

PTA Executive Board Meeting Minutes

Subject : Event Review and Next Plan Event

Place/Date/Time : Virtual / March 17, 2022 / 6-8pm

Attendees :

Ms. Vanessa Rosa Ms. Orit Foresta Ms. Robyn D’Agostino Ms. Danielle Deenihan Ms. Nicole Underwood	Ms. Nora Chau Ms. Lisette Quinones Ms. Jeannie Hermosura	Ms. Patricia Campanelli Ms. Fitri Perwitasari
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Agenda :

- A. Read-A-Thon
- B. March Mindfulness
- C. Raffles ticket
- D. April Event
- E. 5th Grade swag bag
- F. PTA by Laws
- G. From SLT meeting
- H. Miscellaneous

Minutes:

Item	Key Discussion Points	Action Items <PiC>
A	<p>Read-A-Thon</p> <ul style="list-style-type: none"> • Review <ul style="list-style-type: none"> ○ Awesome output! ○ PTA plan to do it again next year • Consideration for next year <ul style="list-style-type: none"> ○ Prizes for the student with the most reading minutes and the student who raised the most donations. ○ Ask Read-A-Thon if the prizes can be packed in individual pack. ○ PTA will print out certificate for all the participant ○ Set clearer guideline for teachers and students, e.g. time spend reading especially for lower grade. 	
B	<p>March Mindfulness</p> <ul style="list-style-type: none"> • The Author ready for March Mindfulness • Order the book through PTA • 2 Chipotle gift card @\$25 for raffles ticket • PTA to check the best way for the author to log in 	<p>Nicole and Robyn to talk to the author the best way to log in.</p> <p>Nora will keep the Chipotle gift card until the winner announce.</p>
C	<p>Raffle</p> <ul style="list-style-type: none"> • Board members are allowed to enter raffles in every PTA General Meeting 	

D	<p>April Event General Meeting will be on April 12th Agenda:</p> <ul style="list-style-type: none"> • Summer Fair presentation • All the attendees will vote on the budget for Spring Festival that will be held on May 27th • Spring Festival: <ul style="list-style-type: none"> ○ Robyn and Nora → Co-Chairman ○ Outdoor fun activities ○ Each grade will take turns starting at around 8.10 for the first group and ended around 1.30 for the last group. ○ The activities include: <ul style="list-style-type: none"> ✓ DJ ✓ Bubble performance ✓ Giant Kinect ✓ Glitter Tattoo sticker ✓ Face Painting ○ The snacks corner include: <ul style="list-style-type: none"> ✓ Soft Pretzel ✓ Popcorn → PTA to buy the machine ✓ Ice Cream or Kona Ice • Nominated committee will be on this month executive board meeting. 	<p>Person in charge to share detail info and or budget: Patti : Bubble Performance Glitter Tattoo: Danielle Popcorn machine: Danielle Ice cream or Kona Ice: Robyn</p>
E	<p>5th Grade Swag bag:</p> <ul style="list-style-type: none"> • String bag and water bottle with PS169Q logo • Beach towel with PS169Q logo and color 	<p>Ms. Orit, Patti, Lissette, Fitri</p>
F	<p>PTA by Laws</p> <ul style="list-style-type: none"> • More active communication between the board members • Next executive board: <ul style="list-style-type: none"> ○ Review meeting minutes before going over to the next meeting agenda ○ Treasury to report financials in every board and general meeting ○ Discuss next necessary steps from previous event and for next event ○ Carry over financials for the next PTA board is up to \$18,000 	<p>Jeannie to prepare the report</p>
G	<p>From the SLT member meeting:</p> <ul style="list-style-type: none"> • School request plan to install new water stations to replace water fountain that cost approximately \$8,000 per new water station. • School plan to renovate the bathroom. • The source of the fund for both plans can be from school fund, PTA, Capital Budget Project (propose Vickie Paladino). • Ms. Rosa to fill out survey. Possible digital petition. • SLT Committee will plan how to engage with the ENL's parents. 	<p>Lissette will handle outreach to Vickie Paladino.</p>

H	Miscellaneous <ul style="list-style-type: none">• May 19th will be the election day for the next PTA board executive• Bubble party for 3,4,5 grades budget is approved by PTA board member• PTA to buy 32 packs of water bottle for students	Robyn to buy and store in Ms Orit office.
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