



Colonial Trail Elementary School PTA

Executive Board Meeting Minutes

December 15, 2009



I. Call to order

Kim Tran, CTES PTA President called to order the regular meeting of the **Colonial Trail Elementary School PTA** at 5:48 on **December 15, 2009** in the **CTES Library**.

II. Roll Call

An official recall was not conducted. In lieu of a sign-in sheet Amy Buckberg, Recording Secretary, noted the following voting members of the Board present:

Kim Tran, President
Jeff Bush, Treasurer
Amy Buckberg, Recording Secretary
Phil Cantone, CTES Principal
Chrissy Curtis, VP-Ways and Means
Linda Levine, VP-Programs
Laura O'Brien, VP-Membership
Lisa Frazier, County Council Delegate
Deb Gribben, CTES Teacher Representative
Christine Landi, Corporate Giving Fundraising Chair
Vanessa McFadden, Fundraising Chair
Joel Silverman, Correspondence Committee Chair
Britt Hayes, Go Green Programs Committee Chair
Andrew Sundberg, FLESS Coordinator

There were no members of the community present at the meeting.

III. Adoption of Agenda

The meeting agenda was presented and adopted.

IV. Member Comments

There were no member comments.

V. Approval of minutes from last meeting

Linda Levine made a motion to approve the November minutes. Chrissy Curtis seconded the motion. The motion passed unanimously.

VI. Treasurer's Report

We've got our first corporate match at \$58. Others are in the works. Teachers are submitting receipts. Chess Team has bought supplies but still has money in the budget. Jeff Bush hand delivered state taxes to the corporate office in Richmond. There is currently a \$15,681 balance in the books. Laura O'Brien is thinking about sending out another fundraising letter in January detailing specific needs. There will be a budget discussion in January. E-mail budget ideas and information to Jeff by the end of January.



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Nonprofitcentral.biz/moneyminder will get you to the website and then enter the appropriate password to view the budget.

VII. Principal's Report

1. Sally Jones mother passed away. A memorial service will be held during the break. Her family is out of town.
2. Mrs. Jones, PE teacher is getting married this weekend.
3. In response to a letter written to the school board by the CTES PTA, Mr. Cantone discussed with the Assistant Superintendent and the Director of Elementary Education the possibility of getting an Assistant Principal for CTES but the school board has discontinued the policy of sharing Assistant Principals. CTES is in line to get an Assistant Principal next year. Mr. Cantone thanked the PTA Board for their support.

VIII. Unfinished Business

1. Website update. The discussion was that the PTA needs to find another solution on how to design and maintain the website. A suggestion was made to put out an e-mail blast to try and find someone with website experience to assist Michael and Sunil with this process.
2. Foreign Language Update. Information went out in the folders today. The flyer asked for interest by e-mail by the end of winter break with the hopes of getting the program running by mid-January.

IX. New business

1. The Programs Report by Linda Levine is attached. Using the full budget for assemblies was discussed and Kim Tran, President said to go ahead and book future assemblies as discussed.
2. The January Board Meeting will remain at 5:45. The program is set to begin at 6:30.
3. The PTA will write a letter to Mrs. Vick and Mrs. Jones thanking them for their efforts. Michael Storti will write thank you notes. The phone blast was great.
4. Britt Hayes, Go Green Committee Chair, reported that the 5th grade green team is working to clean up Colonial Trail (trash on playground, etc.) The Go Green Committee started the Juice Pouch Program (will clean them and send them out over break). The Green Team is working on Earth Week. The Eco-Fest Committee is doing a t-shirt contest with the winning design becoming the shirts for sale for the Eco-Fest. The committee is trying to get business donations for the Eco-Fest. Tiffany, co chair, has stepped down due to a family emergency. We will revisit and restructure the Eco-Fest committee in January.



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5. Lisa Frazier, County Council Representative provided an update regarding the adoption of new computers for middle school next year. She went to the County Council Meeting. Look at the HCPS website for more information. It's not just Apple or Dell computers but the county might be cutting the computers all together due to the budget.
6. Crown Grant Garden Club. They were upset by CTES opinions of the last show -- about 80% of the kids got first place. They were offended on the feedback and do not want to return this year.
7. A cub chronicle will be going out right before we return to school. The deadline to submit information is Monday 12/28. The next cub connection is due out in mid-February. There was a suggestion for it to have it's own e-blast.
8. A nominating committee needs to be formed in January.
9. Henrico County has posted a working proposal for the 2009/2010 calendar. Kim will forward the e-mail. [http://www.henrico.k12.va.us/announcements/2010 2011 Draft Calendar.html](http://www.henrico.k12.va.us/announcements/2010%202011%20Draft%20Calendar.html)
10. The PTA will send flowers to Mrs. Jones. Sally is going to get a letter and a book donated to the library.

X. Adjournment

Kim Tran adjourned the meeting at **6:48**. Kim Tran moved to adjourn meeting and Lisa Frazier seconded the motion.

Minutes submitted by: _____

[Name]

Minutes approved by: [] As submitted

[] As corrected on _____

Approval date: _____



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Exhibits and Attachments

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