

PTSA Meeting Minutes

Date: September 13, 2010

Present: Marianne Tuttle, Monique Marollo, Elaine McCarthy, Anne Swantz, Kim Pegg, Paul Birkby, Julie McLaughlin, Maureen Lamberti, Kim Pruner, Susan Regruit, Dee Langsenkamp, Tom Putnam, Suzie Skrtic, Bob Wells, Marilyn Myers

TOPIC	RESPONSIBLE	DISCUSSION	ACTION/FOLLOW-UP
Welcome	Marianne Tuttle	Introduction of Board and Student Representative (Suzie Skrtic)	
Vote on VP	Marianne Tuttle	Vote on Monique Marollo for Vice President – Approved	
June meeting minutes	Marianne Tuttle	Approved; no changes	
Audit Report	Bob Wells	For the period of 7/1/09 to 6/30/10 the budget balanced. While the audit went smoothly it was a very manual process without software such as Quickbooks.	Recommendations from Bob Wells for follow-up: <ul style="list-style-type: none"> <input type="checkbox"/> Elaine – Purchase Quickbooks <input type="checkbox"/> All PTSA or people requesting reimbursement – A Disbursement Request should accompany each check/disbursement and be signed (PDF located on penfield.ptsa.org under Forms & Info and should be submitted with receipt) <input type="checkbox"/> Elaine – Written procedures for Treasurer position/responsibilities (ensure easier future role transition) <input type="checkbox"/> Teachers – cash check from PTSA in a timely fashion
Treasurer's Report	Elaine McCarthy	Review of the proposed 2010-2011 Budget and the budget vote passed. Beginning Cash balance is \$12,438.17. With planned revenue of \$10,370 and expenses of \$12,792 a \$2,422 cash dip would give a balanced budget. This would leave approximately \$9,616 in cash at the end of the 2011 fiscal year. A recommendation to switch banks was proposed and approved; the PTSA account will be moved to Canandaigua National Bank.	<ul style="list-style-type: none"> <input type="checkbox"/> WHO – Purchase a laptop <input type="checkbox"/> WHO – Talk with Ed Turkowki to verify if access to the secured internet connection could be set up so that internet-based storage and communications could be made on school property.
Teacher/Staff Report	Paul Birkby	The school year is off to a great start, and there are very positive feelings around all the new construction. Everyone is very happy to have Mr. Putnam on board as Principal.	<ul style="list-style-type: none"> <input type="checkbox"/> WHO is communicating the new Teacher/Staff email and format of: [first initial][last name]@penfield.edu (eg. tputnam@penfield.edu)
Membership Report	Julie McLaughlin Maureen Lamberti	PTSA is working to have increased Teacher, Student, and Parent memberships this year.	<ul style="list-style-type: none"> <input type="checkbox"/> Julie/Maureen – Attend first staff meeting on 10/5 at 2:30; also send an eblast to teachers? <input type="checkbox"/> Julie/Maureen – Remind students during announcements on 9/30 and what some grant, scholarship, etc. benefits are <input type="checkbox"/> Julie/Maureen – Reminder parents at 9/30 Back to School night; also send an eblast to parents? <input type="checkbox"/> Hand out membership forms at 2011 Teacher Appreciation

Fantastic Finds Report	Kim Pruner Susan Regruit	Fantastic Finds event is January 29, 2011. Some volunteers have been recruited but there will be more recruitment at the end of the year.	<input type="checkbox"/> Kim Pruner/Susan – get more sports teams involved; contact Pete Shambo
PACE Report	Dee Langsenkamp (Diane Hetzke)	Three parent programs are planned for this year, as well as a continuation of Listening Posts for parents.	
SEPTA Report	(Heather Melnick)	N/A	
Administration Report	Tom Putnam	Please be patient with email transition, as well as understand there are some wireless issues currently being addressed (parents may notice delay in Infinite Campus / attendance updates). There are lots of great new courses this year, and the hiring process for a new 9 th Grade class administrator will be underway soon (Helen Wall is the interim administrator).	<input type="checkbox"/> Tom – verify how long the old email addresses will be redirected to the new ones (i.e. especially in light of counselor emails used on general applications for college) <input type="checkbox"/> Marianne – confirm Parent volunteers to participate in selection process for new 9 th Grade class administrator
SDM Report	TBD	Barbara Murphy has expressed interest in continuing her position on the SDM committee. The next meeting is 9/23, so ahead of that a verification of committee parents is needed.	<input type="checkbox"/> Marianne – post enews announcement for people interested to submit an application <input type="checkbox"/> Verify appointing of new SDM members at October meeting
Senior Recognition Day	TBD	This committee needs a Chair person.	<input type="checkbox"/> Suzie – asking her mother if she is interested
PTSA Website	Marianne Tuttle	A number of updates will be made to the website, including information about monthly presentations, meeting minutes, scholarships, etc.	<input type="checkbox"/> Marianne – begin updates in early September
Parent Advisory Board	Marianne Tuttle	The Parent Advisory Board (formerly known as the President's Council) is made up of representatives from all parent groups in the district. The first meeting is 10/18 (4 of the 7 annual meetings will be with Mr. Carlevatti).	
General New Business		Monique read a thank you note from a scholarship recipient.	

Recorded By: Kim Pegg, Recording Secretary

Approval Date: (October meeting)

Next Meeting Date: October 4, 2010 7:00 pm (**Infinite Campus** presentation)