

Albany Avenue PTA Meeting
October 9, 2025

I. Call to order

- A. Will the meeting please come to order at _____ pm (Tap 2x)
- B. Quorum present: Yes _____ No _____
- C. Please stand for the Pledge.

II. Officers Reports

A. Recording Secretary: Theresa

- Theresa, will you please read the minutes from the September meeting?
- Motion to waive: _____ / _____
- Are there any corrections or additions? _____
- The minutes stand approved (as read/as corrected) (tap 1x)

B. Treasurer's Report: Daniela

- Checking account balance: _____
- General Funds available: _____
- Are there any corrections or additions? _____
- The report will be placed on file (as corrected) for audit.

C. Corresponding Secretary: Maria F.

1. _____

D. President- Kristin

1. Welcome to our October PTA meeting!
2. Thank you to Dorothy and the Room Rep committee, along with hospitality, for setting the room up tonight for the Room Rep Reception - looks great!
3. Last week was National Custodian's Day- thank you to the amazing custodial team at Albany Avenue for keeping the building safe and clean for the kids, and for always partnering with the PTA for our many needs. Thank you to Maria Fig for picking up the treats that we sent in on behalf of the PTA.
4. Membership- please sign up! All committee members and room reps are expected to be paid PTA members for insurance purposes. If you are staying tonight for the room rep reception, please take a moment to become a member through the website.
5. Budgets
 - a) Every PTA committee has a budget. Please stay within your budget, and do not use personal money to go over budget.

This sets an expectation for an event that may not be sustainable for the next committee. Please keep your receipts and submit them to Daniela, along with your check request form, for reimbursement. If you have received a check from Daniela, it's important that you cash it promptly for our bookkeeping purposes.

6. Duplicating

- a) Anything you want to send out must be approved first by me, then sent to Mr. G for approval. Please CC me on the email to Mr. G. After the initial flyer is approved by Mr. G, send for translation. This includes letters home that room reps send- we will discuss that further at the Room Rep Reception in a little while. Translation@albanyptalindenhurst.com
- b) Please send Dorothy or I a copy so it can be posted to website
- c) Must have PTA letterhead as well as committee members and contact info- please use your PTA email address
- d) Give 2 weeks time for school duplicating
 - (1) If you need to use an outside printer, it must be approved by me and will come out of your budget line
- e) 2 copies of all flyers should be given to the secretaries so that they have the info in case any questions come up.
- f) **Please ask for 550 copies**

7. Communication:

- a) We are all volunteers, so please be patient with turnaround time. However, if you've reached out to any of us for something and haven't heard back within a day or two, please don't hesitate to follow up.
- b) Any new ideas you have for your committee are always welcomed! It is important that you speak with me about those ideas before beginning any planning with your committee or reaching out to the administration. There are often logistical things PTAs need to consider. We may need to brainstorm or troubleshoot together before we can move ahead, and it's important for me to be in the loop with those things.

8. Tax exempt form is available for PTA purchases only. See Daniela or myself if you need.

9. Google Drive- if you are chairing a committee and haven't yet logged into your Google account, please do so as soon as possible. If there are issues with access, it may not be easy for me to help you on short notice (teacher- not always near my phone or computer). Additionally, there may be notes from previous chairs that guide you in the things you need to do leading up to your event and you want to establish a timeline for yourself.

10. Please check the PTA closet before making any purchases for your committee- there are a lot of things in there for many of our reoccurring events. Our storage space is at a premium, so we need to avoid making purchases of items that require storage after your event. Additionally, if you need to access the closet, please contact me to arrange meeting after school to be let in. I am the only one with a key and we are kindly asked to visit after school hours only when we need to access the closet. Please avoid asking the secretaries to let you in, or stopping by during the school day.

E. 1st Vice President - Dorothy

1. Holiday Party _____
2. Black Box- please take your card, or a new one, and update it with contact info and all volunteerism this year.

F. 2nd Vice President - Lisa K.

1. _____

G. 3rd Vice President- Mr Garofola

1. _____

2. _____

3. _____

4. _____

5. _____

H. Council Delegate - Vanessa

1. Last Council meeting was 9/30- Albany hosted.
2. Had a productive discussion on many financial questions for units.
3. _____

4. _____

I. Past President - Valerie

1. _____

III. Standing Committee Reports

A. AntiBullying - Suzie Bolger

1. Build the chain, break the bullying: sending home paper links for students to decorate. They will be linked together and displayed in the lobby.

2. _____

B. Arts in Ed - Missy T.

1. _____

2. _____

C. Calendar- Kerry Murphy

1. Chairs- please send info to Calendar@albanyPTALindenhurst.com to be added.

2. Members- please add the calendar to your phone to have PTA events automatically appear on your calendar!

E. Historian - Luis

1. Please email photos from school and PTA events to
Historian@AlbanyPTALindenhurst.com

F. Lindy Lends a Hand- Vanessa Fig

1. _____

2. _____

G. Membership - Dorothy

1. Theme: _____ Current member total: _____

2. _____

H. Room Rep Coordinator- Dorothy

1. Welcome to all room reps- reception will be immediately following this meeting. More information regarding procedures for room reps will be discussed shortly. Please be reminded that all reps must be paid PTA members- use the website to sign up now if you haven't yet.
2. _____

3. _____

K. School Board Rep - Luis

1. _____

2. _____

L. SEPTA - Lisa K.

1. _____

M. Ways and Means - Dorothy

1. Miss Chocolate: _____

2. Bulldog Basket Bash has its first meeting this week to begin discussions on soliciting donations. Save the date- March 20, 2026 at Fireman's Pavilion (adults only event). This is our largest fundraiser of the year- please consider joining us.
3. _____

IV. Special Committees

A. Book Fair- Maria Fig

1. _____

2. _____

B. Homecoming - Missy

1. _____

2. _____

C. Trunk or Treat - Dorothy

1. _____

2. _____

V. New Business

A. Nominating Committee

1. Committee will consist of 3 members of our executive board and 2 general members- executive board means you chair or co-chair a committee. The purpose of the nominating committee is to review nominations for next year's officers and then create a slate of proposed officers to be voted on in the spring. Timeline is generally:
 - a) Begin receiving nominations in early January, meet by late January or mid-February to go through the nominations and establish the slate of proposed officers, election at March meeting.
 - b) At this time, would anyone wishing to serve on the nominating committee please raise your hand.
 - c) People interested _____

2. If there are more than the required number of people interested, a vote needs to be taken.

B. Audit Committee - ask for 3 volunteers. Vote if necessary

1. People interested: _____

VI. Unfinished Business

- A. _____
- B. _____

VII. Adjournment:

- A. Next PTA Meeting will be Thursday, November 6
- B. Is there a motion to adjourn the meeting? _____ / _____
All in favor? _____ Any opposed? _____
The motion carries. Meeting adjourned at _____

