

PTA Executive Board Meeting Minutes
Friday, November 6, 2015

In attendance: Debra Olson, President; Holly Searl, Principal; Stacey McGuirk Rodriguez, Co-Vice-President; Kevin Wood, Fundraising; Allison Rabin, Co-Treasurer; Tena Howell, At-Large Member, Upper Grades; Camila Viegas-Lee, At-Large Member, Lower Grades

The meeting was called to order by President Debra Olson at 8:45 a.m.

Principal's Update, Holly Searl

- Audit Results
 - 167 Students
- Budget Presentation
 - LSAT parent, Daniel Adler, and staff member, Betsy Hagan, will attend along with Principal Searl at the 19 November at Brookline Middle School and will report on initiatives.
- Professional Development Budget
 - With a Teacher College Workshop coming up, Principal Searl inquired about the professional development budget, which has been a line item in the PTA budget in the past. Allison will check line item for tuition, transportation, lodging, & meals.
- Standing Ovation Nomination
 - D.C. Education fund, a private agency in D.C. that fundraises to support public schools, has a Standing Ovation ceremony at the Kennedy Center each year, honoring teachers, principals, and schools, all by nomination and Ross has been nominated for family engagement. The team will come and do a school visit.
- Child Care at November PTA Meeting
 - Labyrinth Games will provide childcare for 20 students in grades K-5. Tena will ask Stacey at the DCJCC if they will offer childcare for the younger children. Debra will ask Language Stars if they will provide childcare at the January PTA meeting.
- Community Service Projects
 - As part of our school service for others for the holidays, discussions followed regarding options for community service this year, e.g. snack or toiletry bags; prepare food for homeless shelters; adopt a family.

President, Debra Olson

- Membership Drive Update
 - We are at 82% and more than halfway towards our \$50K goal at \$28K. Jennifer Touchette is doing targeted \$1K campaigning this week.

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- WETA Parent Workshop
 - Considering partnering with WETA in a workshop that integrates their shows with literacy, with a presentation to be held at a future PTA meeting.
- Metro Card Update
 - As the process for obtaining a OneCard is complicated, Debra proposed buying 50 discounted Metro cards that will cost \$.95 per trip, which can be used at anytime and would replace the need to collect \$5.00 from parents. Principal Searl requested that we have them by January 11, 2016.

Co-Treasurers' Update, Allison Rabin/Cherish Medawar

- Budget
 - With so many orders and requests and with \$170K in the bank, discussion followed regarding getting a third-party bookkeeper to cut checks, audit, et cetera, for next year, as well as setting up a private foundation for investment purposes.
- Reimbursement System
 - Conveyed that we need a better system for reimbursement so Allison will create a form that will need to be filled out to accompany receipts. She will place an envelope in the PTA box and reimbursements will be processed on the 1st and 15th of each month.
 - Anything the teachers need through Amazon, Principal Searl orders and Ms. Williams processes Office Depot requests on the 1st and 15th.
- Auction Update
 - Cork will provide food, Allison is handling BidPal, but we're still looking for someone to head procurement. Discussion ensued regarding the need for fresh ideas, new people, and new donors.

Fundraising Update

- 8th Annual Ross Tree Sale
 - 150 ornaments have been donated to sell at the Holiday tree sale. The trees have been ordered, as well, but we do need more volunteers. Michelle Grossman offered to organize a donut sale for the morning of Saturday, December 4th (items to be donated from, e.g., Uprising, District Donuts) and TinyChefs has been booked, as well. Discussion ensued about assigning grades to volunteer on certain days of the tree sale.
- Restaurant Night
 - Maki Shop has kindly offered to host a Ross Restaurant Night, which will be calendared for sometime in January.

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At-Large Member, Upper Grades, Tena Howell

- Uniform Exchange
 - After some consideration, the next uniform exchange will be scheduled for mid-January and it was noted that green shirts should be given to Mr. Rogers directly.

Upcoming Events

- General Body PTA Meeting, Wednesday, November 18th, 6:00 p.m. – 7:00 p.m.
- EdFest School Fair, Saturday, December 5th, 11:00 a.m. – 3:00 p.m.
- Open House, Saturday, December 12th

Meeting Adjourned at 10:00 a.m.

Next EB meeting is at 8:45am on Friday, December 11th, 2015

MEETING MINUTES RESPECTFULLY SUBMITTED BY KATE GARDNER, SECRETARY