

Washington Latin PFA Meeting Minutes

Prepared by: Kate Mazza, PFA Secretary

<u>Date</u>	<u>Time</u>	<u>Participants</u>	<u>Location</u>
December 12, 2020	9:00AM-11:00AM	Executive Committee	ZOOM Meeting

Agenda	<ul style="list-style-type: none">- Holiday Gifts for Staff- Teacher Grants- Calendar of Events
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<u>Discussion Notes</u>
<p>1) Holiday Gifts for Staff – Details for this year’s Holiday Gift for Latin’s staff were finalized. The details are as follows:</p> <ul style="list-style-type: none">• Amount: \$200 per staff member. This is the same as last year.• Whom: Recipients will include all faculty and staff as included on Latin’s payroll records (119), all teachers out on leave (4), bus drivers (2), cleaning staff (6), school nurse (1)• How: Faculty on Latin’s payroll will receive the gift as part of their regular payroll deposit, the other recipients will receive a gift card purchased by Jennifer Thorpe-Lewis and reimbursed by the Latin Business Office. <p><i>Note that this solution is necessary due to the on-going pandemic and not necessarily representative of how the holiday gift should be organized in future years.</i></p> <p>2) Teacher Grants – Diana Bruce and Kate Cromwell will lead the Teacher Grant process this year. Details are as follows:</p> <ul style="list-style-type: none">• Amount: Up to \$20,000• We will utilize the same categories/departments as last year.• Last years’ timeline will be modified to reflect a similar timeframe for this year.• DB and KC have a goal of sending out the first communication about teach grants this week before the holiday break. <p>3) Calendar of Events – We reviewed the originally planned calendar of events and came to the realization that 4 events per month is overly ambitious during these times. As a group, we selected events to prioritize and those to park for later consideration. Diana Bruce updated the calendar to reflect this discussion. Details are as follows:</p> <ul style="list-style-type: none">• The calendar was updated for December, January, and February.• Additional suggests are encouraged.• Some grade level chats are scheduled to begin this week.

<u>Action Items</u>
<ol style="list-style-type: none">1) We need to finalize a PFA budget for this year.2) Once the budget is approved by the Executive Committee, it must be circulated to the parent/guardian for approval.

Screen Grab from ZOOM Chat
