

# TUESDAY, JANUARY 5, 2016

## MINUTES

### Dufief Elementary School PTA Executive Board Meeting Minutes

January 5, 2016

The PTA Executive Board Meeting was called to order via conference call by Yonat Lurie at 7:00pm.

#### In attendance:

Yonat Lurie, Marcy Waxman, Rob, Leilana, Yonat, Ashima, Dan?, Danielle, Mr. Mascott

1. President's Report 7:00pm Yonat Lurie
  - a. Barnes & Noble Bookfair – Check today for \$1100.00. Next year's book fair we have the potential because the first night of Hanukkah is also xmas eve. The date is december 10<sup>th</sup>, 2016, and Yonat is also proposing that we move the time to 12-4. The traffic in the store is heavier in the store earlier, so that will help the book fair. Last year we brought in 850.00, for the past few years. We are making 15% of gross sales. When we hit 10,000, we make 20%.
  - b. Request from second grade parents to coordinate Chinese inhouse field trip. Rob – read guidance and can ask as to whether we can allocate funds to this. Yonat believes that because we don't have a budget line item for this, we have to bring it up at the next field trip. They talked about this at the last PTA meeting. There is no cost to student, this would be PTA funded, just like the kindergarten apple field trip . Rob – Budget process amend when necessary, can only be amended by group that approved initially, which is membership. Mini-grant money – if teachers wanted to request this as a mini-grant, we can approve money through there. If not, it must be approved at the February meeting. The executive board agreed that this request is fine.
  - c. Yearbook sales are coming this week.
  
2. Treasurer's Report 7:10pm Rob Kemp
  - a. Tax Letters – Income that came in – all checks we wrote prior to year end are in there. The line items that have the most checks written against them are program activities, and community support. These are the line items that are asked about most often. As far as revenue, we are on schedule to hit budget numbers. Membership – this looks to be over, and the direct donation, we won't know where we are at because we didn't get bank statement for this month. Logged in paypal there is \$209.00, so nothing came in since he last checked. WE are lagging in direct donations this year. WE need to look at this again at the end of the year. He will update spreadsheet if there are more direct donations.
  - b. February, we need to add a line item for the winter dance for a gift card for janitor to

thank them, and PTA paid for room reservation. The line item would be \$100. There will be 2 staff that will be working. We will give them \$25 each in Giant gift cards.

- c. Tax Letters – Rob needs to get these tax letters out as soon as possible by the 15<sup>th</sup> of January. He will talk to Yonat about this.

3. 1<sup>st</sup> VP Report, Educational Programs 7:20pm Jennifer Nakashima

4. 2<sup>nd</sup> VP Report, Community Resources 7:30pm Leilani Micalizzi

Originally works – we got an additional \$145. \$850 plus \$145 for Original Works. For sunshine committee, we have Super Bowl on February 5<sup>th</sup>. In April we will have world day. In May, we have staff appreciation. In June, we have kindergarten, and Yonat and Sandra Toledo are heading this.

If we want to ask Whole Foods for donations, we can only ask once every 6 months, and it must be 3 months in advance. Harris Teeter only needs 2 weeks in advance. We don't have a commitment from anyone for Dragon Fest yet. Yonat has not asked anyone, she thinks Dragon fest could use an update. Some of the other schools have a spring carnival, and tie in a raffle at that time instead of doing it at the talent show. Change it into the format of a color run, and bringing in the Girls on the Run. Or, we can continue doing the cake walk. Mr. Mascott Lakewalk does the booster fund, they brought in \$37,000. The website is Booster Fun.com and it is a company that does a color fun run. We can't do both a dragonfest and a fun run. A color run is where kids wear white t-shirts and they shoot you with color. Mr. Mascott is also part of Dragon Fest, that we also do at the back to school picnic as well. Yonat will look in to the Booster Run and present information at the February meeting. We may not have the donation power to do both.

5. 3<sup>rd</sup> VP Report, Social Events 7:40pm Aashima Mehta

- a. Winter Dance – Yonat is not able to attend until late, Marcy can be there at 6:30. Yonat will let Helen know that I am her contact. She can take anything she needs from the PTA closet. Mr. Mascott will not be there. Chris, the night leader, will be visible that night to assist.
- b. International Night

6. Principal's Report 7:50pm Brent Mascott

Mr. Mascott thanks the PTA for staff appreciation, and cookie exchange. Barnes and Noble was great, and a community building. Ms. Hoffman is out until February. We had a long term sub, Cindy Springer. She is a long term sub. She's looking to get into media. We are looking forward to the Artist in Residence in February. Reminder, end of the quarter is on Friday, January 22<sup>nd</sup>, but report cards come 10 days after that. No school on January 18, and 25<sup>th</sup>. Staff has met to plan February 11<sup>th</sup> for Math and Reading Night. It will be similar to reading night last year with Passports and stamps. We have middle schoolers help out with Math and Reading Night.

7. Old Business – Reflections breakfast tomorrow. We had more submission this year than any year in the past.

8. New Business

Adjourned at 7:31pm.

Next meeting on Tuesday, February 2, 2015 7:00pm-8:00pm in the Media Center

**January**

- 1** *No School - New Year's Day/Winter Break*
- 5** PTA Executive Committee Meeting 7:00pm
- 8** Winter Dance 7:00-9:00
- 18** *No School - Martin Luther King Jr. Day*
- 25** *No School - Professional Day for Teachers*
- 28** PTA International Night (snow date 1/29)