

MINUTES OF THE BRIDGE PTA EXECUTIVE COMMITTEE MEETING

Held on May 8, 2012 at 1:08 pm at Tricia Weisberg's home, 69 Prospect Hill Road, Lexington MA.

PTA Executive Committee Members Present:

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

Absent: Victoria Campos

Guests Present: Nimisha Asthagiri, Lisa Dinsmore

PROCEEDINGS

1. Welcome

Rebecca called the meeting to order at 1:08 pm.

2. Minutes for PTA Executive Committee and General Meetings on March 6, 2012 were unanimously approved.

3. Budget Review

Tricia reviewed the budget for 2011-2012.

- a) Spring Fling income (including raffle) was net \$2662. Note for next year's events: if separate accounting for entrance, pizza, water etc. is desirable then the cash must be separated for the event (including petty cash). Raffle income must be separated to calculate 5% gross payment to the State Lottery.
- b) Spiritgear had an additional \$50 in sales.
- c) 5GC will likely leave a balance of about \$300 for next year.
- d) YES program has a net balance of \$150 to reflect an over payment last year that showed up as a credit this year.
- e) Mini-Grants: 2 partial grants were not purchased (\$500 remaining). Next year remember to include shipping charges in the grant proposals.
- f) Retirements: There are 2 more retirements that PTA will purchase gifts for.
- g) Teachers purse is now closed, balance of \$2908 unclaimed this year.
- h) Ruby Bridges Honorarium including speaking fee and travel was shared with Bowman and totalled \$3136. This is a one-time exceptional expense.
- i) ACT has about \$6800 in cash reserve for funding next year (we usually keep one year reserve).

4. Fundraising Update

- a) Wilson Farm fundraiser was successful with money going directly to the Principal's Purse.
- b) Wishing Well had over 70 items donated and will be closed for the year at the end of May. Process for donations via the Wishing Well will be reviewed by Nimisha, Stephanie, Trish and Sue next year.
- c) Heidi Epstein will run the Square 1 Arts fundraiser for ACT and the giftwrap PTA fundraiser next year.
- d) Nimisha suggested having a used book sale fundraiser next year.

- e) A general fundraising meeting will be scheduled for all interested parents.
5. Nominating Committee Update
- a) PTA EC candidate slate will be presented to the General Membership at a PTA Coffee (tentatively scheduled for May 23): Justine and Rebecca (Co-Presidents), Tricia (Treasurer), Stephanie (Secretary), Laura, Cathy, Guorong, Lisa, Nimisha and Christie (Vice-Presidents).
 - b) Cathy Smith will work directly with committee chairs on scheduling events and publicity during the renovation.
 - c) Major committees with vacant Chairs: Fundraising, Spring Fling, 5GC, Hospitality, METCO, Teacher Appreciation Breakfasts. Continue recruiting efforts at Field Day and Kindergarten Orientation.
 - d) A final General Membership meeting is tentatively scheduled for June 6 at Aloft, 7:30 pm to elect the officers (according to PTA bylaws) and to thank volunteers and chairs for their efforts during the year. The PTA will provide appetizers.
6. Renovation Update
- Renovations are progressing smoothly. Ceiling tiles have been removed.
7. Calendar/Upcoming Events
- Cathy Smith is handling event reservations for Bridge next year, in priority at Clarke and then at LHS. Once a date has been identified as available, Committee Chair must complete the room reservation request and submit to Cathy to book the date.
- 5/9, 5/16 Teacher Appreciation breakfasts hosted by K – 2nd Grades, 3-5th Grades
 - 5/23 (?) PTA General Meeting and Coffee to present EC election slate.
 - 6/5 PTA EC final meeting
 - 6/6 PTA Annual General Meeting to elect officers and thank volunteers
 - 6/6 – 6/8 5th Grade Overnight Camp fieldtrip
 - 6/9 5th Grade graduation Party at Clarke 5:00 – 7:00 pm
 - 6/14 5th Grade Graduation Day: Ceremony and celebration (cake and refreshments).
 - 6/19 Final half-day of school and moving day
8. School Technology Needs
- School will receive iPads and Elmos next year. Principal has requested funds for 3 iPad covers (\$150 subtotal) and 2 Elmos carts (\$500 total). These will be funded from the remaining PTA budget for Technology (\$200) and the Principals Purse (\$300) or Wishing Well.
9. Other Issues
- a) Staff Retirements – The PTA EC plans to gift a birdfeeder to Bridge in honor of the retirements of Carole Baumgart and Roberta Pelkey.
 - b) Enrollment is currently at 513. Full day Kindergarten is funded next year, there are 53 students currently registered.
 - c) Math Club – Parents John Zhu and Angela Chang would like to volunteer to start a Math Club with Bridge students. They plan to prepare for the Math Olympiads with 4th and 5th graders. Will consult with Principal Colella and Dan Garland (previously held Math Club after school).

- d) Ruby Bridges event was very successful.
- e) Need a Liaison for the Lexington 300th celebrations
- f) Transportation and Safety – School bus fees have been reduced to \$300 per year with a family cap of \$750. Families are encouraged to take the school bus to alleviate traffic congestion during the renovation. Bridge has received complaints about the congestion and parked cars on Middleby road. Parents are encouraged to park at the Old Res parking.
- g) School Committee Update: Wellman report was not discussed at the PTA Presidents Council meeting earlier this week.
- h) International Festival 2013 – Meeting was held on 5/9 to discuss joint festival with Bowman. Initial meeting with Bowman indicated some differences in Festival format and scheduling that would need to be addressed.

Meeting adjourned at 3:03 pm.

General Membership/PTA Coffee tentatively scheduled for 8:30 – 9:15 am on Wednesday May 23.

Next Executive Committee Meeting Date: 1:00 – 2:45 pm on June 5, 2012 at Tricia Weisberg's home, 69 Prospect Hill Road, Lexington MA.

Annual General Meeting is scheduled on June 6, 2012 at 7:30 at Aloft Hotel in Lexington, MA.

Minutes Submitted by PTA Secretary: Suzanne Lau