

## **Janney PTA Executive Board Meeting November 1, 2011**

### **Attendees:**

Melissa Meierhoefer, Sherry Cohen, Kelly Lee, Tracy Scarrow, Priya Jayachandran, Alexis Comrack, Fran McCrackin, Nancy Khuu, Norah Lycknell, Julie Slattery, Karen Harris, Pippa Trench, Mary Osterman and Jennie Bonney

### **Approval of Minutes:**

The October 2011 Executive Board meeting minutes were approved.

### **Principal's Report, Norah Lycknell**

- Facilities. The fields are now usable. They will soon bring out the Imagination Play equipment.
- Jamboree will start on Monday, November 7<sup>th</sup>.
- Gardens are starting to be installed.
- The recent Open House went well. The students did a fabulous job leading the tours.
- The next PTA meeting will have a focus on readers' and writers' workshop. The 4<sup>th</sup> and 5<sup>th</sup> grade teachers will attend and do a general Q&A.

### **Treasurer's Report, Sherry Cohen**

- We have approximately \$100,000 more in funds than we did last year at this time. We have received \$174,000 in student activity fees from 260 families.
- Our fall fundraising has netted \$23,000. (This includes Janney5K, Whole Foods but not Politics & Prose event.)
- Karen Harris and Sherry Cohen will be meeting soon with the auction co-chairs to discuss the purchase of auction software.

### **Unfinished Business**

- Pippa Trench outlined her plans for the afterschool enrichment program including making it more accessible, working across different peer groups and ensuring that it a safe place for children to experiment with new types of activities and learning. She discussed the need for a balance of external and internal providers. Finally, they will be looking at bringing back sports teams (e.g., basketball).
- Karen Harris updated us on enrollment in the afterschool enrichment program. We have 170 individual children taking 206 classes. We are now providing scholarships on an as needed basis. A survey of the program will be sent out soon.
- Karen Harris, Alexis Comrack, Doug Harris, and Tom Bradley have formed a committee to work on revamping the Janney website. The new framework will be similar but pared down.

- Sherry Cohen informed us that she and Malin have met and are exploring how to transfer to online Quicken.

### **New Business**

- Kelly Lee and Tracy Scarrow provided a summary of the financial procedures from the by-laws. A discussion followed about how to ensure that we are complying with all of the requirements.
- We will be updating all committee chairs on the financial procedures – specifically about how this affects committee work and the approval process.
- A suggestion was made that we ask create a new position of committee chair coordinator, similar to the room parent coordinator to explain procedures at the beginning of next year.
- A motion was made to conditionally approve an additional \$2500 for furniture and fixtures and \$2000 for technology materials. **Motion was approved.**
- Winter fair is back on for this year. Members of the Janney community can pay a nominal fee to have a table to display and sell their wares. This event is no longer run by the student council.
- Norah Lycknell discussed the building use agreement process. All building use requests must be submitted to DCPS. We are now asking for a 45 day review process (15 days for Janney; 30 days for DCPS).
- A discussion ensued about whether there was an alternative vendor for photo day. Norah Lycknell provided background on why the current vendor was chosen over others and stated that they are in the 2<sup>nd</sup> year of a 2-year contract.