

Executive Board Meeting Minutes

Marie Murphy ITC

Monday, July 14, 2014 – 7:00 PM

I. Attendees:

Amy Shinohara, Brian Egan, Colleen Rosenthal, Denise Kingwill, Jenny Wilson, Kathy Stein, Kathy Wolff, Lourdes Cornelius, Peter Ogden, Stephen Starr

II. Welcome: President Kathy Stein opened the meeting at 7:09PM with an Executive Board quorum of nine (9) voting members. Note: This board of fourteen (14) voting members needs a quorum of four (4) officers, provided either the President or a Vice-President is in attendance.

III. Introductions: Each member introduced themselves and briefly described the duties of their elected position.

President - Kathy Stein

- Preside at PTC meetings and may serve as a member of all committees

VP Avoca West - Jenny Wilson

- Oversee room parents and acts as liaison for events and program enrichment held at Avoca West

Treasurer - Brian Egan

- Collect and disburse PTC funds, report at PTC meetings, assist in preparing the budget

Secretary - Denise Kingwill

- Record and maintain meeting minutes, conduct general correspondence, publicize meeting agendas and notices, collect nominations for office

Director of Volunteers - Kathleen Wolff

- Keep track of programs and chairs as well as help locate volunteers for events and programs

Director of Community Relations - Amy Shinohara

- Oversee FAN Liaisons, community outreach and other parent programs. Possibly creating a program for families in need.

Director of Membership - Stephen Starr

- Track dues paying members and oversee membership marketing.

Director of Fundraising - Colleen Rosenthal

- Review and recommend potential fundraising activities and works with event chairpersons.

Marie Murphy Teacher Liaison & Alternate - Peter Ogden

- Inform teachers at MM of PTC meetings, programs and needs.

President Emeritus - Lourdes Cornelius

- Provide historic PTC information and advise executive board.

IV. Reports of Officers

A. **Treasurer's Report** (Brian Egan)

B.

PTC Account	as of June 30, 2014
June Receipt totals:	\$13,702.13
June Disbursement totals:	\$ 6,844.65
Checking Account Balance:	\$37,809.84
Money Market Account Balance:	\$45,213.40
Total Asset Balance:	\$83,023.24

1. Treasurer's report was filed for audit.
2. Will work with Director of Volunteers to obtain budget needs from last year's post event evaluation forms. Budget will include anticipated expenses and proposed income for self-funding events and annual fundraisers.

V. Reports of Special Committees

A. **2104 School Gift** (Lourdes Cornelius)

1. **Status of Gift - By general consent, the PTC agreed to the purchase of a gaga pit, sensory playground equipment and table seating to be in process or installed in the Avoca West playground before the opening of school. See attached estimates for details.**
 - a. Gaga pit construction by Karajen Corp:
 - i. Current cost -\$3504.20
 - b. Playground Equipment by New Toys (researched by Donna Toops, Louise Dechovitz, & Lourdes Cornelius)
 - i. Sensory equipment (\$10,679)
 - ii. Table seating (\$3702)
2. **Past Gift amounts** –Kathy S. & Brian E. distributed the following for consideration in determining the amount for the 2013-14 school gift. *See attached for gift details.*
 - a. 2008-09 \$19,590
 - b. 2009-10 \$10,659
 - c. 2010-11 \$15,822
 - d. 2011-12 \$11,223
 - e. 2012-13 \$18,482
3. **Discussion of Additional Gift Due to Surplus Gift Funds**
 - a. Ideas raised included purchasing additional playground equipment, addressing food service needs at Avoca West and dividing monies between both schools.
 - b. **By general consent, it was decided to postpone discussion of surplus use until a meeting of the general membership.**

B. **Bylaws** (Amy Shinohara)

1. Updates to Bylaws & Meeting Guidelines
 - a. Leslie Meehan & Martha Pollak chairing committee
 - b. Committee is preparing final document to present to Executive Board by mid-August, Executive Board has 5 days to review before vote. Once approved the general membership has 30 days to consider changes prior to vote.
2. Suggestion that Executive Board members electronically sign the document.

C. **PTC Website** (Kathy Stein)

1. Coordinated by Heather Hester
2. Structure almost complete, working on content to be ready for review in approximately 1-2 weeks

D. **Program Enrichment** (Kathy Stein, Peter Ogden)

1. Need to fill open chair position for MM Program Enrichment. Director of Volunteers to contact Avoca West Enrichment Chair, Sonya Won, and look for other members interested in the position.
2. 5th to 6th Grade Transition
 - a. Parents expressed need for better transition and propose including a parent piece complimenting current student programs
 - b. Current Provisions
 - i. LINKS, now named Angles, taught physical health to 5th grade students during school in October. At May Fifth Grade parents' transition meeting, a brief presentation was given by Lisa Kubit (Marie Murphy Intervention Specialist) Matt Palcer (Marie Murphy Principal) & Diane Becker (parent & LCSW) about social emotional and educational transition concerns.
 - ii. Local organizations manned informational tables at a cost to the PTC of \$150 each. Angles offered information on physical development (www.angles.org) and Haven for Youth addressed mental health (www.havenforyouth.org)
 - iii. PTC to host parent coffee during August Sixth Grade orientation day
 - c. Possible Changes to Program
 - i. **By general consent, it was decide to postpone discussion to add budget line for parent programs until a future general meeting.**
 - 1) Hire *Angles & Haven for Youth* to speak to parents. Discussion examined who will pay for program and possibility of presenting to all parents instead of targeting 5th & 6th grade parents.
 - 2) Concern was expressed that an Avoca parent should not lead meeting discussion of social emotional nature due to matters of confidentiality.
 - 3) All Avoca 37 parents would benefit from an all-school program.
 - a. Concern that parents don't attend FAN presentations.
 - b. Find way to involve preschool parents. For example, locate or fund specific programs.
 - c. Reinstating backpack program for more grade levels (www.theparentbackpack.com)
 - d. Girls In The Know mentioned as a positive program for mothers & daughters last year.

VI. **New Business**

1. Calendar of PTC Events – Kathy S. will add to district calendar.

08/25 – Back to School Teacher Luncheon – 11:30AM PTC board will be invited

08/26 6th grade parent coffee (8-9AM) New Family Meet & Greet (4PM)

08/28-29 Kindergarten Coffee

08/29 Innisbrook Packet Distribution (09/15 return packets)

09/03 AW Open House

09/04 MM Open House 6:30PM

09/10 Ice Cream Social

09/17 PTC General Meeting

2. Board Member Meeting Attendance
 - a. Board members are expected to attend all PTC meetings. If you cannot attend a meeting let the president know as soon as possible. If you have a report, send items to be read at the meeting.
3. Communications guidelines
 - a. Helen Lucaitis (Director of Communications) is preparing specific guidelines for blast. New requirements to consider request materials to be submitted by the Wednesday prior to blast and items will not run for more than three consecutive weeks.
4. Preparation for Open House
 - a. There is a need for a calendar to be distributed at open house. Discussed if we can add to the PTC Brochure or use the same format as the current district calendar.
 - b. PTC PowerPoint Slide
 - i. Kathy will create new bullet PowerPoint slide for room parents to present in the classrooms for AW and another for MM general Open House meeting.

5. Next executive board meeting Tuesday, 08/19 7PM MM ITC

VII. Adjournment: The meeting adjourned at 10:18 PM.

X

Denise Kamberis Kingwill
Avoca 37 PTC Secretary

Approved on _____ as

Read: _____

Corrected: _____