PTA Board Meeting – April 15, 2020

Meeting convened at 7:34pm

Attendees: Charrise, Neeraj, Kerry, Norah, Ben, Tara, Genevieve, Kiana, Denise, Elizabeth, Chloe, Nazanin

Denise made a motion to approve the minutes. Elizabeth seconded. Minutes pass unanimously.

Coronavirus Updates - Norah

Norah said DCPS does not plan to open before May 15\textsuperscript{th}. The Mayor’s office is reluctant to plan too far out. There has been a discussion about the school calendar and that the budget may be redesigned. There is not a plan in place for summer yet.

At this time, teachers and principals can be hired. Expenditures are not being dealt with at this time.

Budget – Nazanin

Nazanin brought up the timing for approving pieces of the budget so that we will be able to open up the school. Some things discussed surrounding the budget were changing the budget year, identifying bridge pool, and approving a sub budget. We can identify categories to supplement the budget.

Website – Charrise

Charrise asked about the status of the website. It was agreed that Charrise would email Norah and Denise about a plan.

Treasurer’s Report – Neeraj

Neeraj gave a detailed analysis of the report highlighting how the GALA made $90K. The sponsorship for the GALA was great yielding $25K. Genevieve asked if we should do a Plan A and a Plan B budget. Neeraj said he based his numbers with the assumption that school will be in session by September. Tara asked if Neeraj would adjust the budget once more finalized numbers were in place and if reserves would be used.

Neeraj said we could handle the budget 2 ways:

1. We could approve a budget temporarily until about June or July.
2. We could not approve the budget and revisit in August.

Neeraj created a new category called Distant Learning although it was not necessary because other categories were applicable.

The Social Emotional category may need adjusting since Playworks may not be around and the partnership with Innovation Learning is becoming stronger. This created an issue of payment for Coach J.
Charrise made a motion to shift funds to pay Coach J directly for the remainder of the school year. Neeraj seconded. Passed unanimously.

PTA Admin expenses include a big insurance estimate. We saved money on accounting by transferring to the new system.

Nazanin brought up points surrounding Distant Learning and the budget. Were there other budget items we may need to consider to support distance learning or family support in light of distance learning? Norah noted that the budget had line items within it that could correspond to distance learning needs, e.g. for curricular support and technology. These line items could be increased if needed.

School field trips may need to be virtual next school year. There may need to be some technology implemented in the classroom to facilitate this. There is money that can be spent on this within the budget.

The new budget may need to have new categories created around community support, though at this point donations have been in excess of need.

**Fundraising and Community Engagement**

Genevieve, Kiana, and Tara spoke with the Committee chairs for the Annual Fund, GALA, Fall Festival, Tree Sale. There will be a clear distinction between community engagement vs fundraising. Not only do we want to build a sense of community within Brent, we also want to be mindful of the impact COVID-19 has had on families financially. For this reason, we should not make fundraising the focus in the Fall.

Instead of the GALA being held in the Spring, the timing will be switched to the Fall (November). We are reframing what the GALA is. By having this event in the Fall, it gives people time to buy gifts. Holiday shopping can occur. There is the option for it to be virtual with mini parties. It is also important that we say there is a suggested donation but not obligation to purchase anything. This needs to be clear and understood.

The Annual Fund will switch to the Spring. This will hopefully give families, vendors, and sponsors time to recover from COVID-19. Tara said the Fund can be used to close gaps. There was a suggestion to have mini events as opposed to major events surrounding the Fund.

Some of the concerns the PTA had with the time frames of some of these events were how soon does planning need to occur and are we addressing community needs. Margaux felt it takes 6 months to plan the GALA event. She suggested that we quickly identify people and start the dialogue. Tara said the expectations needed to be set.

Nazanin wanted to be mindful of the Brent community mindset in the Fall. She wanted to make sure families were reconnecting and re engaging. It is important that the PTA respond to the community’s needs. Neeraj said the GALA is like a party to promote community building. There isn’t any stress or pressure. He saw the GALA as a party and auction. Spring can have a community engaged party, and then the Annual Fund is the fundraiser. Kiana said by saying suggested donation, we are not putting financial burden on families.

**Nominating Committee and SOPs— Kiana and Nazanin**
Norah asked whether it was the Board’s intention to proceed with elections as planned given the COVID-19 situation. Nazanin noted that thus far the plan has been to proceed, and Kiana was identifying nominating committee members, but welcomed discussion on the question. Ultimately it was decided to proceed and to re-evaluate if recruitment challenges indicated a need to reconsider. Kiana presented Standard Operating procedures as well as descriptions of each Board position. There were some suggestions to not have fundraising fall in the laps of Secretaries and those responsibilities will remain with the Co Presidents. We did not want potential new members to be overwhelmed with huge responsibilities. Genevieve still advocates for a fundraising role on the PTA Board. Kiana said she would make adjustments.

The Brent picnic was tabled for now.

Margaux will recruit for Welcoming Committee.

**Decision Items**

Genevieve made a motion to approve budget in its current state with a caveat for potential adjustments due to rapid changes in response to COVID-19. Margaux seconded. Passed unanimously.

Charrise made a motion to shift funds to pay Coach J directly for the remainder of the school year. Neeraj seconded. Passed unanimously.

**Community Meetings**

April – Budget overview, light conversation, engage families in distant learning

May – Repurposed for what situation we will be in

Genevieve mentioned biweekly forums to connect. The next steps were to see the results from Survey Monkey.

Meeting adjourned at 9:27pm.