**PS 130 PTA Executive Board Meeting Agenda
Monday, November 7, 2022, 7:30 PM**Zoom Info: https://us06web.zoom.us/j/89153752495?pwd=S01CbzBKdjVaTFFlbWh6WncwOUtpUT09 Meeting ID: 891 5375 2495 Passcode: 418756

Finance & Expenditure Requests

●  Treasury report

*Assets $182,518*

*Income $27,993.61, $20,893 from Fall Fest. We expect about $3k in sponsorship $$*

*Expenses $30,258. Yearbook $9,334, Fall Fest $6,337, swag $5,121*

●  Budget passed

* + *Increased Fall Fest expense line by $3,000*
	+ *Arts Connection - $20,000 moved from recess support line*
	+ *After School Coordinator position - $5,829.84 approved*

●  Expenditure requests

* + *Discussed with Admin how to handle expenditure requests from teachers. We’ll put together a form so teachers can get approval from Admin and PTA and then get reimbursed by the PTA.*
	+ *How has it been done in the past? There was a line in the budget for field trips and Admin wants to bring those back. Need to discuss with Admin what they had planned for field trips..*
	+ *Committees should know what they want to spend their money on ahead of time. Not every single thing needs to be talked about and approved by the board as long as the money has already been approved.*
	+ *Lisa Zelznick: What is the procedure when a E&I budget request comes in? PTA can reach out to E&I Committee to find out if the request is aligned with their budget.*
	+ *The line that the request is coming from will have to be identified (such as a teacher request). Regan: I can help identify which line requests should tie into. For instance, could it go to a Committee line?*

New Business

●  Admin meeting updates

*--Going to do Coffee + Donuts after drop-off one day, and Talk with Admin. It will last 45 minutes. LS either 21st or 22nd. Upper School: either the 29th or the 1st. Is anyone willing to take this on?*

*--Allison will help with Coffee + Donuts. Lower School: 21st is best.*

* + Digital storage for yearbook
	+ E&I Committee meeting dates: *will move the meeting dates so people on Exec Board can attend*
	+ Title 1 parent/alternate? *Still need someone*

●  SLT update?

●  Teachers & Staff Support:

○ Staff stipends - Classrooms with more than one teacher are joining funds to make larger purchases for the classroom (for instance, new classroom rug). *Diana: each classroom should get a certain amount of money. How do we approve requests from teachers? Should we set up a system where each classroom gets the same amount of $$?*

*--With reimbursements, some teachers submit expenses are less than alloted, some submit requests that are more than alloted.*

--*Does not seem equitable. Proposal to reach out to classrooms with only one teacher to offer additional funds if we can cover something. The last two years we were being more generous because of Covid and the classroom arrangements were different. We can ask staff what they need.*

● Fundraising:

* Annual Appeal Letter & Goal
	+ *Annual appeal letter will go out next week. 850 students, we will ask for $350 per student.*
	+ *Thinking ahead for small campaigns? Kara: did end of year appeal and another one in the spring. We did December Match and March Match. Has there ever been an option to give per month? Yes. Met with a fundraiser, who said having sustained members is key. Wanted to do a Set it and Forget It campaign. One issue with Konstella is that it expires at the end of the fiscal year. Can also ask people to increase their set amount.*
* PTA Store:
	+ *Ordering new merch with vintage logo: people like the tree logo. And will have colors.*
	+ *Merch income from Fall Fest? $5500 in credit card sales, $946 in cash.*
* Events

■ Winter Holiday/Halloween discussion

*Halloween: Admin said that they’ve never had Halloween.*

* Fall Fest- finance report (Mel?)
* Winter Bazaar- December 10. *We need new chairs.* *Admin said not that there shouldn’t be Santa, but there should be something for everyone.*

*Opportunity for Santa pictures, those photos are expensive. Is Eli interested in chairing?*

*Gather vendors from local businesses, plan soup cookoff, and activities to plan. Usually there is a camp auction that ended at the Winter Bazaar.*

*Mr. Arnold is organizing performances for Winter Bazaar.*

* 5th grade committee- *Middle School Talk, Election Day bake sale, middle*

*school panel of 130 alumni*

● PTA Google Drive

*Diana requests naming conventions for documents in Google drive: “year\_two digit numerical month\_two digit date” followed by title of document.*

* *Example: August 4, 2022 Exec Board Agenda: 2022\_08\_04 E Board Agenda*
* *This will keep things organized and chronological*

● Bylaws
*○ Proposed amendment to increase number of Members at Large from eight to 12, to be voted on at next gen body meeting. (Anne) (withdrawn)*

*Outreach to community: remind families that Committees need volunteers and also ask for event ideas.*

■ If passed, can it go into effect immediately, or next year?

●  Committee Updates:

* Moving forward, we will do Committee updates earlier so chairs can leave the meeting if they’d like to.

*○  Chess (Lisa) - Expenditure request to fund purchase of chess sweatshirts to sell for income. Will only be taking pre-sale orders.*

*Some people in the chess program need financial assistance. The Chess Committee did 50/50 raffle. Will do another one and encourage people to bring kids. Thought will purchase navy blue sweatshirt with yellow logo, want it to be dissimilar to what’s selling.*

○  Health (Shaipe)

* + - *Child therapist parent has offered to do a Q&A – questions could be submitted through an email to a parent volunteer who is a therapist. Any age. Is that permitted? Would need to be run by Admin.*
		- Sex Ed - pick vendor and schedule. *Need to figure out which vendor to go with. Shaipe will reach out to Sarah to get information. In the past, have had workshops for parents and students. We would like to expand to 4th grade.*
		- Lice - kits/combs available for families who need? Schedule next visit

*Shaipe will reach out to find out when the lice checker is available. (proposed schedule has next visit following winter break)*

* + - Request from PE (Stegman) for cushions on pillars - *discussed with admin in*

*September - this comes from their budget.* *He needs to give her more information on why they need to be padded. Shaipe: he’s mainly doing exericse in auditorium. They sometimes hit themselves on pillars. $150-$200 per pillar. SP needs info on cost, what specific pads will need.*

○  Music - winter concert?

*Recess coaches? They pay the paras that are there to do games, etc.*

●  Communications

○  Review of procedures: *Please send Mel copy that’s already written, for Konstella*

*○  If asking for flyers to be backpacked, please give the school 2-3 weeks lead time (request from Jackie)*

○  Banners: *Mel will ask for help with putting up PTA banners each month*

* ●  Community Building/Events:

○  Family Language nights - *Bangla had at least a dozen families, Spanish only had two families. Admin sees them as school events.*

○  Fall Fest update- *amazing event! Thanks to all who were able to volunteer.*

○  PTA Fun Run- how many participants? *Low turnout this year.*

* ●  Volunteer needs:

○  Winter Bazaar (chairs, volunteers in general)

○  Help with Annual Appeal campaigns

○  Financial Audit- thanks to those who helped

Upcoming Events

●  November 8 - Election Day, no school

●  November 11 - Veterans Day, no school

●  November 15 - School picture day

●  November 17 - 6pm PTA General Mtg, School Spirit Day - wear pajamas

●  November 24-25 - Thanksgiving, no school

●  December 5 - Exec Board meeting