

Executive Board Meeting, November 3, 2008

Present: Francesca Di Mauro, Susan Rosenberg, Susan Saar, Carlos Brito, Kathy Brito, Ruth Lilienstein, Ivelisse Suarez-Levine, Wilma Lopez, Kate Forbes, Leonisa Ardizzzone, Jeanine MacAdam, Victoria Frye, Amy Ogata

The minutes from the October executive board meeting were reviewed and approved.

Francesca Di Mauro reported that the finance sub-committee, consisting of herself, Ivelisse Suarez-Levine and Carlos Brito met with Judith Amaro and Rebecca Alicea at the district office. Ms. Amaro requested the meeting. The outcome of the meeting was that Ms. Di Mauro drafted a letter to solicit payment from the families that have outstanding balances. Judith Amaro will provide the necessary contact information and she also approved the letter. Carlos Brito noted that the district office went through the 2005-2006 financial records and found no problems. He reminded everyone that the 2006-2007 financial records (bank statements, deposit slips, etc.) are nowhere to be found. Someone mentioned that mid and end of year financial reports should be able to be found because copies have to be submitted to the school, so presumably there are copies of these reports somewhere. Kathy Brito and Ivelisse-Suarez Levine will follow up on this. Kathy Brito talked about the need for a written record of the meeting at the district office and Carlos Brito indicated that he would draft a document.

Francesca Di Mauro reported that she had met with Ms. Hozumi the previous week to discuss the needs of the intermediate school and that the discussion was very interesting and illuminating. Ms. Di Mauro stated that fundraising in the intermediate school only takes place during school hours and is completely teacher and student driven. Parental involvement would be very helpful. Mr. Miller, the upper school dean and 8th grade advisor indicated that the greatest needs in the intermediate school are for a gym teacher (the upper school has no gym teacher – the gym program is taught by regular teachers), and for instrumental music and foreign language instruction. Ms. Di Mauro described watching the candidates for the Student Council give their speeches and indicated that many of them had fundraising ideas, such as a pajama day, role model day, inside out day, a car wash and dances. It was decided that a group of parents would be constituted to work with Ms. Hozumi the Student Council on their fundraising ideas. This group would tentatively include Kate Forbes, Susan Rosenberg, Kathy Brito and Judith Michael.

A discussion ensued about the 8th grade senior trip which is to a horse ranch. Mr. Miller told Ms. Di Mauro that it is a 20 year tradition at the school and that many kids, particularly those with older siblings, will have been hearing about the trip for several years before their turn comes up. The trip involves a lot of opportunities – such as climbing and horse back riding – that are rare or nonexistent for many students and the trip is self-contained. The problem is that the prices keep rising and that parents are contributing \$100 for the trip on top of \$90 senior dues for the cap and gown and yearbook. Part of the reason the trip is so pricey is that coach buses have to be used rather than yellow buses because it is out of the city. A couple of different ideas were suggested to raise funds for the senior trip and the abovementioned group of parents will investigate different options.

The next item on the agenda that was discussed was the Studio in a School (SIAS) project art PA committee (ARTPAC), which has been formed and will be working with the school administration to implement the program. The members of the committee are: Peter Chamedes, Navi Stoller, Megan Murphy, Gregg Lachow, Aryn Chapman and Kati Koerner. Kati Koerner wrote up a description of SIAS that will serve as a blue print model. There was discussion about the fact that the Executive Board needs to get the ARTPAC to interface with Ms. Chory and Fran van Horn from SIAS and that this should be a Parents Association and not a Fundraising Committee function.

A discussion ensued about the implications of the decision to fund SIAS since it potentially means that there will be less money for the wish list. Jeanine MacAdam suggested that thought needs to be given to the issue of how the wish list is going to be handled in the future because one of the aspects of it was that it resulted in a relatively equal distribution of funds across the grades. Leonisa Ardizzzone suggested that the increase in dues collected along with an increase in fundraising activities will cover SIAS and still fully fund the wish list. Ivelisse Suarez-Levine indicated that there has never been a set amount of money dedicated to or stipulated for the wish list. A review of the budget in the context of this discussion showed that \$3,805 in dues were collected above the projected amount while the candy sale came \$5,562.64 under the projected amount. It was clarified that Movie Night is not going to take place.

The contents of the next Backpack News – coming out in December which an editorial deadline of December 1 – were discussed. Yolanda Melendez, a staff member who will complete 25 years of service, will be interviewed and photographed. Francesca Di Mauro will work with Susan Saar to get a blurb in about the Student Council. A suggestion was made to have a newsletter insert to the BPN which would have some information on each grade – potentially a 4 page insert. Kathy Brito indicated that she would get information about the 6th grade trip to Washington, D.C. for a leadership council.

The next issue that was discussed was the agenda for the next general meeting. It was agreed to procure a turkey to use as a door/raffle prize. Susan Rosenberg and Wilma will do outreach for donations but it was generally agreed that if a donation was not forthcoming that the members of the Executive Board would make personal contributions to cover the cost. It was noted that kids can eat in the library as long as there is clean up afterwards. There was agreement to put food in the library and on a table in the cafeteria. Leonisa Ardizzone indicated that she might be able to bring arts and crafts supplies to build tepees and wigwams, etc. At the meeting a report will be given on the meeting with Judith Amaro regarding the collection of the arrears. Carlos Brito will be the clock watcher. Kate Forbes and Amy Ogata asked for approval to hold a sidewalk sale on November 15th in which they hope to raise a modest amount (\$200) to reimburse Kate Forbes for her outlay. It was agreed that because the sidewalk sale does not involve the school at all that it does not need to be presented to the membership. However, Ms. Forbes and Ms. Ogata also indicated their wish to engage in another fundraising effort involving the design and sale of canvass grocery bags featuring a design by a local artist. The outlay would be \$3 to \$5 per bag including shipping and handling and could be sold for \$10. This will need to be presented to the membership.

Susan Saar mentioned that the Fitness and Nutrition committee would like to produce a multi-cultural cookbook as a targeted fundraiser for the yoga program. A question was raised as to whether the cookbook should be done in conjunction with the intermediate school since it does not have a gym teacher. Susan Saar replied that the intermediate school doesn't seem very interested in the yoga program. Susan Rosenberg pointed out that a lot of work is involved with producing a cook book but Susan Saar indicated that a new parent, Deborah Natale, has offered to take on the project.

The meeting adjourned. After the end of the meeting, the Executive Board officers were asked to approve a letter submitted by Wilma Lopez in lieu of receipts (which she lost) to be reimbursed for out of pocket expenses (\$28 from the refreshments budget line and \$63 from the school tour budget line). The Executive Board officers voted to accept the letter in place of the receipts and all officers signed the letter to signal their approval.