

## **Parent Association Executive Committee Meeting August 25, 2016**

Present: Kate Cromwell, Elizabeth Duffy, Betsy Hagan, Patti Kolb, Cathy Krebs, Kate Mazza, Mike Monti, Deb Moss, Lisa Rucker, Lauren Seid, Edith Shine, Diana Smith, Jennifer Thorpe-Lewis, Sonya Trask

Absent: Marie Alexander, Helene Fisher, LaVerne Tate

### **Welcome Faculty Reps**

The group welcomed the faculty representatives: Lauren Seid (upper school) and Patti Kolb (middle school)

### **Diana's Corner**

Smith discusses the beginning of school, a great start overall. They have an unplanned opening for a 6th grade math teacher. Members report the students have noticed the new tardy and phone policies, and the new 6th grade recess

### **Approval of Minutes**

**Motion** from Shine, seconded by Hagan to approve minutes of the August 9 meeting.

**Motion approved.**

Treasurer's report deferred

### **Debrief on Open House**

The group reviewed Sunday's Open House on Sunday, which drew a big crowd and used the gym space well. Uniform sales were strong, and students were excited to see advisory lists.

### **Treasurer's Report**

Mazza handed out paper copies of the budget, which the group discussed. Several adjustments were made to the version out of the budget.

- \$2,000 now for parent/teacher conference luncheons and teacher appreciation week.
- Back to School Open House now \$500
- The unanticipated fund is now \$600 lower due to other increases.

**Motion** from Shine and Moss to approve the budget with the changes. **Approved unanimously.**

### **Communications Committee**

A letter to parents will go out with the first report cards, nine weeks into the school year. The committee members tried out a suggested online bulletin board, but did not find its function very useful.

Discussion of the contact list and sharing contact information. Mr. Benjamin is working on a contact list, but people are not supposed to share emails, using the BCC line only. Grade reps and advisory reps are the ones that get the lists for their respective groups.

It is noted that grade representatives should be soliciting parents to be advisory representatives, and they are asked to share back any bad email addresses encountered.

Grade representatives are asked to send out the first email to the parents in advance of the August 31 PA meeting.

### **Hospitality**

Thorpe-Lewis Kate, volunteers, and the grade reps for work on the Open House.

Good feedback:

- good amount/variety of food
- good signage labeling the tables
- good information offered
- good services offered

Improvements needed:

- floor containers to keep beverages cold
- earlier (24 hours) setup of tables and signage, copying of materials, staging if sellables
- signage at front door directing people to location
- locked door or door guards to restrict access the building
- introduction of new teachers/staff and PA reps
- more teacher attendance to socialize with parents
- better sound system
- desire for paper copy of advisory lists

Thorpe-Lewis asks for time during the PA meeting for a call for volunteers.

The group reviews the Parent Social plans. Agreement to formally invite the faculty (faculty reps).

### **Elections**

It is noted that there is a volunteer to be a 5th grade rep and parliamentarian, but we need the names in advance of the August 31 meeting so they can be announced.

### **Updates**

The A-Z Directory progress is still waiting on class lists; hopefully this will be ready in September.

The group agrees that the Communications Committee will meet with the school to discuss the bulletin board option further.

Discussion of what to sell in the Swag Shop. The group agrees there should be some discretion of what things the logo should be put on, especially apparel because of uniform policies.

**Other Business**

The group is encouraged to wear red shirts on August 31. Seniors will get community service hours for babysitting. Betsy and Edith will order the pizza and oversee the volunteers.