file box, and will also be sent as an attachment to the teachers in an e-mail.
    - v. There will be a manila folder in the PTA mailbox for completed reimbursement forms.
    - vi. The 2008-2009 Budget B was approved by unanimous vote.
  - c. The PTA calendar was approved with the following changes:
    - i. Move Nov. 18<sup>th</sup> Business mtg. to Dec. 9<sup>th</sup>
    - ii. Cancel March 3<sup>rd</sup> program, combine Story Night with Literacy Night in April
6. New Business ó 7:30 – 7:55
- a. Finalize plans/ideas for the PTA Meet and Greet Program ó Jennie will be in charge of this event. Teachers aren't expected to attend.
  - b. Lafayette Parade ó We still need a committee. The theme of the parade this year is Living Green. Sue has our banner and pole, and will forward last year's flyers.
  - c. Walk to School Day needs committee/chair. The new change date is October 8<sup>th</sup>.
  - d. Jog-a-thon - times, input from teachers – committee meeting Wed. 8/27 @ 11:00** – This was discussed in Susan's report.
  - e. Vision and establish a committee for the All Cultures Dinner program.**
    - i. This has been historically the best-attended event of the year. Passports have grown to be too cumbersome, so we won't be doing those again this year. Also, it's too early in the year for teachers to be expected to have

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their related projects completed and ready to display. It was decided to combine this event with our ribbon/cutting open house. The schedule is as follows:

1. 5:00 ó 5:30 Ribbon cutting, and corresponding speeches.
2. 5:30 ó 7:00 Pot luck in the cafeteria, with a different, more flow-friendly arrangement of tables.
3. 5:30 ó 7:00 Open classrooms, including specialists where teachers can have simple displays (such as the kids' journals or favorite recent project) and/or stations, such as the reading corner, or math manipulatives tables.
4. 7:00 ó 7:30 Entertainment on the stage.

Connie and Steve agreed to be on the All Cultures committee.

7. Announcements ó
  - a. September 10 ó 6:30-8:00 Back to School Night
  - b. September 16 ó 6:30-8:00 Meet and Greet Program
  - c. September 23 ó 6:30-8:00 PTA Business mtg.
  - d. September 26 ó 9:30-10:30 Principal Coffee Chat
  - e. September 28 ó Green Week /Eco Cycle Contest
  - f. October 1 ó Jog-a-thon
  - g. October 4 ó 10:00-11:30 Celebrate Lafayette Parade
  - h. October 8 - 7:30 ó 7:55 Walk to School Day

Additional comments:

Jennie will be time-keeper at the business meetings.

We still need a Volunteer coordinator.

Meeting was adjourned at 8:17 by Liz Wager.

Respectfully submitted by Tori Guess