

MINUTES OF THE BRIDGE PTA EXECUTIVE COMMITTEE MEETING

Held on September 7, 2011 at 1:32 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, Sue Kingsbury and Cathy Smith.

PROCEEDINGS

1. Welcome

Justine called the meeting to order at 1:32 pm and welcomed the EC to the new school year. Welcome to new PTA EC Vice-President Sue Kingsbury.

2. Minutes for June 2011 Meetings

The Minutes for the June 1, 2011 EC meeting and the June 15 General Membership meeting were unanimously approved by email on June 7 and June 26, 2011 respectively.

3. Minutes for August 2011 Summer Meeting

Justine will submit minutes for the August EC meeting for approval at the next EC meeting in October.

4. Back to School Events

- a) Teacher's Welcome Luncheon on August 30 – Thanks to Justine and Sue, and all who helped organize the Teacher's Welcome Luncheon on the teaching staff's first day.
- b) Welcome Back Breakfast – Thanks to Jennifer Pawloski and Susan McNamara for once again organizing a wonderful welcome back breakfast for the parents. The event was well-attended and the sign ups for Membership, Committees and Room parents were very good.
- c) Pre-Back to School meetings – Justine and Rebecca attended several meetings before the start of school for 5th Grade Committee, renovation and debt exclusion.

5. Budget Review

Tricia reviewed proposed budget for 2011-2012.

- a) All PTA programs including pass-through events programs are included this year, including ACT, Bookfair, 5th Grade Activities, YES program.
- b) Teacher's purse – considered proposal to issue gift cards instead of doing reimbursements but decided to postpone this until next year. Budgeted amount is \$6000 (basis \$125 per full-time staff member), calculated based on the Staff list provided by Meg Colella. Will investigate further.

- c) Membership – Budgeted membership revenues of \$5000 and donations with membership \$4000. Current dues received so far are at \$3000 (150 families) and donations at \$2000.
- d) Fifth Grade Activities – Includes a leftover fundraising balance from 2010/2011 of \$2900 and a starting cash balance of \$1700. There is a one-time gift to the Clarke 6th Grade Class of \$500 in appreciation for the funds raised last year.
- e) Spiritwear – increased fundraising goal due to availability at more Bridge events, but also include an affordable clothing option (T-shirts).
- f) Added budget expenses of \$100 for the fish tank maintenance and \$ 100 for Winter Fling (formerly Spring Fling).
- g) Tricia will amend the proposed budget for publication in B2H on Monday 9/12 and vote by the general membership on Wednesday, 9/14 before the Parent Connection Coffee.
- h) MOTION to present the proposed budget with the amendments to the general membership for approval on September 14, 2011. Motion was seconded and approved unanimously.

6. EC Administration

- a) Changed the time for EC meetings to 1:00 – 2:45 pm in Conference Room #2 at Bridge School. Proposed dates for 2011-2012 school year were changed to the following:
 - Fall 2011, Wednesdays 10/5, 11/16, 12/7
 - Spring 2012, Tuesdays 1/10, 2/7, 3/6, 4/3, 5/8, 6/5
- b) Updated Bridge PTA Bylaws were approved last May and all EC members should take a moment to review them.
- c) Calendars: Bridge PTA publishes a calendar of events on their website. The official school calendar with room /space reservations is kept in the Main office by Gail Barbera. All room reservations must be made with Gail by Committee Chairs.
- d) No room reservations after March 31, 2012 because of the impending renovation.
- e) LEF requests that Bridge publicize events on the Town calendar and in the Lexington Patch newspaper. Cathy will look into the process for doing this.
- f) Committees
 - Bookfair – Victoria and Cathy will look for a Chair
 - Spring Fling – Changed to Winter Fling on February 10, Justine will check to see if a co-Chair is needed
 - Map Night – Scheduled for October 26 to include a Café in the Cafeteria as well as the Map in the gym. Guorong will Chair, Rebecca will print tickets, Justine will reserve the room, Cathy will make the signage and B2H announcement.
 - Family Word Night – Suzanne will contact parents who signed up to identify a Chair and Cathy will contact Ms Baranofsky who expressed interest in organizing Family Word Night.

- SPARC committee – Discussed status of SPARC committee and its current role. Postponed further discussion until October meeting.

7. Fundraising Events

- a) Fifth Grade Activities will hold a Monstah Mash Halloween Fundraiser on October 15 together with ACT
- b) Proposed gift wrap fundraiser
- c) Proposed winter/spring raffle fundraiser

8. Upcoming events

- a) PTA Parent Coffee Connection on Wednesday, September 14 with guests Dr. Paul Ash and Pat Goddard to discuss the Bridge school renovation
- b) Newcomers Breakfast on Friday, September 16 at 8:45 am at Kara Libby's home
- c) Curriculum Night (parents only) on September 22
- d) LPS is expected to launch a new website for Bridge school this month (PTA will continue to provide the current website).

9. Fifth Grade Activities Committee Update

The Fifth Grade Activities Committee will be hosting a Monstah Mash Fundraiser on 10/15/2011. This is intended as the principal fundraiser for the year for this committee. Organization is well underway for a fun event for all.

10. ACT update

Annie Roy and Jill Demirjian will Co-Chair the program part of ACT. The traditional Walk for the Arts will not be held this year. Instead, the PTA has decided to have a fundraiser for ACT later in the year.

Meeting adjourned at 3:00 pm.

Next Executive Committee Meeting Date: 1:00 pm on October 5, 2011, Conference Room 2 at Bridge School

Minutes Submitted by PTA Secretary: Suzanne Lau