

PBES PTA executive board meeting minutes – January 30, 2018

Attendees: Mayra Cerna, Melissa Cunningham, Avery Webster, and Kelly Jordan in attendance
Meeting started 7:25 after a little technical difficulty.

Milagro Reyes said she may not be able to do secretary, but would like to still help with the PTA.

Mayra said Alicia Martinez could possibly do budget and finance committee.

Melissa Cunningham volunteered as secretary.

Action: Mayra will send us the full file of the list of the members.

To become a new member, people will need to send their money to Ms. Cunningham (or Ms. Shields if she's not there). Then, they will text/email Kelly that she needs to come to the office to deposit in the bank.

Mayra has created a new form for becoming a new PTA member, english and spanish. **Action: Melissa will put copies in the office.**

There is a PTA monthly meeting form with all the meetings listed in the PTA box, but we need to replace it.

Action: Avery will put together a procedure book for future boards.

We will need the passwords for everything (facebook, twitter, webpage)

Action: Melissa will find out who at Paint Branch is in charge of the website

<http://www1.pgcps.org/paintbranch/index.aspx?id=143761>

Michael Sedgewick said we don't have to pay for insurance if we're a new organization. **Action: Avery will follow up.**

Capitol One would possibly reimburse us for \$15, but we would like to move to SECU. **Action: Kelly will open the new bank account and contact the IRS to prove non-profit status to Capitol One.**

Kelly presented the bank account information and the budget from 2015-2016. As of 10/31/2018, there was \$1259.28 in the PTA account.

We will work on amending the by-laws. There will be another meeting next Tuesday Feb 5, 2018. Mayra, Kelly, and Avery will attend.

In terms of board of directors, there are leadership positions available as we grow.

Avery showed us the MD PTA site with sample forms.

The prior commitments of the PTA for the remainder of the year are: Career Day (Mar 23), Teacher appreciation week (May 7-11), international night, 6th grade promotion ceremony

For heritage months, we may use a cork board and decorate it for each month that we're recognizing, or something to announce on the PA system or WPBS on the 1st Thurs of each month

Mayra requested to reimburse parents for textbooks for ESOL. We may not currently have the budget for this, but may look to private donations.

Action: Avery will look to see if we can solicit some businesses.

In order to have the meeting to approve the bylaws (amended or not), we will need 2/3 of the membership to attend. For this meeting, we plan to also give buzz bucks for this and a uniform-free day, with the class who has the most parent involvement gets an extra uniform-free ticket.

Action: Avery will write up the flyer for the by-laws meeting, and Ms. Cerna will put it on class dojo.

Melissa will complete the event request form.

We would like to announce the new PTA on the Student Television Network. We would also like to do a meet and greet with faculty and staff, especially bring food for a staff meeting. The next mtg is Feb 12.

We would like to do a movie night could be a fundraiser also.

Meeting adjourned at 8:57pm