

## MINUTES OF THE BRIDGE PTA EXECUTIVE COMMITTEE MEETING

Held on June 1, 2011 at 1:37 pm at Conference Room 1, Bridge School, 55 Middleby Road, Lexington, MA.

PTA Executive Committee Members Present:

Rebecca Reynolds Moore (Co-President), Justine Wirtanen (Co-President), Tricia Weisberg (Treasurer), Suzanne Lau (Secretary), Stephanie Mitzenmacher, Victoria Campos, Laura Schroeder, Guorong Zhu and Cathy Smith.

### PROCEEDINGS

1. Welcome

Rebecca called the meeting to order at 1:37 pm.

2. Minutes for April 13, 2011 Meeting

The Minutes for the April 13, 2011 EC meeting were unanimously approved by email on May 13, 2011.

3. Minutes for May 4, 2011 Meeting

The Minutes for the May 4, 2011 Meeting were amended to reflect the correct date for Field Day of June 17. The Minutes for the May 4, 2011 EC meeting were then unanimously approved.

4. Revised Bridge PTA Bylaws

A revised version of the Bridge PTA Bylaws were submitted and approved by the MA PTA on May 18, 2011. Congratulations Justine!

5. PTA Nominating Committee

A PTA nominating committee consisting of Guorong, Cathy and Laura was formed on May 26, 2011. This committee has nominated Sue Kingsbury to join the PTA Executive Committee as a Vice-President. They have also nominated Stephanie Mitzenmacher for re-election as a Vice-President. Both are for a two-year term. The general membership will vote to elect these candidates at a General Membership Meeting to be held before the PTA Coffee Connection on June 15.

6. Treasurer's Review/Fundraising review/Wishing Well Update

Tricia reviewed the year-to-date numbers for 2010-2011.

- Wishing Well Wishes granted were a total of \$12,273, including the ELMOs. The Winter Ball raised \$14.6K for the Wishing Well this year.
- Spring Fling raised \$700 this year (this is a Community Event and not intended as a fundraiser).
- The Committee Chair Appreciation reception at Rebecca's home on June 9 is expecting about 50 guests. EC approved expensing the food platters to Hospitality under the PTA budget. Additional notes: Spouses are welcome to

this event, contributions are welcome, and Guorong will pick up the paper goods.

- Stephanie has organized the refreshments with Chartwells for the Volunteer Appreciation event at Field Day on June 17. Chartwells will expect immediate payment to close their accounts for the school year.
- Current cash reserve is equivalent to about 2 years of expenses.

#### 7. Fundraising

The PTA Fundraising Committee meeting held on May 9 was attended by 12 people and was very productive. Next year, the PTA will have a fundraising timeline that includes all Bridge, as well as town-wide, fundraisers (like LEF). This will attempt to avoid conflicting events and bombarding parents with too many initiatives. The PTA will consider combining some fundraisers with important events on the calendar. Shannon Amsler will continue to chair the Wishing Well. Amber Matus and Heidi Epstein will co-chair the General Fundraising Committee.

#### 8. Bridge Renovation Update/Timeline/SPARC/Enrollment Update

- Bridge has 540 students as of 6/1/ 2011
- The Renovation Parent group will meet on Friday, June 3, 8:30 am to discuss the current architectural plan and timeline for the Bridge/Bowman renovation. This meeting will include PTA EC Members, the school Principals, the architects and Pat Goddard.
- Bridge PTA Coffee Connection on June 15, 2011 8:45 am in the Cafeteria has invited Dr Ash and Meg Collela to give an update on the Bridge/Bowman renovation and enrollment.

#### 9. Kids Cooking Green

MOTION to approve PTA funding for the proposed Native American Harvest Breakfast for the 2<sup>nd</sup> Grade in September 2011 and holding a fundraiser for the Kids Cooking Green Program next year. The EC discussed the proposed activities by the Kids Cooking Green Program (chaired by Liza Connolly) and the need for a fundraiser next year. The MOTION was approved unanimously by the Executive Committee.

#### 10. Field Day/PTA Table/Volunteer Appreciation

The PTA will host an information table at Field Day on June 17 to inform parents about PTA activities and the Bridge Renovation. Volunteers will host the table during the lunch period. Thanks to Stephanie for organizing the cupcakes and lemonade for the Volunteer Appreciation. Suzanne will prepare a list of the PTA Committees and their descriptions, as well as a sign-up list for vacant Committee Chair positions.

#### 11. PTA Survey Results

Stephanie reported some of the preliminary PTA survey results (performed using Survey Monkey). There were 110 responses so far. The PTA will send out an additional email asking for additional participation in the survey.

#### 12. Upcoming Calendar/Events

- Field Day will be on June 17
- 4th Grade Mexican Fiesta will be on June 10
- Volunteer appreciation event at Field Day on June 17 – thanks to all volunteers (any role) during the year.
- Parent Coffee Connection with Dr Ash, Superintendent Lexington Public Schools, on June 15 at 8:45 am
- PTA Chairperson's Reception scheduled for June 9.

#### 13. Other topics

- Reviewed Committee Chair status for 2011-2012. Will add Map Night Chair and Lost and Found Chair to the list of Committees. Will consider either Barnes and Nobles or Elephant Trunk fundraiser.
- PTA Membership: 273 members this year.

#### 14. President's Re-Cap

Rebecca re-capped some of the highlights for the year, as well as areas of improvement for the PTA. Some of the successes for the year include: 74 PTA programs, raised over \$30K total (ACT, book fair, Winter Ball etc), 273 PTA memberships, funded technology for the classrooms (ELMOs present in classrooms from Grade 1-5). Some areas of improvement include: providing more focus for the PTA programs, reducing the number of fundraisers, improving communication with parents (renovation, override, events, fundraisers, shortening B2H etc), reaching out to the international community.

Meeting adjourned at 3:04 pm.

Next Executive Committee Meeting Date: August 2011, 1:30-3:00 pm, Conference Room 1 at Bridge School, precise date to be determined.

Minutes Submitted by PTA Secretary: Suzanne Lau