

***Executive Board Meeting, Colfax Spanish Academy,
School Year 2005-2006
Thursday, March 23, 2006***

Where: Coffee Tree, Walnut St., Shadyside

Meeting Commenced: 7pm

Meeting Adjourned: approx. 9pm

In Attendance: Cate Axtman, Brian Jacobson, Cathy Kress, Barbara Litt, Carolyn Ludwig, Meryl Neiman, David May-Stein, Donna McCartney and Cindy Pace

1. This was the eleventh EB meeting for the 2005-2006 school year.
2. Next EB meeting will be held Thursday, April 27, 2006 (Carolyn is hosting).
3. The next PTO meeting is Thursday, April 6, 2006:
 - a. Donna will create and distribute a reminder flier for the upcoming PTO meeting.
 - b. We will not request refreshments for this meeting.
 - c. The upcoming PTO meeting will comprise of:
 - i. Election of the PTO President for next year
 - ii. Vote on the Bylaw amendments
 - iii. An Addition update (Meryl Neiman will conduct)
 - iv. The ALA status update (DMS will conduct at the end of the meeting)
 - v. A Title 1 update (Marcie Ritter will conduct)
 - vi. A PATHS update (Barbara Litt will conduct)
 - vii. A short presentation on J&R Summer Camp from the Jewish Community Center.
 - viii. Very brief Committee reports will be given.
4. The EB meeting continued with the President's update. Cate Axtman reported:
 - a. To date, here is the EB Board for next year (subject to election approval):
 - President: Shannon Ewing & ???
 - Communications: Brian Jacobson
 - Fundraising: Meryl Neiman
 - Special Events: Cathy Kress
 - Volunteer Coordinator: Open
 - Faculty Rep: Donna?
 - Treasurer: Jeff M.
 - Secretary: Open
 - b. Elections for President will take place at the April PTO meeting and the remaining EB positions will be voted on at the May PTO meeting.
 - c. Also for next year, regarding the Newsletter, Jennifer Ganger has committed to be the content editor and Ellen Rubin has committed to be the formatter of the monthly publication.

5. The meeting continued with an update on Communications:

- a. Brian Jacobson will be presenting the PTO's new web site at the April PTO meeting. Our domain name is www.colfaxPTO.org. I will email Brian the school calendar to add to our web site.
- b. The April newsletter will be distributed next week.

6. We then moved on to our Fundraising update:

- a. The Plant Sale ditto/flyer will be distributed in April and plants will arrive for pick-up May 12 (just in time for Mother's Day!),
- b. Cindy Pace reported that the Flea Market will be held in May and a ditto/flyer will be distributed shortly. We will again sponsor a \$1 table if anyone wants to drop off items to sell. If construction for the Addition commences before the Flea Market, we will hold the event in the front/side of the school.
- c. Also, Cindy mentioned that we will have the summer activity program book/CDrom offered again this year at the end of the school year to all students, but a brochure will go home with students, instead of the actual product. This fundraiser is conducted through the Sally Foster program.
- d. We again discussed our process for collecting money, etc. Some issues/concerns have surfaced this year and we are seriously considering installing a lock-box. We discussed the installation process of this in detail. Other logistical info was discussed, such as, who will put the materials into the lock-box. How does PTO money travel from the classroom to the lock-box? We discussed the practicality of the Treasurer (Barbara) actually collecting PTO money a few mornings a week when PTO functions/fundraising is being conducted. If we seriously want a lock-box installed, the PTO must initiate this process now for the coming school year. Also, the lock-box must be emptied daily during a fundraising period at the school.
- e. We also discussed the possibility of setting ourselves up to receive credit card sales online. We would lose 2% or 3% of our collected revenue, but it would be worth it for security and convenience purposes.

7. Committee reports continued with Special Events:

- a. The Storytelling event is scheduled for Tuesday, April 25 from 6:30 to 7:30pm. Donations will be requested. Refreshments, also requested by families, will be served before the event. Weather permitting, the event will be held outside. If not, then the event will most likely be held in the gym.
- b. Cathy Kress announced that the next Carnival meeting is April 20 at 7pm.
 - i. We discussed implementing a contingency plan to block off Phillips for Carnival.
 - ii. Some games will be rented and some games will be created by classrooms/grades.
 - iii. We discussed the possibility of using the first floor of the school to showcase student work.

- iv. Brian will ask Sidney Manansala for images from last year's Carnival to upload onto our web site.
- v. Will we send invites (specifically) to our neighbors?
- vi. Will we go forward with advanced ticket sales? Tickets will again be 25 cents this year. Do we consider using tickets and "a bracelet" – with the cost of a bracelet being \$10 a person, if purchased in advance, and \$15 a bracelet at the door?
- vii. Is accepting cash for the food a good idea?
- viii. We will definitely hire an off-duty policeman for security (cost is \$250).

8. The Treasurer's report was then given:

- a. Barbara will announce the proposed budget changes at the next PTO meeting and will present the revised budget.
- b. We briefly discussed the budget categories themselves. We discussed decreasing the allocated printing budgeted expense to \$50, instead of \$2,000. We acknowledge that the money allotted for Carnival is to cover up front costs.

9. David May-Stein discussed the following:

- a. Colfax currently has 516 students.
- b. The new assistant principal will be Scott Milburn, previously from Carmalt (another K-8 school in the district).
- c. The next prospective parent meeting will be held on Sunday, April 9 from 3 to 5pm.
- d. David quickly discussed the PS6 process again.
- e. The school board has approved the calendar for next year and the ALA schools will have students beginning on August 21 and teachers reporting on Aug 16.
- f. We briefly discussed additional ALA issues, recent school and faculty unrest and uncertainty, as well as parent and student concerns.

10. Ending issues:

- a. Donna McCartney mentioned that the teachers and staff very much enjoyed and were appreciative of the luncheon presented by the PTO on Feb 24.
- b. There was not a report from the Volunteer Coordinators
- c. As secretary, I presented the April calendar for review.
- d. We briefly discussed the Playground committee initiatives and upcoming expenses and fundraising goals (and ideas) for next year.

Respectfully submitted,
Carolyn Ludwig
Secretary