

PTA Board Meeting

September 11, 2019

Meeting convened at 6:06 pm.

Attendees: Charrise Robinson, Chloe Patterson, Nancy Koretta, Neeraj Bhat, Keri Morisch, Nazanin Ash, Norah Lyknell, Cortney, Tara, Ben Champa, Kiana, Paula

Nazanin opened the meeting with thank yous and appreciation for leadership from PTA for summer planning, school opening, Brent Buddies, Room Parents, to name a few.

Everyone introduced themselves around the table.

Updates and Reports

Treasurer's Report

Neeraj provided a detailed analysis of the budget highlighting the implementation of Bill.com for electronic records and the decision to stay with QuickBooks. There was a discussion regarding the Reserve Funds and how those can be utilized for upcoming years after the budget season closes. A few suggestions were an interest bearing account and investment funds. Norah informed the board that a certain amount must be kept in the reserves. She said she would check the bylaws for the exact amount. It was decided to table a decision regarding the reserved funds until a future PTA meeting.

Meeting attendees discussed future changes to the school supply fee, including discounts for multiple children, and suggested conducting trend analysis on how the fees have changed year over year. It was noted that 2/3 of the families have paid the fees.

It was decided that in the next Tues News, there will be a message about families needing to pay the school supplies and field trip fees.

New Parent Outreach

Cortney informed the board that the system was down at the beginning of the school year and therefore she did not have access to pair new families for the Brent Buddy program. The system has since been restored and Cortney has been able to resume matching. It was decided that a volunteer clearance message should be placed in Tues News to inform new families immediately, especially if they want to chaperone or be Room Parents.

Room Parent Outreach

Keri informed the board that almost every class has a Room Parent. She and Cortney will coordinate a Happy Hour and another message on Brent Neighbors will be sent to gain the additional room parents. Norah noted that room parents must also complete a volunteer clearance.

Brent Picnic

All components are in place for the picnic September 15, 2019. There will be stickers indicating new families.

Annual Fund

Tara felt the Annual Fund has kicked off to a great start. She believes it is more organized this year and that there is a committee in place. The banners have been ordered. The launch date is October 2nd. One idea she had was raffling off a gift card for those who donated early. Tara wanted more creative ways to communicate about the Annual Fund and fundraising in general. It was suggested that at the September 25th general PTA meeting, instead of only mentioning the Annual Fund, we present How Fundraising/Budgeting Helps Brent and What That Partnership Looks Like. We would stress how expedient purchasing is when we do not have to go through government channels. An example of how fundraising has helped Brent is the introduction of the Focus Teacher Model.

Principal's Update

Norah suggested the board familiarize themselves with the operating principles. She informed the board Brent met and exceeded every goal last year. She asked for questions. Charrise Robinson expressed Picture Day being so early and Norah replied that space made inside pictures more difficult and that is why weather was taken into consideration. She said that does not mean we are tied down to that month. She suggested possibly changing vendors next year. There has been a growing displeasure with LifeTouch. This was tabled for discussion at a later date.

Community members raised a concern about confusion around new parent orientation/open house. There was discussion on how that could be improved next year like having a table or banner indicating Brent. Tues News was found to be a great communication tool.

There was a suggestion to leverage community more to lead summer events and activities.

Tara suggested we list in Tues News all the ways to stay connected within the Brent community.

There should also be an understanding with fundraising on how to donate. There should be some type of structure in place.

Decision Items

Responsive Recess/Rising Together/Physical Education

Norah presented the proposal for the responsive recess, Rising Together (formerly known as Rising Tides), and physical education. Playworks will be providing a recess coach and a second, part-time PE teacher. In the interim, Mr. Mitchell is serving in this position. Two teachers have been hired to implement the Rising Together component. The physical education will be structured as follows:

Pre K: outdoor studio time with visiting artists being the Specials Teachers

K-2: PE with Mr. Mitchell

1-5: Class Game Time which Brent would partner with a separate contractor.

Norah said this proposal was under budget and can be classified in the budget under Social Emotional Support.

Nareej made a motion to adopt the proposal. Kiana seconded. Unanimous approval.

1 Mile Race Fundraiser

Nazanin presented Genevieve's idea of a mile race fundraiser. There would be a \$10 registration fee per child and can be placed in the budget under Miscellaneous. Other ideas that derived from this fundraiser was possibly tying it to the Annual Fund, and sponsoring children in the race as a way for extended friends and family to participate . The date was also discussed so as not to fall on upcoming religious holidays, with weekends preferred. Tara agreed to follow up with Genevieve to coordinate dates and other details.

Kiana made a motion to adopt the race as a fundraiser. Chloe seconded. Unanimous approval.

Meeting adjourned at 8:02pm.

Action Items

1. A Tues News message on school supplies and field trip fees
2. A Volunteer clearance message in Tues News
3. Name all ways to stay connected at Brent in Tues News
4. At September 25th PTA meeting address importance of fundraising at Brent

Tabled Items

1. Investing or interest accruing account for reserved funds
2. Discounted school supplies and field trip fees for parents with multiple students
3. Changing vendors for Picture Day