

Executive Board Meeting

September 16, 2008

6:00 to 7:00pm

Present: Francesca Di Mauro, Kathy Brito, Carlos Brito, Susan Saar, Tory Frye, Leonisa Ardizzone, Wilma Lopez, Denny Chern-Kelk, Ruth Lilienstein-Gatton, Elise Kagan

The first topic of discussion was fundraising. The timeline for the **Fall Gift Wrapping Paper Sale** was changed. The distribution of goods will be on November 20 and all the dates leading up to it have changed accordingly. Flyers announcing the fundraiser will go out on the week of September 22. The flyer is currently being designed and will include a pitch to 8th graders exhorting them to get out and sell stuff since this will help defray the cost of their senior trip. Nine hundred forms will be ordered and the vendor will provide introductory letters. The order forms will be due on October 15th. It was agreed that FR/GW would take care of the Xeroxing and distribution of the flyers since another flyer announcing the September general meeting will also be going out at about the same time.

Next, the issue of whether to use Family Yoga Night as a fundraiser was discussed. Susan Saar noted that the original intent of providing an opportunity for families to take yoga who might otherwise not be able to afford a yoga class is not occurring because these families are not attending. The question then is whether a suggested donation should be solicited from the families that attend and if so, whether this is something that needs to be approved by the general membership. Susan Saar noted that this fundraising could be linked to the Bent on Yoga program which is taking place this year with 4th graders. A consensus was reached that it would be better to keep the event free, not advertise the suggested donation anywhere (such as the Backpack News or FYN flyers) and to simply solicit donations informally at the yoga nights by putting out a collection jar or box.

Francesca Di Mauro announced that Amy Ogata wrote a proposal for the Studio in School program. Representatives from that organization have visited the school and met with administration and that is where things stand at this time. There is a possibility that the PA will need to raise matching funds. Tory Frye noted that fresh blood is badly needed for grant writing.

The discussion then moved to committee reports. Kate Forbes Dallimore, the co-chair of the Environmental Committee with Amy Ogata announced that they got free compost and plants from the Parks Department which they put in today. They have signed up to receive 50 free bulbs. Kate Dallimore noted that all of the planting materials they have used to date have been free but they probably need to raise some funds. She distributed a description of a sidewalk sale they would like to have in order to raise about \$150. Other ideas that were mentioned were a lemonade stand run by kids and a bake sale on the day of the Medieval Festival. There was some discussion of how the garden would be maintained. Kate Dallimore indicated that the planted area would be relatively self-contained in the border areas of the flag pole area and that there would probably need to be a sign to keep kids out of the garden.

Carlos Brito distributed copies of the budget. Appreciation was expressed for the fact that the budget included three years as well as last year's projected and actual budget and that it was presented in such an easy to follow format. He noted that he is working with Luisa Diorio, last year's treasurer, to solve the outstanding discrepancy of \$262. They are looking into different possible explanations, including bank fees and checks not cashed. Carlos Brito noted that he included place holders for some events that we don't yet know whether or not we will have and also noted that he needed more information about income and expenses to make the budget more accurate and reflective of what is really going on. He mentioned that the other category for last year consisting of miscellaneous donations. A discussion about the accounting of School-a-Palooza ensued. The presentation of the event on the budget does not reflect the fact that the event turned a profit since the numbers for expenses and income are identical. All of the proceeds were donated to the school for the classroom libraries. It was noted that the expenses for the event were only about \$600 and the rest was profit. Carlos Brito will obtain the necessary information from the event organizers to revise the budget. Kathy Brito mentioned that she spoke to Mr. Clayton from the district 6 office who had some questions about some budget lines from last year's financial report. Leonisa Ardizzone suggested that a sub-committee be created to assess options to resolve the outstanding issue of the \$5,000 that is still owed to the PA from the after school program and the disappearance of the

2006-2007 financial records. Such options might include legal action or censure. Carlos Brito will work on setting up the sub-committee. Francesca Di Mauro suggested that at next week's Executive Board meeting that the budget be the first order of discussion. Carlos Brito asked all members to send him any information they have in income and expenses in order to continue fleshing out the budget.

The agenda for the first PA meeting was discussed. Everyone concurred with Francesca Di Mauro's suggestion that the agenda be: welcome, administration report, budget, committees/recruitment and fundraising with a kick off for the fall sale.

Francesca Di Mauro next stated that a PA member sent her information from the Fund for Public Schools web site that indicates that parental consent forms are needed for commercial photography. The consent forms need to be on file in the principal's office. Tory Frye will follow up on this matter and efforts will be made to find out how other schools are handling this issue. It was noted that it will be very difficult to secure consent forms before the photography takes place. Passive consent – such as parental orders for pictures – won't be sufficient to be in compliance with the regulation. Different ideas and options will be explored.

Leonisa Ardizzone provided a report on the OASIS after school program. The program had some starting up problems. Due to a greater than expected number of children in the program, it was initially understaffed. There were complaints about children's safety in the school yard since it is open to the public. There were also complaints that the children were not doing the activities – art, drama, etc. That has been due, in large measure, to the fact that the administration has not provided space for the program as previously agreed. These problems are all being addressed and it is expected that with a little more time the program will be running smoothly.

Francesca Di Mauro and Kathy Brito have been working on cleaning out the closets to make more space available. They need more people to help with this.