

PS 261 PTA -- Executive Board Meeting

Tuesday, October 10, 2006

In Attendance: Klara Carames, Rachel Godsil, Pamela Potischman, Pamela Cortijo, Ramona Fluker, Sarah Leah Whitson, Audrey Patton, Rose Beau, Teri Brajewski, Yvette Collins-Allman, Carole Kelly

Meeting called to order by Co-President Rose Beau.

Minutes: The minutes were distributed at the beginning of the meeting. In the interest of time, a motion was made and carried to by-pass the reading of the minutes. The minutes of our previous meeting were reviewed and approved.

Co-Presidents' report: Rose asked that

- **Please check Mail folders weekly**
- **Child care process – will occur in the cafeteria or the gym. There are games which will be made available as well as the T.V. and the DVD-player. The caregiver will be informed that they must return the space to order before vacating the premises. For Executive Board meeting we will have 1 caregiver and 2-3 persons for the general meetings and Middle School meetings.**
- **We must store the PTA materials in PTA supply closet until we have dedicated file cabinet space**
- **Class parent & grade rep outreach: the meeting was great! 40 people attended and shared lots of ideas. The class parents will be used to spread the word about the Pot Luck dinner. There were also several phone calls pertaining to the drop-off issue with the kindergarden children. Klara will discuss this issue with Principal Zip.**
- **BIG thank you to Sasha Nyary, who will be moving away, for her hard and very successful work on Communications for PS261**

Treasurer's report

- **A standard form & folder for recording logistics & budget for PTA events is available for each event and should be completed and returned to Audrey.**
- **Budget update: Changes from & following Sept 26th general meeting have been completed for review at the next general meeting. A draft of the budget was submitted for review and discussion.**
- **The PTA needs to create a Budget & Audit Committee, this will especially aide us at tax time.**
- **A suggestion was made to place the reserves in the money market account.**
- **Please be courteous and inform fellow Board members of any issues which may be raised at the general meeting, so that there is clarity during the general meeting**

[3 minutes] Principal's report (Zip Mills)

[3 minutes] School Leadership Team report (Deanna Logan): New members

Committee reports:

- **Communications Committee – we will have a moment for Sasha Nyary during the next general meeting**
- **Fundraising Committee**

Direct Appeal – the letters will be issued soon, must get the envelopes and labels for stuffing

Old business:

- **by-law amendments – working on a draft**
- **Pam Potischman as 2nd grade co-rep with Alice Peck needs confirmatory vote at the Nov 8th meeting. Also, heather is volunteering for pre-K rep**

New business_:

- **Fall Fest October 14th**
- **Picture Day October 19th**
- **PTA general mtg & Potluck Nov. 8th**
- **It was suggested that we look into using the bulletin board as a hub for school information.**
- **Please place a request on the listserv for 3rd grade reps.**

Meeting adjourned at 8 p.m.

Sincerely,

**Pamela Cortijo
Recording Secretary**