

2024 November Board Meeting Agenda

B.F. Day PTSA

November 21, 2024 [Google Meet](#)

1. 8:07 Convene and Introduction
2. Review and Approve [Oct General Assembly Board Meeting Minutes](#) - Kirsten
 - a. 5 board members needed, 3 officers needed to conduct business
 - b. 8:10 p.m. Motion to approve Oct minutes
 - c. 8:11 p.m. Second to approve minutes
 - d. Andrea
 - i. Where should General Assembly minutes be shared?
 1. Website - Resources
 2. Referenced in the newsletter
3. Wins! -Shannon 8:14 p.m.
 - a. Celebrate Jahna and all of the work that went into Direct Drive
 - i. Contributing to the success is higher participation rate, support from teachers and excitement about Mr. Luke shaving his head, as well as building a culture of philanthropy at B.F. Day.
4. Action Item Follow Ups from Meetings/Stand-Ups (15 min) - 8:16 p.m.
 - a. Enrichment chaperone insurance requirements- Shannon (Brandi out)
 - i. AIM required majority of manpower to be PTSA members
 1. Need 1 PTSA member chaperone that is on-site for each Enrichment class for each day
 - a. Most other schools are only using 1 chaperone
 - b. Most schools are not complying
 - c. AIM said enrichment is add-on
 - d. Many PTSAs are facilitating but schools are running so it's covered by School insurance
 2. Discussion/questions:
 - a. How would this be set up if it was considered a school event?
 - i. There are staff on site right now during enrichment.
 - ii. Can we list Sonja
 - b. Goal is to keep doing what we're doing for the enrollment and set-up. Need to figure out how to best comply with policy.
 - c. Could we plan to have 1 person there each day of enrichment - transition from class and pick-up
 - d. We also need to clarify coverage for Science Club that goes off-site for field trip (Andrea)
 - e. All vendors should have their own insurance (Shannon to confirm with Brandi)
 - ii. Natalie to see if this can be SPS activity/event
 - iii. Policy for roll call
 - iv. Shannon to confirm follow-up meeting and updates from Brandi and Natalie in the weeks ahead
 - b. Wish lists set guidelines to rollout next SY-Shannon

- i. Pooled wish list into one list?
- ii. Wish lists sent direct to PTSA?
- iii. Set times of year to promote these to families?
- iv. Discussion:
 - 1. Do we have feedback from families about multiple asks?
 - a. This is why we started Direct Drive
 - b. We could do a survey of families
 - 2. Teachers are wondering why they can't have Wish Lists (Laura)
 - a. In BLT, have said the Wish Lists support "I want to do this for your kids in your classroom - here are the things I need"
 - b. It's meaningful to them to have the Wish List
 - 3. Compromise that Shannon and Natalie discussed
 - a. Natalie asked about holiday and staff appreciation
 - b. Cost limit
 - c. Remind teachers that up to \$700 is reserved for each teacher by PTSA
 - 4. Is there a way to pool wish lists of what Teacher's need?
 - a. Families could contribute books to other classrooms
 - b. Example: <https://www.teacherlists.com/content/wishlist/>

5. New Business (40)

a. Exec Board Officer Updates (10 min)

- i. 8:48 p.m. President's Report
 - 1. Standups-focused topic
 - a. 1-2 topics/meeting
 - 2. Merch selling compliance update
 - a. Can't have an ongoing online store w/o sales tax
- ii. Treasurer's Report - Anthony(via email)
 - 1. 8:50 Vote to renew CD
 - a. Motion by Shannon to approve renewal of CD
 - b. Second by Kirsten to approve
- iii. Fundraising Chair's Report - Jahna
- iv. Secretary Project Updates - Kirsten
 - 1. [2024-2025 Standing Rules](#) - All members reviewed?
 - 2. Voting requirements for 2024-2025
 - 3. Standard of affiliation status-Shannon

b. Committee Updates (30min)

- i. BLT Lead Updates - Laura
- ii. Communications Chair Updates - Andrea
- iii. 8:52 p.m. Volunteer & Room Parent Updates - Annie
 - 1. Holiday gift
 - a. Annie to confirm by 12/1
 - b. Annie to confirm Room Parent communication or any support needed by Kirsten
 - 2. Food drive
 - a. Move to January
 - 3. Staff appreciation recruit
- iv. 8:56 p.m. Social Events Updates - Marissa/Melody
 - 1. Annual B.F. Day Auction March 22 6:30 p.m. at Woodlawn Hall

2. Move-a-thon
3. Winter Wonderland Event - 8-2:15 p.m. 12/20, set-up on 12/19
 - a. Sign-up genius - Want to align with Time Table of when classrooms will go so parents can volunteer
 - i. Communicate to Room Parents
 - ii. Add to Dayette
- v. 8:59 p.m. 5th Grade Trip update-Anthony
 1. Paying deposit through school account
 2. Getting numbers so we will
 3. Question:
 - a. When we fundraise for the 5th grade trip, will the money go through the PTSA (Givebacks)?
- vi. 9:01 p.m. Newsletter - Andrea
 1. The newsletter continues to have a really high open rate
 2. Took picture of Fall Fest event
 3. We want to make it really personal
 4. It's a way to sell us (PTSA)
 5. December
 - a. Focus on Enrichment
 - b. Holiday gifts for teachers
 6. Discussion
 - a. B.F. Day Auction - How can we make it sound more fun?
 - i. Don't want to cause confusion with Art Fest at school
 - ii. ~~Spring Gala?~~ Spring Fling?
 - iii. Theme: Golden Age of Hollywood
 - iv. Can we introduce it in the December newsletter?
 - b.
- vii. For December Standup and Monthly Meeting Agenda
 1. Standup on 12/3
 2. Art projects planning and communication to Room Parents
 3. Confirm budget for art supplies for auction art per classroom to share with teachers and room parents
 4. Fundraising report
 5. BLT report
- viii.
- ix. Next school year
 1. Nominating committee?
 2. Family handbook to finish by Aug
 3. Rolling membership(?)

[Calendar SY24:25](#) for reference

Meeting Closing 9:25 p.m.