**Bryant PTSA Board Meeting**

**September 13, 2022**

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| **Time** | **Item** | **Owner** |
|  7:00 | **Welcome** | Mary, All |
| 7:15 | **Review of Agenda/Meet the Board** | Mary, Carrie |
| 7:20 | **Updates from Principal Marshall*** Up to 487 students – new students continue to be added to the roster at the last minute.
* Question for the group: Can we do the former Friday coffees on a Monday so that new Assistant Principal can interact with the community.
* School is in good shape to get at least 2 teachers back. There may a need to have a 5th kindergarten class.
* The calendar needs to reset. The district will be sending a new calendar with this information soon.
* The final day to receive firm headcount will be 9/27. This will determine need for additional teachers.
 | Charmaine |
| 7:35 | **Laser Updates*** + Were able to update capacity and the waitlist down to 6 students per day.
	+ Robbie was able to promote a few current staff.
	+ Planning to reinstate Parent’s Night Out.
	+ Former Executive Director has left and Robbie and other leaders currently working with consulting company.
	+ If anyone has questions for LASER please reach out! Bryant@laserchildcare.org
 | Robbie |
| 7:40 | **Approving May 2022 Board Minutes*** Minutes approved
* Land acknowledgement – decision made to come up with rotation schedule for coming up with Anti-Racist Commitment topics/education points.
* Carrie to see if we can align equity moments at PTSA meetings with Bryant monthly themes.
 | Mary |
| 8:10 | **Review of Standing Rule Updates*** Mary proposed tie breaker position suggestion. She will add this to updates for a vote for October meeting.
* Other updates needed:
	+ Updating the date
	+ Updating costs of membership from $12 to $15 (was approved in the past but not implemented)
	+ One vote per co-chair positions
	+ One vote per executive officer position
	+ Only 1 co-officer or co-chair need attend board meetings
	+ An Executive Board quorum is the majority of the 4 positions
	+ A Board quorum is the majority of the 12 positions
	+ Added the Communications Chair
	+ Moving a misplaced definition of the Board vote from the Executive Board description to the Board description
* Katie Salisbury has agreed to serve as Teacher Representative
* Jennifer Song has agreed to serve as a Community Engagement Co-Chair
* Megan Wonderlee has agreed to serve as Community Engagement Co-Chair
* David Bleindheim interested in 3rd treasurer position.
* Approval for above 3 positions by board tonight.
 | Mary, All |
| 8:40 | **2022 Preview*** Focus for this year is community engagement/re-engagement.
* Candidates for Vacancies:
	+ Katie Salisbury has agreed to serve as Teacher Representative
	+ Jennifer Song has agreed to serve as a Community Engagement Co-Chair
	+ Megan Wonderlee has agreed to serve as Community Engagement Co-Chair
	+ David Bleindheim interested in 3rd treasurer position.
	+ Approval for above 3 positions by board tonight.
* Activity/Programming Updates:
	+ Reviewed list of Programs and Events for the year and whether positions are filled/priority rating.
* Board Vacancies:
	+ Co-Treasurer: Kate Gentry is interested and will decide in coming week
	+ Advocacy Co-Chair
	+ Community Engagement
	+ Equity
	+ Online Auction
	+ Website Editor
	+ Social Media Editor
	+ Bryant Blast Lead
	+ 5th grade Science Night
	+ K-3 Science Night
	+ Running Club

**Exec Comm & Board - Process & Items for Discussion*** Pre-PTSA meeting
	+ Co-Secretaries to send out a call for items - one week prior to call (Ash on point)
	+ Please send any slides to Anna by Friday prior to the meeting
	+ Anna to review flow with President / Vice President
	+ Shares out deck 1-2 days prior to call with the full board.
	+ Send out deck to Exec Committee, Board, Principal and Vice Principal
* Post-PTSA meeting
	+ Co-Secretaries to capture minutes of meeting (Tiffany on point)
	+ Tiffany emails minutes to Exec Committee & Board as “Draft”
	+ Please review and send changes within 1-2 days of receiving the draft
	+ Tiffany to send final minutes to Exec Committee & Web team
 | Carrie, All |
| 9:00 | **Treasure’s Update**Income:* Annual Campaign: $ 212,500
* Previous Year Carry Over: $ 5,656
* Silent Auction: $ 20,000
* Bryant Blast Raffle: $ 12,000
* Instrumental Music Donations: $ 10,000
* Other income: $ 550
* Cash from Reserve: $ 15,423
	+ Expenses:
* Salaries/Wages: $ 216,292
* Curricular Materials: $ 27,477
* Extracurricular: $ 21,600
* Administrative: $ 5,760
* Unallocated: $ 5,000
 |  Mary |
| 9:00 | **Advocacy Committee Update****Advocacy update - Proposed approach*** Get to know our community
* Understand what issues are important to our community – for our school, our district, our state
* Surveys, tabling, community listening sessions
* Advocate
* Advocate for issues our community cares about
* WA PTSA 2022 State Legislative priorities, Seattle PTSA, Elected officials/school board
* Community Engagement
* Family-Focused events to build community around activism and civic engagement
* Family events, adult education
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| 9:00 | **Adjourn** |   |

Actions:

* All board members help Bryant spread the word or get volunteers for playground monitor
* Coffee Mondays: Proposal to switch coffee to Monday mornings.
	+ Suggestion: Mary/Carrie organize coffee this Monday as a meet new Asst Principal event. Then ask Chairs to rotate hosting monthly coffee on 1st mondays?
* Carrie - follow up with Laser on childcare for Curriculum Night and General Meetings
* Mary/Carrie - Explore with Char options for integrating Oct general meeting into Curriculum night
* Carrie - Find out Bryant monthly themes and create schedule for Equity chairs to rotate leading equity moments at PTSA meetings
* Carrie - send email to PTSA board with plan presented last night to post roles doc, and use responsibilities tracker with aim to present summary of goals at Oct general meeting
* Mary - update standing rules doc for approval at Oct meeting
* Nicole - check with Kate Gentry about joining as advocacy co-chair
* Nicole/Kathy - update community survey doc so that it can be shared with Principals and teachers
* Carrie - Send email with live links to K teachers to share this week: playdate Sept 18, join weekly, pay school supplies, ptsa membership and ask Amy if teachers with info on school supplies and weekly links, or ask that pdf versions of 1st day packet be sent
* Mei/Kristine/Mary - Explore options to update info on memberplanet
* Mary/Carrie - Discuss using Oct general meeting/curriculum night to speak to approach to inclusion model around differentiation
* Carrie/Jen/Meaghan - Update list of community engagement priorities incl. service events
* Mary/David - Follow up with David B to confirm as new treasurer