

MEETING DETAILS & AGENDA

MEETING	GM01-17 – General Membership Meeting #1
DATE OF THE MEETING	September 18, 2017
VENUE	Newcastle Elementary School Library
PARTICIPANTS	Angela, Elysa, Tammy, Sarika, Luisa, Ram, Debbie, Mary, Michelle, Gina, Vivian, Heather, Elaine, Jessica L, Stina, Allison, Sam, Kathy, Mandy, Rich, Danielle, and other general members
ATTENDEES	
ABSENTEES	Laurel, Elizabeth
DISTRIBUTION LIST	Angela, Elysa, Tammy, Gina, Sarika, Luisa, Debbie, Mary, Michelle, Elizabeth, Elaine, Jessica, Heather, Laurel, Gina, Vivian, Ram
PREPARED BY	Ram

AGENDA	DISCUSSED (YES/NO/NA)	DISCUSSION SUMMARY
1. CALL TO ORDER	Y	Angela kicked off the meeting as planned at 7:00 PM
2. WELCOME AND PRESIDENT'S REPORT	Y	<ol style="list-style-type: none"> Both the Co-Presidents welcomed the members They provided an overview summary of the council and District PTA meetings and how they help Newcastle PTSA by providing information that helps us leverage various State/District level programs It was communicated that the board is striving to get teacher representation from all grades It was confirmed that 100% parent participation in PTSA still carries a credit reward for the class
3. INTRODUCTION OF BOARD MEMBERS	Y	All 2017-18 Board members were introduced
4. PRINCIPAL'S UPDATE	Y	<ol style="list-style-type: none"> Rich communicated that current school strength is 640 students and is likely to reach 660 He confirmed that all the classes are evenly distributed and except one class all classes have 24 students or less All Kindergarten classes have 21 students He expressed satisfaction at the richness in diversity and informed that there are about



		<p>120 ELL students</p> <ol style="list-style-type: none"> 5. He confirmed that a new full time ELL teacher has been added who brings expertise to the program 6. He expressed pleasure as we continue to grow every way and for lot of innovation from various teachers (like innovative seating arrangements etc.) 7. He informed that while we are continuing to leverage on the last years math and social skills curriculum, some of the teachers are also focusing on literature 8. He addressed the open roof issue (in one of the staff rest-rooms and conference room) and indicated that this is due to the A/C repair work completed during summer 9. He informed that there are lot of political decisions pending which may impact our school (like adding two new schools in the district etc.) 10. He was optimistic about legislative meeting outcome as it could have positive impact on teaching staff which may impact the number and size of classes 11. He also informed that District is working on a new levy and more information should be available by end the year
<p>5. BUDGET</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Presidents and Treasurer announced that there is a net decrease to the June approved budget. They outlined the major changes <ol style="list-style-type: none"> a. Cost added due to adding movie viewing (for kids during the board meetings etc. and on the movie nights) b. Decrease in cost due to elimination of DVD distribution (now the pictures etc. will be distributed electronically instead of on DVD/CD) c. Decrease in admin expenses 2. Confirmed that the special funding budget is \$10,000 3. Sam requested special funding for RAZKIDS – a levelled literacy program (available on both iPad and PC) that helps teacher track the progress and limit/raise the reading level for each student. The estimated cost was \$95 per teacher (total approximate cost would be \$475). 4. Debbie wondered whether this could be covered under Restricted Funds (raised during Raise-the-Paddle) instead of Special Funding 5. Rich indicated that the technology spend last year was huge and Restricted Funds need to be kept aside for such expenses 6. It was decided to keep under Special Funding for the time being (as it is not a significant amount ~under \$500). However, Angela wanted Treasurers to make a note to categorize make each such expense a separate line item during budgeting session 7. Danielle made the motion to approve this expense, Sarika seconded it. 8. All the members approved this expense with no ‘nay’s 9. Board wanted to know more about BrainPOP. Rich will be sending more details about it.



<p>6. PROGRAM UPDATES – VOLUNTEERS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Angela outlined four urgent needs, the first two being time sensitive and next two being critical to obtain support and to effectively leverage external resources <ol style="list-style-type: none"> a. Chair and volunteers for Oct. 27 Costume Carnival b. Reflections Chair c. ISF Liaison d. Legislative Liaison 2. She also highlighted the need for Gift-a-Book chair
<p>7. PROGRAM UPDATES – OUTREACH</p>		<ol style="list-style-type: none"> 1. Tammy and Heather updated that a kinder connect email with all the immediate upcoming events details was sent out 2. The past events had good participation with 20 families showing up for Popsicles on the Playground event 3. Family and Movie nights are coming up 4. Allison mentioned that the first-grade parents want to continue the connect program and she graciously took up the responsibility for First Grade Connect (similar to KinderConnect)
<p>8. PROGRAM UPDATES – PROGRAMS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Sarika and Luisa reiterated the need for volunteers and chairs for Reflections and Costume Carnival 2. Danielle provided an overview of Reflections. She indicated that it is critical and time sensitive as the deadline to approve student artifacts and submit to District is fast approaching (early Nov.) 3. Members expressed a need to better promote Reflections. They felt that a video at District/State level should be shown to students by teachers. Co-Presidents promised to reach out to District/State to see if they have any promotional videos.
<p>9. PROGRAM UPDATES – MEMBERSHIP</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Stina expressed her delight on reaching 600 membership level 2. She reiterated board’s desire to reach 100% membership 3. Members felt a need to send out a reminder to parents to become members and that they do not need to donate/pay to be members as it is a free membership and donation/payment is entirely at their discretion. Stina promised to send out an email draft to teachers that they can distribute to parents.
<p>10. PROGRAM UPDATES – WAYS AND MEANS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Vivian and Gina indicated that only 5 families ordered spirit wear 2. Members felt the need to extend the deadline and sending the order form to parents via kidmail. 3. There was a discussion on leveraging electronic media (eBlast poster). Rich offered to help (through front office) 4. Rich confirmed that he would like to order some shirts for staff and that will not be from PTSA budget



		<ol style="list-style-type: none"> 5. Angela and Debbie indicated that the funds raised during auction are not enough to cover both the years (at best they cover up to 1.5 years of budget). 6. Angela solicited suggestions for raising funds without going through a full auction kind of exercise during non-Auction year 7. She indicated that the board is constituting two special committees that consists of both teachers and parents. She solicited members help with the committees. These committees are <ol style="list-style-type: none"> a. Committee to research and finalize Fund Raising activities b. Committee to research and recommend Playground Enrichment
<p>11. PROGRAM UPDATES - PTSA TEACHER REPRESENTATIVES</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Kathy inquired about the class room credit for 100% membership attainment. It was confirmed that the program is still in effect. She suggested teachers send out an email to parents. Stina promised send an email draft that can be used by teachers, she also indicated that the teachers can send their own format if they wish to and need not wait for her draft 2. Members felt that an email from teachers would be more effective than kidmail/eBlast/PeachJar about Reflections program. Teachers and Rich felt that a video from PTSA would help. Angela/Elyssa promised to reach out to District/State and check availability of such a video 3. Sam expressed gratitude on all teacher's behalf for providing camera kit last year. She said it was very useful and is saving lot of precious time 4. She provided an overview of RAZKIDS and sought budget approval for the licenses. Members approved after voting.
<p>12. CONCLUSION</p>	<p>Y</p>	<p>Angela adjourned the meeting at 8:19 PM after thanking everyone.</p>



ACTION ITEMS TRACKING

SL NO	MEETING REFERENCE	DATE	ACTION ITEM	RESPONSIBILITY	TARGET DATE	CLOSE DATE	REMARKS
1	GM01-17	9/18/17	An email draft to Teachers to be sent to parents encouraging 100% membership	Stina	Sep 30		
2	GM01-17	9/18/17	More details about BrainPOP	Rich	Sep 30		
3	GM01-17	9/18/17	Investigate the availability of Reflections promotion video with District/State	Angela/Elyssa	Sep 30		
4	GM01-17	9/18/17	Send out 100% membership attainment email to parents	Teachers	Sep 30		
5	GM01-17	9/18/17	Show video to students (after receiving from PTSA) and send out an email to parents about reflections	Teachers	Sep 30		
6	GM01-17	9/18/17	Extend the deadline and communicate to parents along with order form	Angela/Elyssa	Sep 30		