

Arnold Elementary PTA Board and Committee Meeting
Meeting Minutes

November 8, 2011

7:00 p.m. – 8:15 p.m.

1. Call to order
2. Approved October 2011 Minutes
3. Officer Reports:
 - a. President:
 - i. Discussed Process vs. Progress: Leaders and Volunteers are encouraged to take copious notes and monitor your budget.
 - ii. Please drop an email periodically with an update of your progress regarding your event and progress.
 - iii. Be sure to promote the PTA in all of your programs and flyers.
 - iv. When sending emails, put the attachments in the body of the email for those who can not access attachments.
 - v. Bundle emails to minimize the number being sent.
 - vi. Once your event is complete, you will get a folder that will lay out the process. This folder will be turned into PTA so that they can be shared with future volunteers.
 - b. Vice President:
 - i. Folders for Committee Chairs will be provided. These will give guidelines and create an outline for the event.
 - ii. An exit interview will be a part of this process and will help to recap the event for the PTA in preparation for future committee chairs.
 - c. Treasurer:
 - i. Updated treasurer's report. Reviewed current budget and surplus.
 - ii. Discussed need to evaluate how to spend this additional money.
 - iii. A teacher wish list was suggested.
4. Committee Reports:
 - a. Fall Festival – Very successful, brought in \$ 2400. A special thanks to Deb Manning, Karen and Mike Strandquist, Cathy Shaw and Wendy Bright.
 - b. Book Fair – Great job. New attempt to have the Book Fair overlap with the Fall Festival. Next year it might be helpful to advertise it more.
 - c. Enrichment Program – Going well and continues to grow each year. Looking for someone to Chair this committee next year.
 - d. Cultural Arts – Nov 14 Footworks Ensemble which is part of the Artist and Residency program. Dec 22 Yolo – Healthy Eating program. Feb 1 Maryland Science Center. May 21 Kahurnagi Maori Dance Theatre. Several grant applications for programs, one of which has been approved.
 - e. Breakfast with Santa – Molly and Melissa will not be running program next year but will be available to help. This program runs smoothly.

- f. Secret Santa – Melanie is helping with shopping. Currently doing inventory and pricing. Still considering where to hold the shop. Have added the idea of Elf Escorts to help lead kids to the shop. Considering community service hours for middle school students.
 - g. Other – Green Committee – Suggested recycling crayons. Slope by playground is being washed out. Suggested that the Terrapin Club plant pachysandra to help maintain the area.
5. Principal's Report:
- a. Thank you for the Fall Festival and the Luncheon.
 - b. Guest Artist program has taken off.
 - c. Would like to remind parents that the parking lot needs help. Be sure to have a single file line of cars.
 - d. Very excited about November 11th, Friday Open House.
 - e. PTA has been very generous and it is appreciated.
6. Old Business:
- a. Citizen Advisory Committee structure has been realigned. We now have cluster representation, Lisa Nolan. Would like to establish a standing committee as advisory only. Would call it the Citizens Action Committee.
 - b. Current focus of the CAC is class size, heterogeneous grouping, and school start times.
 - c. Motion was made to establish a standing committee. Kerry Petz and Tiffany Snowden to chair committee.
7. New Business:
- a. Bylaws need to be filed. Need to review at meeting and then vote in January to submit bylaws.
8. Announcements:
- a. Thanks a latte to Deb Manning, Tammy Hartman, Karen and Mike Strandquist.
9. Meeting Adjourned