

## **PA Executive Board Meeting, 9/24/07**

Present: Kathy Brito, Carlos Brito, Stevie Ray Dallimore, Francesca DiMauro, Marci Stringham, Kirsten Cowal, Denny Chern-Kelk

The meeting began at 6:35.

Kathy Brito handed out copies of the agenda for the meeting and Marci Stringham distributed copies of a school and community calendar that will be distributed at the General Meeting on Thursday.

The upcoming general meeting was discussed in terms of who would be speaking when. It was decided that Kathy Brito would make a welcoming speech that would be following by a report from Ms. Chory. Kathy Brito will then introduce the Board members briefly and Stevie Ray Dallimore will introduce and describe the committees. Following that Luisa Diorio will discuss the budget, Francesca Di Mauro will introduce the School Leadership Team and Judith Michael by invitation and by her consent will discuss the nomination process that must be undertaken to fill the one open position on the SLT. Denny Chern-Kelk will make a presentation about fundraising activities and Soledad Quintero will discuss the status of the search for a new Parent Coordinator.

Kathy Brito noted that she would be unable to attend the Executive Board and Committee meetings scheduled for October 1. A discussion ensued as to whether the date of the meeting could be changed given the indication in the bylaws that these meetings are to be held on the first Monday of the month. A review of the bylaws indicated that the Executive Board has the discretion to change the dates of these meetings so a vote was held and passed to change the date of the meeting to Tuesday, October 2. An announcement will be made at the general meeting about the change in date since some members may be expecting the meeting to be on Monday, October 1.

Following some questions and discussion, it was decided that committee chairs would be elected by committee members at the meeting on October 2. Kathy Brito will approve the nominations as is her duty as per the bylaws. There was some discussion as to whether parents who sign up for committees should be contacted by email or phone before the meeting to remind them of it but it was decided that it would not be necessary given the brief time period between the general meeting and the subsequent committee meetings. However, there was consensus that a flyer should go out on Monday reminding parents of the meeting on Tuesday.

The option of preparing and handing out a packet with the various handouts to parents as they entered the cafeteria was raised and was regarded all around to be a good idea.

Kathy Brito mentioned that Ms. Chory wants the general meeting to be held in the auditorium.

The process for establishing a nomination committee and holding an election for the SLT was next discussed. Francesca Di Mauro presented a document containing the section of the bylaws on nominating committees that can be distributed at the meeting. Luisa Diorio assured the rest of the Board that Judith Michael has agreed to give a presentation about the nomination process though she will not take an active role in the process itself.

The desirability of holding an expedited election was highlighted. It was noted that written notice must be given to parents at least 10 business days in advance of such election. There was discussion as to whether the election should be held on a separate date as a separate meeting and it was ultimately decided that the election (if approved by the PA membership) would be held at the next general meeting on October 18<sup>th</sup>. It was noted that this would allow the newly elected member to attend the second meeting of the SLT. It

was noted then that two votes are required at the general meeting: 1) to establish a nominating committee which must have at least 3 members, at least one of whom is bilingual and 2) to authorize an expedited election.

Luisa Diorio described her plans for discussing the budget at the meeting. The Board decided that it would be best if parents are given a descriptive list of wish list items rather than the itemized list and budget. Concerns were raised that some PA members may have pointed questions about the wish list and it was decided that parents would be asked to vote on the budget as a working document and that the specific contents of the wish list would be discussed and voted upon at future meetings.

Denny Chern-Kelk gave the Board a status report on the class pictures project and the wrapping paper/candy sale (hereafter called the Fall fundraiser). Denny Chern-Kelk indicated that she was having some difficulty in securing compatible dates between potential photographers and the school administration. Due to an oversight by an Executive Board member last Spring we do not have a photographer lined up yet so we are in a position of having to scramble if we are to get pictures before the holidays which is what parents prefer. Kathy Brito authorized Denny Chern-Kelk to contact vendors and try to schedule interviews. This is permissible since the PA membership last spring authorized the prospective fundraising committee to investigate various fundraising options including class pictures. Denny Chern-Kelk informed the Board that the photography has to take place on two days in October but that they don't have to be consecutive. Vendors have to be licensed and approved and have to be able to handle the various requirements imposed by the school (such as two pictures each for eighth graders) and the heavy volume.

Denny Chern-Kelk displayed the catalogue for the wrapping paper/candy fundraiser vendor that was selected. She noted that parents who do not wish to sell candy can remove that section since it is in the middle. The timetable for this fundraiser was reviewed and it was concluded that orders need to be collected by Halloween so that orders can be fulfilled by the holidays since the vendor requires at least two weeks. Denny Chern-Kelk will give an overview of the fundraiser at the general meeting and will mention that the relevant forms, etc. will be distributed to parents in the next few weeks.

A discussion followed about the budget and the status of the carry over from last year and the fact that some funds are going to yet be received by the photographers. Luisa Diorio stated that she wishes to make all bank deposits herself (and no one else but she will do so) and that she will make it a regular practice to do so on Tuesdays. Board members were reminded that no one should count or otherwise process PA funds without someone else present. All funds received by any Board member are to be given directly to Luisa Diorio or Kathy Brito. Similarly, no PA monies are to be removed from the school premises except by Luisa for deposit at the bank. All money received through the fundraisers will be counted at the school.

Marci Stringham raised a few questions put to her by other PA members. Susan Saar is requesting a date in October, a Tuesday or Wednesday, for the first Yoga Night. Tuesday, October 16<sup>th</sup>, was tentatively chosen subject to Ms. Chory's approval.

Marci Stringham also informed the Board that the Web site can go up once a welcome page has been decided upon. Given the desirability of having the Web site up and running right away, the Board decided that the existing DOE Web page with any revisions deemed suitable by Marci Stringham should be used. The current e-group will be moved onto the new Web site.

The Board decided that since the meeting will be held in the auditorium that minimal refreshments should be provided to minimize any potential clean up issues. Kathy Brito will check to see what is left over from previous recent events and Marci Stringham will purchase any additional items that are needed.

The contents of the information packet to be given to parents were confirmed: the calendar, description of committees, budget, the wish list blurs and the agenda. All documents will be double sided and in English and Spanish.

It was observed that the Boards in the entrance way to the cafeteria are bare and that they should be decorated prior to the general meeting. Carlos Brito was nominated to perform this task.

Meeting adjourned at 8:45.