

KBCS PTA Executive Board Meeting with Principal Tarafa Meeting Minutes

Date: September 7, 2016 (Thursday)

Time: 8:05 a.m.

Location: Principal's office

Attendees:

Silvia Tarafa, School Principal

Kelly Lambert, President

Patricia Agostini, 1st Vice President

Pilar Castillo, 2nd Vice President

Marilse Rojas, 3rd Vice President

Lili Warner, Corresponding Secretary

Susana Gadala-Maria, Recording Secretary

Carolina Raaijen, Treasurer

Proceedings:

Meeting called to order at 8:05 a.m. by Kelly Lambert, President.

Kelly L. presented the agenda for the meeting

Agenda Items:

1. Budget Update:
This item was moved to be discussed at the end of the meeting.
2. Volunteer Breakfast Update:
 - (a) Final count was 121 attendees as per PTA Attendance Sign-up Sheet.
 - (b) Committees' Kick-off Meeting date was approved for September 15th, 8:45a.m., Elementary Cafeteria.
 - (c) September 16th will be the New Parents Meeting, it was decided that the Welcome Committee should be invited to attend. Patricia A. will do a brief presentation about A.R. requirements.
3. WITS:
 - (a) Family Fun Fitness Night was approved for November 7th, 2016. It will be the same format as the previous FFF.
 - (b) Volunteers for WITS Chef Laura: there will be a sign-up sheet for volunteers for Chef Laura. Volunteers must be cleared through MDCPS.
 - (c) WITS Labs are set to begin, Principal Tarafa (Tarafa) explained, they will start at 8:35am and run to 9:30 am. There will be four groups for four sessions. These will be done four times per year.

There was a brief discussion about WITS involvement in the school. Principal Tarafa will see how the Labs go, she will read an email from Chef Laura regarding the Labs. Labs will be held in room 2/201.

4. Charleston Wrap:

(a) Local Charleston Wrap Rep. will do a series of 15 minutes Pep Rallies in the school, tentatively in the Elementary Cafeteria at 8:45am. It was explain that as per Charleston Wrap marketing strategy, these rallies rev up sales, and that they are crucial to selling marketing and promotion. Tarafa approved the rallies and will try to reconcile schedules as to not interfere with WITS labs.

(b) Tarafa offered an office aide to go to classes to distribute Charleston Wrap catalogs.

(c) Board suggested to have boxes of catalogs ready for each homeroom teacher, for the day of the Pep Rally.

5. Movie Night:

Is set to be on October 11th, 2016. Tarafa reiterated that we have movie license to show any movie. Tarafa approved the showing of the movie outdoors. Classes will vote on movie to be shown.

6. Parent Advocacy:

Kelly L. explained about the Parent Advocacy Committee, Vicky Kenny will be Chairperson, she has many valuable contacts and speakers. Discussion about appropriate procedure to bring in speakers.

Susana G.M. brought up asking the parents what issues are important to them and what kind of speaker they would be interested in.

Tarafa said she would forward the Board old surveys she has about topics that are important to parents.

7. Remind texting program from MDCPS:

Brief discussion. Some teachers already using the Remind App at our school.

8. Storage room for PTA:

Discussion about whether to start selling Science Fair boards.

9. Newsletter and Bulletin Boards:

Tarafa asked that we improve the appearance of the bulletin boards. She needs to approve all messages going up on boards.

10. West Lab homework letter to parents:

Kelly L. asked Tarafa if she had read the letter. Tarafa replied that she brought it up at ESAC meeting.

11. Square One Art:

(a) February 16, 2016: artwork ships out.

(b) April 10, 2016: delivery of product.

12. Budget Update: agenda item 1. was discussed.

- (a) Carolina R. presented the 2016-2017-budget work sheet.
- (b) Tarafa also asked for an update on the Membership Drive. Carolina R. replied that currently we raised \$25,000 on memberships. Tarafa wants a membership table at upcoming General Meeting. Carolina R. will have membership list per class for the teachers, prior to Open House. Lili W. and Patricia A. volunteered to sell memberships on General Meeting/Open House day.
- (c) A discussion about having a Sponsorship document readily available for prospective donors. Lili W. will meet with Sunita Cenci, Sponsorship Chair for Winterfest, to ask her to prepare said document.
- (d) Apple Raffle will be in 2017.
- (e) There are more sales expected from Charleston Wrap this year.
- (f) Library/Media Center Sales and Events line item, these go directly to the Media Center.
- (g) Square One Art, this year the expense is expected to be less.
- (h) Movie Night, same expectations as last year, movie will be outside.
- (i) School Tool Box, other companies must be researched to replace STB.
- (j) Talent Show, no date was designated. Tentatively, to be held on the 24th or 25th of May. Carolina R. will increase expenses to \$1,250 to include school security.
- (k) Administrative Expenses:
 - (i) \$1,400 was allotted to improve the PTA website.
 - (ii) All line items were approved without changes.
- (l) School Programs:
 - (i) Carolina R. asked if there are additional foreseen expenses. There should be none, \$25,000 was confirmed as the expense for WITS.
 - (ii) Media Center, expense is \$8,000 not including the renovation. Tarafa shows a YouTube video of a new Media Center. Lili W. asks Tarafa for names of the schools with renovated Media Centers for the PTA to visit.
 - (iii) The new line item for Values Matter was explained, to replace previous Cloud 9 program. This item is a budget to buy new books for the Media Center which Ms. Plaza will promote with the students.
 - (iv) Robotics Club expenses will be confirmed with Mr. Lara.
 - (v) Cafeteria – Behavior Incentive Program, budget for good behavior tickets, pizza parties etc. Tarafa wants to keep this program. There is a discussion about a new water fountain. Tarafa is concerned about the certifications and clearance of professionals to install the water fountain. The problem lies in the limited number of technicians approved by MDCPS to do installation. Lili W. mentioned that Nancy Davis will do the application to renew the food grant.
 - (vi) Art Department, a \$2,000 budget was allotted for Ms. Meme Ferre, Art Teacher.

- (m) Instructional Material, \$1,000 was added for Agendas, the rest remained as is.
- (n) School Improvements:
 - (i) Playground/Outdoor Facilities, \$10,000 extra for umbrellas box ball court, two benches and mulch.
 - (ii) Media Center Renovation, it was agreed to increase it to \$40,000.
 - (iii) Computer Lab item line was changed to read Technology, a budget designated to the upgrade of existing technology.
 - (iv) Laminating Machine, was not ordered yet.
 - (v) Water Fountains, a discussion about installing one in the Middle School Spill-out area.
 - (vi) Mural, Tarafa asked that the artiste increase the students' involvement in the creation of the mural and/or other artworks.
 - (vii) Awnings, new ideas for this year. Awnings on Ridgewood and PE Shelter to cover the walkway.
- (o) Student Incentives:
 - (i) Perfect Attendance, a \$1,000 increase was approved for this budget item.
 - (ii) All other items remain as listed.
- (p) Principal and Staff Support:
 - (i) Para-professionals, Tarafa requests the budget be increased to \$15,000.
 - (ii) Teacher & Staff Appreciation Program, it was discussed that there will be a half-year celebration and a end-of-year celebration to show appreciation.
 - (iii) Teacher & Staff seminars, Tarafa reiterated payment of Criss training of \$650 for the teachers.
- (q) Parent Involvement Support:
 - (i) Parent Advocacy, this line item was reduced to \$1,000.
- (r) End Balance was changed to \$20,000.

Lili W. asked Tarafa about the status of the Ridgewood gate. She offered that the PTA cover part of the costs. Tarafa uncertain what the Village will contribute with.

Board members asked Tarafa to discard "Twin Day" from United Way fundraising, she agreed.

Fridays students will be allowed to wear any school tee-shirt, including Student of the Month, Peacemaker and Do The Right Thing, from this or previous years

Meeting adjourned at 11:06 a.m.

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