



# **Colonial Trail Elementary School PTA**

## **Executive Board Meeting Minutes**

October 20, 2009



### **I. Call to order**

**Kim Tran, CTES PTA President** called to order the regular meeting of the **Colonial Trail Elementary School PTA** at 5:51 on **October 20, 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  
Kai Pappas, VP-Volunteers  
Michael Storti, Communications Secretary  
Lisa Frazier, County Council Delegate  
Deb Gribben, CTES Teacher Representative  
Christine Landi, Corporate Giving Fundraising Chair  
Vanessa McFadden, Fundraising Chair  
Jill Fitzpatrick, Educational Programs Chair  
Joel Silverman, Correspondence Committee Chair  
Sunil Pereira, Technology Committee Chair  
Britt Hayes, Go Green Programs Committee Chair

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

### **III. Adoption of Agenda**

The meeting agenda was presented and adopted. The motion was made by Linda Levine, seconded by Lisa Frazier and passed unanimously.

### **IV. Member Comments**

There were no member comments.

### **V. Approval of minutes from last meeting**

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

### **VI. Treasurer's Report**



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There is about \$25,000 in the budget. We are a little short on direct donations. Coupon books came in as predicted; we wanted to sell 100, we sold 122. We made \$536 on the pumpkin patch. Vanessa McFadden asked a question about the school store line on the budget which Jeff Bush will update. Laura O'Brien stated that donation acknowledgement forms were sent home in the folders today. There are 600 PTA members, just a little short of 100%. Kim Tran suggested that the PTA send another letter home to families about the direct donation program, how it works and what the funds are being used for. Christine Landi suggested putting the request in a positive light as more of a thank you to those who have donated and letting others know that there was still time to donate. Laura O'Brien will write the letter and get information on corporate match to include with the information. Mrs. Gribben asked a question about faculty/classroom funds. Each teacher is eligible to receive \$100 in reimbursements once receipts have been submitted.

### **VII. Principal's Report**

1. Mr. Cantone is having a principal's coffee tomorrow to talk about the IB Middle School Program. 9 parents signed up and have been asked to bring a budget cutting idea to the meeting. Our school is not in any dire straits because we are growing in enrollment. 7 promethean boards have been ordered. Mr. Cantone has to submit 10 cost savings ideas by the end of next week.
2. H1N1 sign ups have been strong. It looks like we are going to vaccinate 600 people. Enrollment is 606.
3. Mrs. Iyer had a baby daughter.

### **VIII. Unfinished Business**

1. The website update is still in progress. Michael Storti should have a sample by Monday and also has a backup plan in place.
2. Henrico County has a Foreign Language Specialist and CTES is the first school to sign up for it. Mr. Cantone and Andrew Sundberg will be meeting with the staff person tomorrow. Mrs. Gribben found a link to translate Spanish on the web.

### **IX. New business**

1. The PTA sent out a letter to the school superintendent asking for an assistant principal.
2. Flyers need approval and a PTA Logo before they are sent out electronically or by paper. Flyers should be placed in the teacher's boxes by Friday for the Tuesday folders.
3. There is a new community outreach chair.



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4. Lisa Acquaye expressed interest in being the county council alternate. Chrissy Curtis motioned and Lisa Frazier seconded. The motion passed unanimously.
5. Linda Levine provided a programs update (see attached).
  - The September morning speaker was a success with 30 parents.
  - For tonight’s roundtable, there are approximately 100 parents signed up. Deep Run Key Club will providing child care for approximately 17 students
  - After School Enrichment is doing well. Michelle Baker is moving so had to resign her position. We are looking for someone to run the program in the spring.
  - Read Aloud to a Child Week is this week. Jill Fitzpatrick reported that 58 bricks came in yesterday with double that today. We are hoping the blocks will reach the second floor. Reading book clubs will begin in January with sign ups in November. She is hoping to have 4-5 book clubs meeting after school
  - On October 29 there will be an assembly at school for 3<sup>rd</sup>-5<sup>th</sup> graders to coincide with their studies about Jamestown.
  - The chess club participated in a tournament this weekend.
  - American Recycles Day is in November. We will be seeking sneaker donations to support Uganda, recycled/reused children’s and adult’s eye wear, VHS tapes and old video games for recycling.
  - Family Fun and Fitness Night is scheduled for November 17 to coincide with the book fair. Mrs. Jones, gym teacher, has requested a time change to 6 pm. There was a discussion about a time change for this program. Kim Tran will figure out a board meeting time or possibly skip the November meeting and conduct business via e-mail. Jeff Bush motioned to change the meeting time. Chrissy Curtis seconded the motion. The motion passed unanimously.
6. Britt Hayes provided an update on Go Green. The Green Team is in charge of PTA recycling and announcements on Tuesday morning. Go Green Team is the adult PTA team and 5 people showed up at the meeting. Britt is hoping that the Capri Sun Pouch Capade will begin later this week. She is looking to hit the soccer fields to get more pouch donations. She is also looking for parental help to change out the light bulbs to be more energy efficient and is researching options. Nov. 15 is America Recycles Day. It will be celebrated on November 16 at CTES. Earth Day is April 22. She is looking at Earth Week that week with the Eco Fest on Friday, April 23. They are thinking about adding Defenders of Wildlife to the week. CTES would look at 3 animals that will become extinct and let the students vote for which one they’d like to adopt. There will be a 40 day countdown to Earth Day since it’s the 40<sup>th</sup> Anniversary of Earth Day. Britt had a meeting last week with Tiffany Liashek about the festival.
7. Christine Landi reported that the spirit night at Sweet Frog raised \$150. Tomorrow the Spirit Night is at Johnny Rockets. There was discussion about popcorn bowls being sold at upcoming PTA events as a fundraiser.
8. Chrissy Curtis, Ways and Means, spoke to a day care about corporate sponsorship. She asked about the policy for corporate sponsors. Chrissy Curtis will look into the protocol through the VA PTA.



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9. Vanessa McFadden reported on fundraising. 122 books sold, the PTA made \$536 from the pumpkin patch, the spaghetti dinner made \$152 dollars. Pizza and movie night with the movie “Charlotte’s Web” next month is covered by Henrico County licensing. She will also sell water and popcorn at the movie. The school store is in progress.
10. Kai Pappas said that the pumpkin patch partnered with the West End Farmer’s Market. It was a success even with the rainy weather.
11. Kim Tran reported on the Cub Chronicle. It is the weekly PTA e-mail blast. Information should be sent to Michael Storti by Friday night for the following week, ideally looking for 6-8 bits of information. Michael Storti will get the approvals as needed to disseminate the information.
12. Connections is the publication that will be more like the newsletter. This will be discussed more next month. Items for November should be submitted by Nov. 1 for publication mid-November.

### X. Adjournment

**Kim Tran** adjourned the meeting at **6:59**. Kim moved to adjourn meeting, Jill Fitzpatrick 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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