

Minutes for PA Executive Board Meeting, November 5th, 2007

Present: Kathy Brito, Francesca Di Mauro, Stevie Ray Dallimore, Marci Stringham, Luisa Diorio, Kirsten Cowal, Juan Carlos Brito (present toward the end of the meeting). Elise Kagan, Denny Chern-Kelk, John Kelk and Ivelisse Suarez-Levine were present during parts of the meeting.

The minutes for the last Executive Board meeting were approved.

It was noted that today was the starting day for the new Parent Coordinator, Denise Rosa. Kathy will give her flowers as a welcoming gesture and Ms. Rosa will be invited to submit a piece about herself for the next BPN.

Questions raised by Kathy Brito about how to handle a situation in the middle school between a teacher and a student led to a discussion about the fact that there is a lack of information about what staff person to turn to under particular situations as well as a lack of basic information on the school support staff. Kirsten Cowal volunteered to try to compile a staff directory.

The dues letter was the next item on the agenda addressed. Stevie Ray Dallimore read his draft letter and it was discussed. There appeared to be general approval of the tone of the letter, particularly with regard to the strong exhortation and encouragement to parents to contribute significantly more than the amount stipulated in the bylaws. After comments from various people, the discussion on the letter was tabled for the 7:30 fundraising strategy meeting.

The next issue that was addressed was the pending question of whether pre-kindergarten parents can run for the SLT or PA. It was decided that pre-k parents cannot run for the SLT for a number of reasons, including: 1) it is a 2-year term and parents may decide against or be precluded from (if they are not zoned) continuing in the school and 2) the pre-kindergarten program is not a full day program or part of the public school system, being rather a universal program.

With regard to the PA, it was decided after some discussion, that pre-k parents could run for the PA since the elections do not take place until close to the end of the school year and at that point any pre-k parent that ran for office would be a kindergarten parent when he or she took office.

The next item up for discussion was guidelines for using the copying machine. Class parent representatives need to make copies and should be able to do so because copies are being paid for by Title I funds. It was noted that the administration has indicated that it

only wants Executive Board members and its designees to have access to the machine. After various options were discussed and suggestions made, it was decided that a list of individuals that have access to the machine will be drawn up and include the Executive Board members, committee chairs and class parent representatives. In cases where another person needs to use the machine (to help with xeroxing flyers for mass distribution, for example), he or she will be given a time-limited pass to do so. Kathy Brito will be the point person for emergencies (paper jams, toner, paper, etc.) and Marci Stringham will be responsible for scheduling the use of the machine (to avoid inadvertent time conflicts) and for issuing passes.

Francesca Di Mauro asked the Board to authorize the expenditure of \$320 by a teacher, Ms. Hovde. These funds were earmarked last year for a project that wasn't carried out because Ms. Hovde broke her arm. The Board approved the request.

The discussion turned to Movie Night. Kathy Brito registered her concern about the cost of the pop corn rental machine. The cost was presumed to be \$230 but the Board was informed that the cost will be \$150 since the vendor in question finally provided a written quote. There was a debate on the merits of incurring this cost (and other costs more generally) in the name of fundraising and to what extent other considerations or goals (such as school spirit building, making a big "splash," or setting a precedent for future and ongoing events) should supersede the bottom line. It was agreed that the PA will pay for the popcorn machine rental for this event but that alternatives will be investigated for future events. It was noted that the popcorn machine will need to run for several hours before the movie starts so that there is enough popcorn.

The originator and organizer of Movie Night, Holly Gould, spoke to the Board about various logistical issues for the event. Tables for popcorn and the popcorn machine, drinks and microphones will be placed in the vestibule of the auditorium. Holly Gould asked when a decision should be made as to whether there are enough drink donations (assuming that there will not be). Luisa Diorio suggested that if donations fall short that the big containers with spouts (already on hand) be filled with instant lemonade and be sold by the cup. The Karaoke version of the movie was selected and a suggestion for an extra fundraising raffle involving movie trivia was voted down. Holly Gould noted that she has about 25 volunteer for the event and that one of them, an artist, will be making signs for the event. She will be preparing a master list of pre-payees so that tickets do not have to be sent to the kids. She indicated that she needs volunteers to act as bathroom monitors and to ensure security in the auditorium. Kathy Brito has made arrangements for police officers to be stationed outside of the school.

The final items on the agenda discussed were the e-mail distribution list and Staff Appreciation Day. It was decided that emails having to do with meeting agendas will

only be circulated to board members while emails having to do with the BPN will be distributed to the executive board and committee chairs. November 20th is Staff Appreciation Day which is separate from the Staff Appreciation Dinner. The Staff Appreciation Day is not a PA event but the PA has traditionally given flowers to members of the administrative staff. Kathy will procure flowers and investigate whether the administration will be providing food as is assumed by several board members.