

PTSA Board Meeting Minutes – April 11, 2013

The meeting began at approximately 6:30 p.m. The following people attended the meeting:

Heidi McNamee, Kim Jarvis, Amy Kleiner, Matthew Latterell, Justine Light, Elizabeth Levi, Cindi Carrell, Robin May, Jill Byant, Karen Belsey, MaOxford Lerotholi, Jennifer Hutchinson, Bert Dupre.

1. Foundation Fundraising Issues

Karen Belsey is the current chair of the foundation committee and led an extended Board discussion about Foundation funding and fundraising issues. She gave background on the Foundation and described meetings she has had with various members of the Board about increasing the foundation account to help alleviate budget cuts in the future.

Amy knows there may be short term cuts and said that the school will need foundation help similar to what we needed in past. In the past years we've paid for about .2 FTE.

Karen and the Board discussed how to describe foundation funding to the SES community. The Board discussed methods of asking for additional foundation funds without sounding alarmist. The discussion included the need to be deliberate, to determine the appropriate timing, and to consider the effect on other funding priorities at SES.

Karen discussed a strategy of presenting the information and asking for pledges if needed. She said there is about \$2500 in foundation account now and that we probably need to encumber our funds in May. Karen is scheduled to meet with SES leadership on April 19.

Amy discussed how Foundation fundraising works at other schools and how it could work here. She outlined some of the needs, including a middle school assistant position. She also raised equity concerns about participating in the Foundation fundraising system in which some schools raise significant sums to support staff positions and other schools receive small grants from the Foundation. Amy would like to have the parent equity team participate in the presentation and discussion of Foundation funding issues to help the school community better understand the equity issues involved.

Karen said that the question that needs to be addressed is whether we want to be a Foundation fundraising school. Karen discussed of the All Hands Raised organization that oversees Foundation fundraising. She noted that we can raise up to \$10,000 without a deduction. She stated that there would be value to explaining to the SES community exactly how PTA and Foundation funds raised and spent. Heidi said that she has designed a funding diagram using a flower motif to help describe funding at SES.

The Board engaged in an extended discussion of how to approach the issue of Foundation funding with the SES community, how funding is currently perceived by the SES community, the equity issues involved in participating in the Foundation , and the role of the Board and SES leadership in the deciding how to proceed.

2. Partnership with Jason Lee

Amy discussed the status of our partnership with the Jason Lee School. She said she did not want to make that solely a fundraising relationship but also wanted to have other ties. The schools have not sustained the relationship following the move-a-thon last year. Amy and the Board discussed possible ways to enhance the relationship. There was a discussion of the move-a-thon and perhaps having it at SES. There was also a discussion of the Run/Walk fundraiser slated for May 31.

3. Budget Committee

Cindi passed out projected budget, draft fiscal year-end balance sheet and projected rollover. Cindi has prepared the first draft of the FY 2013-14 budget and outlined some of the highlights and proposed changes from this year. She reduced the expected income for the Back-to-School Ask to \$30k from \$40k. She lowered the amount allocated to sustainability. She discussed Go Fund guarantees and the amounts we expect to spend.

Cindi said the budget committee will get feedback from the administration and teacher team and come back with a revised FY 2013-14 budget for next meeting.

The Board had a discussion of the Arts Tax money and how it might free up FTE.

4. Nominating Committee

Elizabeth stated that, so far, she is the only member of the nominating committee. She noted that Justine has volunteered to be secretary next year; Ricardo has volunteered to be vice-president; and Diana has volunteered to be room parent coordinator. There was a discussion of whether we need advocacy person on the board next year. Amy suggested that we have an equity position on the Board. Also there was a discussion of having an event coordinator. The Board discussed the need to change the standing rules to define or redefine the positions.

5. General Membership Meeting

The general PTSA meeting is May 29. In addition to elections and the budget, we need a headliner. The Board discussed ideas around that.

Jenifer raised the issue of having general meeting more frequently to help get more people involved in PTA. The Board engaged in a discussion of ways to improve communication and connections to PTSA in order to increase involvement.

6. Treasurer report

Cindi passed out the current balance sheet. She recently researched the totals on scrip, which had a great month. The Read-a-Thon succeeded in collecting a lot of small donations.

7. Fundraising

Matthew and Justine discussed the upcoming Pastini fundraising night. Hawthorne Hop House is revisiting the idea of reinstating their fundraising events. There was a discussion of possibly using summer camps such as Jump for Joy Farm, as a vehicle for additional fundraising through a school partnership program that some camps offer.

8. Emergency Preparedness and Resilience Committee

Elizabeth reported for Dana on the status of the SSaVE project, which is moving forward. There is a need for fundraising on the project to receiving matching funds. She announced an April 23 meeting on school facilities.

9. Room Parent Update

Heidi is still updating forms. She stated that Emory wants start communicating with room parents earlier next year.

The meeting adjourned at approximately 8:24.