



PTA Executive Board Meeting Minutes
Thursday, March 1st, 2018, 8:45 a.m.

In attendance:

Nora Rigby, President | Kari Cunningham, Vice President | Matt Adinolfi, Treasurer | Kate Gardner, Secretary | Debra Olson, At-Large Member, Upper Grades | Shanti Sale, At-Large Member, Lower Grades | Holly Searl, Principal

• **Welcome, President Rigby**

o President Rigby called the meeting to order at 8:45 a.m. and welcomed the Board.

• **Principal's Update, Principal Searl**

o Teacher Stipend Distribution

Principal Searl requested that the remaining teacher gift cards be ordered from Amazon, with Treasurer Adinolfi to follow up. After discussion, it was determined that we will purchase Visa gift cards in the future.

o Welcome Coffee

After discussion, the Board agreed to host a coffee on May 30th at 9:00 a.m., welcoming new families to the school.

o Document Translation

Principal Searl informed the Board that Senor Stewart is willing to translate our key documents over the Summer. After discussion, a motion was made, seconded, and passed unopposed to pay \$30.00 an hour for this work. Principal Searl to follow up with the main DCPS documents and President Rigby to choose the key PTA documents in order to get a time estimate from Senor Stewart.

• **PTA Fiscal Year, Treasurer Adinolfi**

o After discussion, the motion to amend our bylaws by changing our fiscal year to start July 1st with the fiscal year-end on June 30th was approved unanimously. President Rigby agreed to draft a resolution to adopt this new fiscal year for approval at the Spring General Body Meeting, with updated bylaws submitted to the IRS.

• **EB Position Descriptions, Upper School Representative Olson**

o The Board discussed Officer and Committee recruitment and succession planning for next year. Secretary Gardner and Vice President Cunningham agreed to provide more detailed descriptions of each Board role to include an estimated monthly time commitment. President Rigby asked that everyone let her know whether they would like to remain on the Board next year.

• **SWW@FS, Upper School Representative Olson**

o The Board considered inviting the parents of Ross alumni who are now at Francis Stevens for a discussion of their experience from their first year. Upper School Representative Olson agreed to reach out to LSAT members Rabin & Brody to coordinate an event.



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- **Auction Update, Upper School Representative Olson**

- o The Board discussed the status of the Auction, including procurement packages, as well as possible items to raffle off this year. Treasurer Adinolfi confirmed that we have Beats by Dre Headphones to include again. Upper School Representative Olson and Vice President Cunningham plan to use their community contacts to advertise the Auction. Discussion ensued regarding the reverse auction ask to raise funds for arts & music or STEM programming depending on budget needs.

- **Announcements**

- o The Board discussed a further revamping of our website, with Upper & Lower School Representatives Olson and Sale to send President Rigby names of potential web designers.
- o The Dupont Circle Citizens Association (DCCA) will host a guest speaker from the DCPS Office of Family and Public Engagement on Monday, March 5th. Upper School Representative Olson to post the notice to our school Facebook page.

Meeting adjourned at 9:30 a.m.

Adjournment: The next PTA EB meeting is scheduled for Thursday, April 12th at 6:00 p.m.

MEETING MINUTES RESPECTFULLY SUBMITTED BY KATE GARDNER, SECRETARY