

Executive Board Meeting, March 6, 2008

Present: Francesca Di Mauro, Stevie Ray Dallimore, Marci Stringham, Kirsten Cowal, Victoria Frye, Holly Gould, Susan Saar

The first order of business that was discussed was the wish list and staff appreciation dinner. It was noted that Luisa Diorio needs to contact Ms. Chory to find out how the checks need to be filled out. Marci Stringham wondered if the Executive Board is supposed to send invitations to the teachers and if there is anything else the Executive Board needs to give to teachers. She also wondered if reminders need to be sent out to parents and if enough food commitments have been made. Ms. Stringham will contact Ms. Diorio and copy Hilary Bronfman (who is coordinating the food and volunteers) on the message.

There followed some discussion about the “parent task force” that will circulate in the hallways during parent-teacher conferences to remind parents to complete the needs assessment and the Learning Environment Survey (LES). The LES will be sent to parents on March 12th and each survey will be coded for each family. Therefore, the loss of a copy of the LES is less easily remedied than the loss of a copy of the needs assessment. Parents can fill out the LES online but some code number or the like may be required. The task force, for that reason, will concentrate its efforts on the LES rather than the needs assessment. There was some discussion of the notion that Ms. Chory may talk to teachers about them distributing the LES to parents after their conferences. Tory Frye noted that if the distribution process for the LES is standardized by the Board of Education such a process may not be possible.

The discussion turned to the mission statement that the PA Executive Board committed itself to draft at the PA/SLT retreat earlier in the year. Ms. Frye stated that if the Fundraising/Grant writing (FR/GW) committee agreed to it, that she would seed the FR/GW mission statement to the PA, since the FR/GW is a component of the PA and that it doesn't seem sensible that it should have a mission statement while the larger PA did not. The FR/GW committee has also been working on a handbook that would compile all of the relevant information and steps involved with the various fundraising events and activities that take place throughout the year (i.e. how to organize a bake sale). Both the content of the mission statement and the handbook can be used as models or templates for their counterparts for the PA. Ms. Frye committed herself to drafting a preliminary mission statement and to outline her vision for the PA handbook or “big binder” including a table of contents. Stevie Ray Dallimore noted that this could create an institutional memory which would save future Executive Boards from having to start everything from scratch and Susan Saar noted that the existence of “how to” materials would help not scare parents away.

The discussion turned back to the staff appreciation dinner with questions as to the structure of the event. Francesca Di Mauro described what she knew of the happenings. The Executive Board is traditionally at the dinner, the PA President makes a brief presentation, thanks teachers and the Executive Board and some of the wish list items (checks this year) are distributed.