

## Washington Latin PFA Meeting Minutes

Prepared by: Kate Mazza, PFA Secretary

<u>Date</u>	<u>Time</u>	<u>Participants</u>	<u>Location</u>
December 5, 2020	9:00AM-11:00AM	Executive Committee	ZOOM Meeting

<b>Agenda</b>	<ul style="list-style-type: none"><li>- News/Honoring Diana Smith's Legacy</li><li>- Department Grants</li><li>- Holiday Gifts</li><li>- Survey Results/Events</li></ul>
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<u>Discussion Notes</u>
<p>1) Principal Transition - The PFA conducted a general discussion regarding feelings and reactions to the news of Dr. Smith's retirement at the end of the academic year. And the promotion of Jimmy Kelly to Principal.</p> <ul style="list-style-type: none"><li>• The PFA would like to plan a memorial; however, we need to keep in mind the fact that Dr. Smith does not appreciate surprises and we should keep her apprised of our plans.</li><li>• Additional discussion in this area will continue following the winter break.</li></ul> <p>2) New Campus – Latin administration continues to progress plans for opening a second campus next fall. No additional details, including campus location, are available at this time.</p> <p>3) Department Grants – We need to decide how the grants will work this year. Ideally, teachers are made aware of this year's process prior to winter break. Diana Bruce and Kate Cromwell will co-lead.</p> <p>4) Holiday gifts – We must plan an electronic solution this year – no personalized cards and no cash options. We also need a staff list from the business office.</p> <p>5) Events/Survey – We need to develop a plan and commit to holding those events. Realistically we need to pare down the calendar and focus on those events we have the resources to support.</p>

<u>Action Items</u>
<p>It was decided that we would hold another meeting next Saturday (12/12/20) in order to finalize the following items:</p> <ul style="list-style-type: none"><li>• Calendar of Events – Develop a plan for events from January to June then commit to it.</li><li>• Holiday gifts – Determine the amount, distribution plan, and recipients.</li><li>• Department Grants – Determine amount, timing, and departments to include.</li></ul>