

Board Meeting Minutes

Tuesday, April 21, 2009

6:30 ó 8:00 p.m.

1. Meeting was called to order by Liz Wager @ 6:35. Welcome to Tracy Meyers, our new program chair.
2. Approval of the Minutes ó Jennie Bickle motioned to approve the minutes, the motion was seconded by Jamie Ladwig and they were approved.
3. Reports ó
 - a. President ó Liz Wager
 - i. Tonight's meeting has been on the board meeting agenda and minutes since January, but never made it onto the school's master calendar, causing confusion. From now on, when changes to the calendar are made, the PTA secretary needs to e-mail Renee Moore and Patty Gruber to ensure that changes are made to the calendars for the school & for Holly.
 - ii. Updated org chart was handed out. Changes include adding Tracy Meyers as program chair, and the re-working of the Green Team, now called Renewable Resources.
 - iii. Because Debbie and Jennie are resigning their positions as treasurer and VP, there is no need to elect Jennie into the now-vacant treasurer position for next year. However, we do need to re-do our by-laws this summer.
 - iv. Liz will be meeting with Holly on 4/29 to plan next year's calendar.
 - b. Treasurer ó Debbie Breitman
 - i. Debbie handed out the current budget report
 - ii. She also submitted a report detailing YTD expenses vs. budget, and highlighted the monies which aren't likely to be spent, and thus able to be re-distributed.
 - iii. She presented a request for funds from the Garden to Table project asking for PTA to purchase a half-priced shed from Home Depot for \$250 plus tax. There was an additional request for a \$79 reimbursement for delivery of paving stone donation. We need to address the issue of volunteers purchasing items before requesting funding. This needs to be added to the PTA Policies and Procedures manual. Deb McCloskey made the motion to approve the disbursement of \$375 to fund these requests. Motion was seconded by Jamie Ladwig, and was passed.
 - iv. We have a funding request \$910 for shelf markers for the new book resource room. Debbie will ask for clarification of needs, explore alternatives, and ask whether or not this book room is in the school's long-range plans.
 - v. We've budgeted to spend \$25,000 next year, keeping \$17,000 in reserves. Our CD matures in October, leaving us with \$12,000 in cash at the start of the school year.
4. Reports of Chairs and/or Committees ó
 - a. Solar Grant ó Mary Wilkie
 - i. The meeting with CRE had to be postponed until 4/23. Caleb Melamed will show his PowerPoint presentation. Holly Hultgren, Mary Wilkie, Susan Churchill, and Denise Golden will also attend. We have lots of community support, and will have a display illustrating this.
 - b. Renewable Resources ó Mary Wilkie ó Garden to Table
 - i. Students will be painting pavers on May 4th.
 - ii. There will be a Garden to Table meeting on 4/22 from 6-7:30.
 - iii. There will be a calendar showing grade-level access to gardens.
 - iv. There is a tool drive on Earth day.

- c. Bike to School /Earth Day 4/22 ó Deb McCloskey
 - i. Kids are wearing green, recycling plastic bags, and picking up litter during recess.
 - ii. This will be run by student council, with help of parent volunteers.
 - iii. LES is still working to be named a Green Star school.
- 5. New Business ó
 - a. Budget ó Jennie Bickel
 - i. The proposed budget sheet was handed out. We will be spending \$25,000 next year, keeping 12,000 in reserves
 - ii. Club funding was based on Julie and Holly's recommendation.
 - iii. PTA will now pay for childcare for PTA and SIT meetings.
 - iv. We need to budget for an accountant because we can't use the 990EZ form to file taxes.
 - v. The CAP program next year will cost approximately \$4000. PTA will subsidize half, and parents will be asked for donations.
 - vi. We've budgeted \$18,415, leaving \$3660 for teachers, who will determine distribution. This allows PTA to keep \$1000 not budgeted.
 - vii. Funding Requests for next year - Debbie Breitman
 - 1. Assembly funds - \$1500. We'll fund this if there is money available at the end of the year, or roll over assembly monies not spent this year.
 - 2. Monthly para breakfast meetings - \$250 in grocery cards for food. Denied.
 - 3. Healthy Learning Conference - \$870 scholarships for teachers. Teachers can choose to fund this from their funds, if interested.
 - 4. Garden to Table ó \$200 for supplies including wheelbarrow. We will see what comes in from the tool drive, and proceed from there.
 - viii. We should look into writing grants specifically to fund PTA
 - ix. Should teachers ask for classroom fees at the beginning of the year?
 - b. Fundraisers -
 - i. We raised \$25,000 this year. The goal for next year will be \$30,000
 - ii. Jog-a-thon
 - 1. Debbie Breitman ó This year's event raised \$13,000 with 250 kids participating. We need to encourage more participants, and try to get matching funds.
 - 2. Should we move this to wellness week/earth day?
 - iii. Should we request donations from parents on club sign-up forms?
 - iv. Finalized list of 09/10 fundraisers:
 - 1. Payback coupon book in the fall ó est. profit - \$6,000
 - 2. Original Works ó October (we need a coordinator) ó est. profit - \$2500
 - 3. Jog-a-Thon ó Spring ó est. profit - \$15,000
 - 4. Sally Foster ó Fall ó est. profit - \$15,000 (not sure profit amt last time)
 - 5. Grocery Certificates ó on-going
 - 6. PayPal on website - We can allow donations to specific line items, monthly donations, and have a highlighted funding request each month.
- 6. Announcements
 - a. April 24 -25, PTA State Convention ó Liz, Suzanne, Monica
 - b. May 5th ó final board meeting at Liz's house 6:00-8:00 ó Mexican dinner
 - i. We will review budget, if needed
 - ii. Officially vote Jennie in as treasurer
 - iii. Review proposed calendar for 09-10

Respectfully submitted by Tori Guess