



THE ANDERSON SCHOOL (P.S. 334)  
PTA EXECUTIVE BOARD MEETING MINUTES

**April 7, 2014 – Approved Minutes**

Meeting commenced 6:20 pm

**I. Auction Update:** Wendy Reimer (VP, Parent Involvement) reported that we don't have all the auction figures yet because the 2<sup>nd</sup> online auction isn't done. We think it was comparable to last year. But the paddle raiser was lower this year, due to the chosen topic, and the silent auction was up. We had a positive response about the space, but it will be more expensive next year.

**II. FOA:** Cathy So and John Reeder discussed Friends of Anderson (FOA). FOA is a 501C3, which was started before Anderson was a school. FOA does matching grants (since some companies will not match a grant to a PTA), alumni outreach, and they wanted to start an endowment. Grants to the PTA from FOA are budgeted every year. The issue is that it's hard to find volunteers.

**A. Alumni Outreach:** Currently we don't have the staff in FOA to do alumni outreach - it could be part of the PTA.

**B. Endowment:** We do need it for some limited matching funds. Endowment has restricted funds, and we cannot pay out the principal.

**C. Matching:** This is an important use of FOA, but does it warrant the costs of running the organization?

**D.** It took about 1-2 years to create FOA. We have paid the legal funds for the creation. They pay for Director and Officers liability insurance and storage. Perhaps we should recruit a representative to FOA to be a bookkeeper. Wil McKoy (Budget Co-Chair) suggested we explore the legal options. We would need 4 positions to keep it an entity. We had a unanimous vote to look into this.

**III. President's Report:** Joy Heinze (Co-President) led the President's report:

**A. Minutes:** The March Executive Board Minutes were approved unanimously.

**B. Computers:** Computers and carts have been ordered. Google has a free program for training students that we may use.

**C. Journal:** We are waiting for class pages for the Journal.

**D. Greenflea:** A new Greenflea Executive Director was hired and will start 5/1. The person is a current vendor.

**E. PCB:** We met with the School Construction Authority and reviewed the lights, fire alarms, PA system, and clocks. They have two contractors that can remove PCBs in the lights. The building will be closed during this time. Greenflea would need port-a-potties and storage bins. It would take 9-15 months if done on a weekend or 6-7 weeks over the Summer. We didn't feel safe that PCBs would not be in air if we did it on weekends, plus big rooms like the gym would be closed for weeks. We're discussing doing it Summer 2015. The building would be closed 7 days a week, and would only

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open to teachers and Administration for only 1 week to prepare for school opening in the Fall.

**F. Music Program:** The music program is requesting a budget for risers in the auditorium and musical instruments. Administration is looking at this.

**G. Grade Reps:** If a teacher is running low on supplies for classes (e.g., tissues, wipes, pencils, pens and other disposables), your class funds should pay for this. Contact the Treasurers to check what has been charged to your class funds. (Funds that would be paid by the PTA, and not class funds, include costs for Science Olympiad or a projector.)

**H. Teacher Gifts:** The PTA provides gift cards all staff. There is no need to collect for additional money for a class gift.

**I. Nominating Committee:** Those planning not to run on the PTA can be on the Nominating Committee. The slate will be presented at May PTA meeting and voted on at the June meeting.

#### **IV. Fundraising:**

**A. Movie Night:** We will not be having a movie night. Pamela French (8<sup>th</sup> Grade Rep.) is working on showing the movie *Trash* to middle school grades as a community event.

**B. Direct Appeal:** Amy Davidson (VP, Fundraising) announced that there will be a May Direct Appeal matching campaign, since there are some cuts and uncertainties in the school costs. The raffle will include a 2-night stay at a luxury hotel raffle and gift certificates to restaurants.

#### **V. SLT:** Mindy Wigutow (PTA Rep. to the SLT) said the following was discussed at SLT:

**A. Allergies:** 10 kids sit at the limited risk table, but many times more than that have epi-pens. We need education so that kids are safe on trips. We want to add it to the health and bullying curriculum.

**B. Reso A:** We have received a grant for security cameras.

**C. Test Prep:** There was limited test prep this year, but still some stress.

**D. Parent-Teacher Conferences:** There was some discussion about how short the parent-teacher conferences are, and some parents were disappointed with which teachers they were assigned.

#### **VI. Grade Reps:** The current Kindergarten Grade Reps. are responsible for the incoming K Orientation/picnic in May.

**A.** The incoming parent cocktail party is hosted by Amy Davidson and could use volunteers.

#### **VII. Treasurer Report:** The Audit Committee interviewed all 3 accounting firms, and recommended the one with the best price. There was a unanimous vote to go with that firm.

#### **VIII. Budget Update:** Wil McKoy gave the budget report:

**A. Process:** The Budget Committee will present next year's budget to the Executive Board next month, and we will vote on it in June.

**B. Revenues:** They also will submit the revenues, but we may not have the final auction and direct appeal numbers. Revenues are expected lower this year vs. last year.

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**C. Expenses:** The Administration looked at several surplus options, such as math and literacy coaches, librarian, enrichments, and team events. But costs were higher than expected. More discussion is needed.

**IX. Bylaws:** Suzanne Kerr (Co-President) announced a proposal to change the time of meetings, requirements for quorum, and change the confidentiality clause for everyone on the Executive Board. Please e-mail Suzanne if there are questions or comments. Wil suggested that we use the board e-mail for correspondence and have a central repository for documents.

**X. New Business:** There was a discussion about possible budget issues in the future. For example, there is a teacher contract negotiation in the DOE, which may result in a 4% increase retroactive to 2009.

The meeting adjourned at 8:15pm.