

## **KBCS PTA Executive Board Meeting with Principal Tarafa Meeting Minutes**

Date: August 9, 2016 (Tuesday)

Time: 9:00 a.m.

Location: Principal's office

### Attendees:

Silvia Tarafa, School Principal

Kelly Lambert, President

Patricia Agostini, 1<sup>st</sup> Vice President

Pilar Castillo, 2<sup>nd</sup> Vice President

Marilse Rojas, 3<sup>rd</sup> Vice President

Lili Warner, Corresponding Secretary, joined via telephone call

Susana Gadala-Maria, Recording Secretary

Carolina Raaijen, Treasurer

### Guests:

Michael Haring, Deputy Chief of Operations - Key Biscayne Fire Rescue Department

Sylvie Elmoznino, Community Outreach Liaison - Key Biscayne Fire Rescue Department

### *Proceedings:*

Meeting called to order at 9:00 a.m. by Principal, Ms. Tarafa.

Ms. Tarafa introduced the guests. Brief presentation by Deputy Chief Haring on the Zika virus. KB Fire Rescue Department aims to reduce population of Zika mosquito, slow down transmission and promote drain and cover. Requested help from the PTA to put together a Task Force of parents to be trained in mosquito abatement and subsequently do inspections in KB households. He explained that his department does not have the required manpower to do all the inspections needed.

Ms. Tarafa asked to also receive training for School Safety Committee.

It was agreed that Deputy Chief Haring would provide an informative presentation on Zika following the upcoming Volunteer Breakfast on September 2, 2016. The PTA will provide Volunteer Sign-up Sheets for joining the Zika Task Force. Guests exited the meeting after their business concluded.

### *Agenda Items:*

#### 1. PTA Financial Update:

Carolina R. presented 2015-2016 Financial Statement, stated she is working on putting together this year's budget and asked Ms. Tarafa about important budget considerations for 2016-2017.

2. Goals for 2016-2017:

Ms. Tarafa listed the following as upcoming projects:

- (a) Renovating Media Center –\$30,000 will be budgeted for this project by the PTA. For purchasing new bookshelves and furniture.
- (b) Kinesthetic classroom equipment - \$13,000 will be budgeted for this project by the PTA. For purchasing two Kinesthetic-type seating per class, for all grades. The cost of each is \$100.
- (c) Technology – create a new computer lab, provide computer carts for all of the Middle School. No budget was discussed.
- (d) Arts – purchase tools for graphic design, create a 5<sup>th</sup> Grade Band. No budget was discussed.
- (e) Robotics – \$3,000 will be budgeted from the PTA for Mr. Lara.
- (f) Professional Development for Teachers – Ms. Tarafa requested “CRISS” training for teachers. \$650 will be budgeted.

3. Summer Projects Update:

Kelly L. gave a detailed update on the following;

Ridgewood entrance is completed, Lili W. to follow-up on landscape, Kelly L. to follow-up with Officer Vicky, mulch to be installed on Saturday 13<sup>th</sup>, water fountain being installed today, Lili W. to follow-up on patching and painting doors, Cafeteria Mural is completed and needs to be hung.

Ms. Tarafa added; bike racks are being installed, gate for Ridgewood is coming, roof not finished. She requested the playground synthetic grass to be fixed.

Kelly L. suggested Susana G. draft a letter to Monster Grass demanding action. Marilse R. to call Fermin of Monster Grass to ask for a solution, prior to letter being drafted.

4. 2016-2017 Calendar of Events:

- (a) Movie Night: to be held Tuesday, October 11<sup>th</sup>. Pajama Party theme, have glow sticks, buy movie on iTunes. Ms. Tarafa added we have the licensing to show any movie.
- (b) Winterfest: to be held Saturday, January 28<sup>th</sup>
- (c) Apple Raffle: to be held the week of December 19<sup>th</sup>
- (d) Book Fair: to be held the week of December 5<sup>th</sup>
- (e) Spring Party: to be held Saturday, April 1<sup>st</sup>
- (f) Talent Show: date pending Ms. Tarafa due to testing.
- (g) Monthly Executive Board meetings with Principal Tarafa: to be held the first week of every month.
- (h) SOM Breakfasts: to be held the last Thursday of every month.

5. WITS Update:

Ms. Tarafa updated the Board on the Teacher’s WITS training. Labs to be held on: 9/19, 10/31, 1/9 and 3/6.

6. PTA Store Sales:

Selling online has begun. PTA Officers and Volunteers will sell supplies on 8/18 & 19, from 10:00am – 2:00pm in the Elementary Cafeteria. There will be Will Call pickup too. Orders will be delivered to the classrooms. PTA will be selling Art Kits and Sketch Books.

Ms. Tarafa asked the Board to please join the Teacher's meeting held during those days, same as last school year.

7. PTA Membership Drive for 2016-2017:

Movie and Popcorn will be awarded to 100% participation classes plus a \$50 classroom Gift Card.

Ms. Tarafa was informed of the forms being updated and needs to approve; the PTA Membership Form and The PTA-Teacher Handbook.

8. Upcoming Events:

(a) Charleston Wrap – starting on September 14<sup>th</sup>

(b) Volunteer Breakfast – on September 2<sup>nd</sup>

Ms. Tarafa discussed several issues and challenges of Drop-off and Pick-up procedures. She asked Maria to order Parking violation stickers.

Meeting adjourned at 11:33 a.m.

Minutes submitted by KBCS PTA Recording Secretary, Susana Gadala-Maria