

Whitman PTA Meeting Minutes Monday, September 11, 2006

Attendance: Charisse Sarvela (President), Laura Startz (Secretary), Judy Hart (Treasurer), Angel Rice (Historian), Sue Banghart (VP of Membership), Jeff Keranen (Principal), April Greenman (Assistant Principal), Andrea Gaines, Jon Gaines, Julie Goodwillie, Christie Toye, Karen Zimmerman, Donna Reed, Lisa Steinke, Ann Davis, John Morris, Annette Morris

Excused: Joan Snyder (VP of Volunteers)

President, Charisse Sarvela, called the meeting to order at 7:10 p.m. in the Whitman Library.

Secretary's Report: Laura Startz distributed the minutes from the May 1, 2006 Whitman PTA Meeting. After review the minutes were filed with a minor correction.

- **Correspondences** received over the summer months: thank you notes from the following people; Chris Kutsch, Joan Boyce, Debbie Dress, Gagnon-Riordan Family, Savannah Rice and Leah Mott, Lisa White.

Treasurer's Report: Judy Hart distributed the current Monthly Treasurer Report and copies of the of the 2006-07 preliminary budget. The following points were noted in regards to the budget:

- Balance from last year: \$7,990.89
- Zeroed out Discovery Day Income (PTA will pick up any costs associated with the program)
- Increased interest earnings from \$50 to \$75 (based on current amount in savings)
- Deleted line item "8th Grade Gift Last Year" (one-time-expense)
- Zeroed out "Awnings" expense (one-time-expense)
- One line item "Book Fair, Teacher Gifts" will be used to account for all the books that are given to the teachers.
- Deleted line item "Disability Awareness" (obsolete)
- Increased "Liability Insurance" from \$135 to \$220 (need to be adequately covered)
- Deleted line item "Library Reference Shelves" (one-time-expense)
- Increased "Newsletter" expense from \$250 to \$500 based on cost projected of printing/distributing the newsletter in-house this year.
- Kept the line item "Spirit" even though no money was spent last year.
- Increased "PTA Scholarships" from \$1000 to \$1100 (fund two full \$550 scholarships)
- Increased the amount by from \$3,000 to \$4,500 for "Student Activity Fund" to account for rising gas costs and bus rental costs.
- Combined the three lines of "Student Activity Funds" (by grade) to one line item "Student Activity Fund" Money will be disbursed on a per student amount.
- Added "Homework Club" expense of \$250 for snacks/refreshment for students.
- Added line item "Building Staff Appreciation" of \$150 to be used towards the purchase of items to show the office staff the PTAs appreciation of their efforts.

Final budgeted numbers: \$63,100.00 (Income), \$57,905.00.

Jon Gaines pointed out that the projected income of \$63,100 includes the \$7,900 carryover from last year which shows that the PTA projected expenses will exceed the projected income.

Ideally, the PTA would only like to carry over approximately \$3,000 per year. The PTA will monitor this closely as the carryover each year is reduced until it is approximately \$3,000.

Motion: Laura Startz motioned that the budget be approved as presented. Motion seconded. Motion passed.

Membership Report: Sue Banghart reported that currently the PTA membership total is 329 (last year's total: 341). She will be attending a staff meeting to encourage the staff to join the PTA.

Magazine Sale: Donna Reed, Chairperson, reported that the sale is underway. Donna commented on how well the fundraising company, Genesis, is working to accommodate and assist the school in their fundraising effort. April Greenman also commented that she has enjoyed working with the company from a staff perspective.

Principal Report:

- **Communications:** Jeff Kernan, principal, thanked Laura Startz for her work on the Communication Flyer that will be handed out at the Open House.
- **Registration:** Jeff attributed a large part of the success and expediency of the registration process on the huge support of the PTA. *Thank you Angel Rice for heading this effort up!*
- **Staffing:** a majority of the staffing remained the same as last year; only a few positions needed to be filled which made the transition from last year to this year easier.
- **WAC:** will be beginning in September. Students need to be registered beforehand. For registration contact the Wauwatosa Recreation Department. Parent volunteers are need to supervise during the event, contact Nancy Cohnert at 461-3323.
- **Long Range Planning Committee:** Jeff advised parents to stay alert to the announcements regarding the Long Range Planning Committee as they complete their recommendations that will be presented to the School Board this Fall.

Old Business:

- **Incorporation:** Laura Startz distributed information regarding the incorporation of the PTA to eliminate the personal liability for the Officers. Incorporating the PTA will be perused.

New Business:

- **PTA Newsletter:** The company that published the PTA newsletter (at not charge!) last year has gone out the business. The PTA newsletter will continue to be published and the PTA will pay the expense of printing and mailing. . Donna Reed, current editor, has agreed to publish 3 editions for the year. Interested persons can join a group of people (meeting date to be announced) to discuss the newsletter and division of the tasks associated with it (i.e. collection of articles, editing, printing, labeling, sorting, mailing, etc.)
- **School Spirit:** an article for the newsletter will be written to recruit a person willing to take find and implement creative ideas to increase the student's school spirit.
- **Cultural Arts Activity:** The National PTA has developed a program to celebrate the arts. More information can be found on the PTA website at www.pta.org
- **Diversity Conference:** Andrea Gaines, former PTA Council President, has been invited to attend the Emerging Minority Leadership Conference: October 27 – 29 in Detroit, MI. Andrea will report on this conference at the November PTA meeting. Andrea also encourages all members to read the 'For a Stronger School Put Diversity in your PTA' article in the current PTA "Our Children" magazine that can be accessed from the school's website in the PTA area.
- **Author Visits:** discussion have began between Joan Boyce and the PTA regarding scheduling Author visits for this school year.
- **School Board:** The PTA will be providing refreshments for the school board member that is scheduled at Whitman on Monday, October 9 at 7:00 p.m.

Announcements: Next PTA Meeting: Monday, October 2, 2006 at 7:00 PM in the Whitman School Library

Meeting adjourned at 8:45 p.m.

Respectively submitted,

Laura Startz Whitman PTA Secretary

Action Items:

Charisse Sarvela

- Arrange meeting with Jeff to talk about newsletter and registration process (Laura and Donna)
- Article for newsletter regarding School Spirit
- Hospitality for School Board meeting (arrange with Executive Committee) on Monday, October 9 at 7:00 p.m.
- Dates for Family Dinner and Bookfair (Joan)
- Set up meeting to discuss newsletter future

Judy Hart

- Follow up with outstand checks from last year.
- Complete Incorporation filing

Laura Startz

- Meet with Jeff and Charisse and Donna to talk about newsletter and registration process (Charisse)
- Flowers/gift for Shelly, Anne and Ellen (added to Secretary's responsibilities; gifts/acknowledgement beginning of the year and at Christmas for office staff)
- Report on Sue Koepke memorial for October Meeting

Joan Snyder

- Report at October meeting regarding open chairs
- Folders to Committee Chairs
- Dates for Family Dinner and Bookfair (Charisse)

Great America fundraising:

Online ordering of both magazines (40% profit) and gift items (50% profit), online tracking, in-house processing system to cut the lead time from placement of order to delivery of the magazines, get 'em back cards for repeat customers from year to year, approximately 840 magazines offerings (average 740 to 800 offerings), someone from the company would be available to assist with the collection and tally of the orders. 30 day invoice period, guarantee to meet the dollar from last year plus a \$1,000 signing bonus.