

## **KBCS PTA Board Meeting with Ms. Tarafa Meeting Minutes**

Date: September 3, 2015 (Thursday)

Time: 8:00am

Location: Ms. Tarafa's office

### Attendees:

Silvia Tarafa, School Principal

Johanna Aguiar Guma, President

Nancy Davis, VP

Kelly Lambert, VP

Anne Fifer, VP

Lili Warner, Corresponding Secretary

Carolina Raijen, Treasurer

Natalie Estrella, Recording Secretary

Heather Rafferty, PTA Member

1. PTA Financial Update: Carolina R. gave the following update on the finances:
  - Bank Account Balance: \$48,000
  - PTA Membership: \$23,000
  - Sponsorships: \$2,600
  - PTA Store Sales: \$25,000
  
2. Draft Budget 2015-2016 Review: Carolina R. presented the most recent draft of the budget reflecting the changes that were discussed at the previous board meeting (Sept. 1, 2015). A copy of the budget draft is attached to these meeting minutes.
  - In the School Fundraisers section, the Talent Show was suggested to be added with a \$5,000 budget in Revenues.
  - In the Expenditures for School section, the WITS (Wellness In The Schools) has a \$0 budget, because it needs to be looked into further. The PTA board will meet with Melissa White from the KB Community Foundation to obtain more information about the program.
  - In the Expenditures for School section, the Music (Academic Program) will be changed from \$1200 to \$1500. The Johanna, PTA President, asked Mr. Misset what he would need for this upcoming year and he provided us with a budget spreadsheet detailing the use of \$1500 for the music program. Therefore, it was agreed that the PTA budget be adjusted to reflect those needs.
  - In the Expenditures for School section, the After School (AS) programs for Music, Languages, and Art was removed since there is not enough information at this time to include it in the budget. The money that was in the section in the previous budget draft will be moved into the paraprofessionals account.

- In the Student Incentives section, the Student of the Month (SOM) line was lowered to \$1,000. All sponsorship money has been collected at this time (Food, T-shirts, MS).
  - In the Student Incentives section, the Honor Roll and Honor Assemblies line was increased to \$5,000 to reflect all trophies for elementary and middle school. Last year's budget showed a smaller amount on this line item because they had awards left over from the year before and did not have to purchase as many.
  - In the Student Incentives section, the Shark Mascot line was added at \$600 to cover the cost of the mascot, cleaning, and any other maintenance of the mascot costume.
  - In the Teachers and Principal Support section, Custodian Appreciation/Incentives will be left the same as last year.
3. Volunteer Breakfast: It was decided that the PTA would have a table selling items such as recorders, shirts, memberships. As well as a volunteer table with a computer cart to help parents sign on to become volunteers and volunteer badge pictures to be taken for those that are on the clear list given by Mercy in the MS office.
  4. Open House: Ms. Tarafa said that Cambridge presentation will not take place during the general PTA meeting the day of Open House. At the first general meeting, Ms. Tarafa suggested we have a PTA membership table.
  5. Cloud 9 World Enrollment: Ms. Tarafa said the program is beginning today (now). She will send Andrea, from Cloud 9 World, the spreadsheet with the number of children in the classes to get the program materials for kinder and 4th grade.
  6. Name the Shark Contest: It was agreed that the contest will begin on Tuesday (9/8) and each class must submit a name for the shark mascot by Friday (9/11). The top 5 names will be voted on 9/16 and the winning name will be announced on Friday, 9/17.
  7. School of Excellence Award: The PTA board will discuss the award at the first general meeting the night of open house. There is nothing else to do at this time. Ms. Tarfa will keep us posted.
  8. Security: The PTA board brought it to Ms. Tarafa's attention that some parents have raised a concern about the gate by the elementary cafeteria dumpster being open. Ms. Tarafa said that the gate is supposed to be closed at all times and will ensure that is.
  9. PTA Voicemail box: Ms. Tarafa has not followed up on getting the PTA a voicemail. She will follow up.
  10. Gift Wrapping is set to begin September 30.

Additional Notes (not on the agenda):

- Ms. Tarafa asked Carolina to write a check for \$20,000 to the school to cover the paraprofessionals.
- No uniform day on 9/11 - Red,white, blue. Money raised will go to purchase supplies. It was suggested the money could be used to purchase the library card holders Ms. Plaza requested. The PTA will count the money next Friday (9/11) .