**Bryant PTSA General Meeting**

**October 10, 2023**

| **Time** | **Item** | **Owner** |
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| 7:00 | **Welcome to October’s General Membership Meeting!**   * Introductions - lots of new faces! | Co-Presidents |
| 7:05 | **Standard Items**   * Land Acknowledgement * Norms for working together   + Carrie presented the summary of agreements regarding norms from September board meeting   + Vote regarding of the following norms:     - We represent the interests of our students and community.     - Speak up and share your opinion with respect.     - Assume best intentions.     - Be inclusive, welcoming, and have fun.     - Board meetings are a focusted time for achieving clear decisions and next steps. Table issues needing more discussion.     - Keep your responses brief and focused.   + Motioned by Matt Hunt, seconded, and approved. * Approval of June General Meeting Minutes   + Motioned by Anna Bonnett, seconded, and approved as submitted | Co-Presidents |
| 7:10 | **Bryant PTSA Anti-Racist Commitment:**   * National Disability Awareness Month * Disability Rights Washington offers a lesson plan and has additional resources on website | Co-Presidents |
| 7:17 | **Principal’s Update**   * Introduction   + have been to every classroom   + have yet to review test scores   + great staff, very student driven * Combining classes   + not sure why it happened this late   + met with concerned parents | Principal McWashington |
| 7:24 | **Laser Updates**   * focus on programing for 3-5th graders * league - competing with Bryant and Laurelhurst Laser starting tomorrow * monthly theme to focus on - “trailscort”:   + team work   + respect   + awareness   + integrity   + leadership   + sportsmanship   + compassion   + open mindedness   + reflectiveness   + taking risks * staff training days * great staff buy-in * biggest enrollment/waitlist - 1st and 2nd graders * trying to get more staffing in the next couple of weeks so kids on waitlists can get off * opened one more room at Bryant, separate 4th and 5th grade rooms | Marissa and Robbie |
| 7:30 | **Teacher Updates**   * Alex Jones, Kristin Whipple, Steve Garlid (special guest) * Ready to support the PTSA Annual Campaign * No school on Friday, PD day, getting trained for a new evaluation system * Great support from office staff and Mr. McWashington with Ms. Marshall and Mr. Baisden gone * At least 2 committees per teacher - will bring committee updates * Mr. Garlid’s update   + thank you for boots funded by the PTSA which helped 5th grade students bring science outside of the classroom by going to Ravenna Creek to count macroinvertebrates to measure the health of the watershed   + Idle-Free Schools - EPA program     - measuring consequences of idling cars from waiting for kids     - kids will measure idling cars and do outreach     - year-long program     - brought by a parent     - information sent home in kid-mail for 5th graders     - no funding needed from the PTSA | Alex Jones, Kristin Whipple, Steve Garlid (special guest) |
| 7:35 | **President Updates (Mary)**   * ASE up and running, ironing out issues * Fully staffed with recess monitors * still a need for lunchroom volunteers * need help attending building leadership team meetings - first Thursday of the month from 2:45pm to 3:45pm → need board member help to attend * technology needs - need help with website, emails, etc. * welcome Kristin Whipple to the Board, thank you Ms. Salisbury → need a vote   + Anna Bonnett moved, Bob Allen second, motion passed to include Kristin Whipple on the board * Thank you to Carly Baker for volunteering for financial review committee and monthly financial reviews   + former Treasurer and has experience   + Anna Bonnett moved, Bob Allen second, motion passed to have Carly Baker be on the financial review committee |  |
| 7:40 / 8:23 | **Advocacy Updates**   * key updates/events/dates * WSPTA Legislative Assembly later this month * all district required to reconfigure class sizes based on a state decision, had to be implemented on the district level * January/February 2024, Washington State Legislature 2024 session * WSPTA advocacy * Daragh attended the roundtable for school board candidates   + will disseminate information * will look into whether or not there are other events that may provide other opportunity to chat with the folks before the election → suggestions welcome * cannot invite any particular candidate or appear in favor, but getting candidates into the community to speak about their candidacy * prohibited from endorsing candidates (due to 501(c)(3) designation) but encourage democratic engagement * ballots go out soon, so should engage soon and facilitate dissemination of materials or information regarding candidates * general election is for all districts, not just our own district * will look for a recording of the roundtable | Mary and Daragh |
| 7:43 | **Fundraising Updates**   * Annual Campaign starts on Monday, 10/16   + PTSA presence in the lunchroom for Big White Board and advertising   + will need coverage/assistance at lunchtime windows   + 2 groups → will set up a Survey Monkey to determine staffing   + encourage participation | Matt |
| 7:45 | **Membership Updates**   * 79 members so far this year, significantly lower than 2022 (172 at this time in 2022) * estimated ~10% of caregiver community * discount opportunities for PTSA members on the PTSA website about discounts * how does one check if signed up? → email confirmation from memberplanet | Mary F. |
| 7:47 | **Volunteer Updates**   * Need volunteers to sign up for specific needs and also just to get on the volunteer interest list * Hana will follow up * ***critical roles that need filling:***   + Bryant Blast Lead   + Equity Committee Co-Leads   + PTSA Technology Coordinator   + Chess Club   + Annual Campaign Treasurer | Steve |
| 7:49 | **Community Engagement Updates and *How to Host an Event***   * cheat sheet for Leads: **How to Host an Event**:   + Check in with Community Engagement - make a plan   + Community Calendar - on PTSA website   + Reserve Space - Marika V.     - turnaround time is about three weeks to get approval for space     - district approval as well as Bryant approval     - Laser has the building until 6:30pm M-F     - Carrie and Mary will communicate with BLT for events   + Communications - Melissa (Communications Chair)     - send an email to Weekly if need something included in the Weekly by Sunday PM     - website - will send guidelines     - kidmail - will also send guidelines     - fliers - DIY     - FB - Melissa can help     - room parents - coordinator will get to room parents   + Budget - David M.     - will be a budget posted (approved last June)     - most small events do not have line items on the budget, so ask for approval → board can approve for up to $500, otherwise need general meeting approval     - reimbursement - form online, PDF is best, send to [Treasurers@bryantschool.org](mailto:Treasurers@bryantschool.org) → website has instructions for reimbursement     - if an individual line item, no need for approval   + raising money → check with Treasurers     - using Giving Fuel     - tax-deductible     - rules regarding raising money during the school day     - 501(c)(3)     - make sure to highlight matching     - PTSA has a gambling license → ONLY raffles       * many rules regarding raffles       * Treasurers have to report       * check in with Treasurers   + Volunteers - Steve and Hana     - request via Google Form     - keep in mind most volunteers need SPS approval and require lead time       * working directly with kids during the regular school day needs approval       * Bryant Blast volunteers need approval       * event-specific volunteer approval also an option   + Day-of     - access to the building, custodian’s number   + After-event/debrief   + also ask:     - who was the person who did this last year?     - Is there a file on Google Drive? | Bob and Carrie |
| 8:04 | **Board Sponsors - Coordination Approach**   * one board sponsor for each board role * to share the load of board functions, efficiency, clarity * board sponsor serves as the primary point of contact, consult, approver * each board position has a board sponsor * lead volunteer → board sponsor → co-president → entire board * board members need to look at lead volunteer roles and give approval to acknowledge that they are okay being a sponsor | Carrie |
| 8:10 | **Treasury Updates:**   * Budget summary: income sources and budgeted expenses for 2023 (see slide)   + total income from 2022-2023: 306,375   + expenses: $306,386 * Balance Sheet: PTSA is started this  school year with $5,000 in unallocated reserves. * little higher on annual campaign - monthly donations so additional money from over the summer * carryover is misleading   + SPS invoice Q4’s invoice comes in October, so need to estimate   + AIR program and one staff position were partial or not available in Q3, so expecting an invoice for 20k-25k   + shifted everything by a few weeks because of the strike * majority of budgeted expenses only ~$13k YTD because most of the expenses are staffing-related   + no field trips until end of school year   + have already started using the budget closer to the beginning of the school year due to more field trips * salaries - $250k max grant per school (from 2018, hasn’t been raised since)   + doing $219k in grants this year   + have the cash to fund a librarian for five days rather than the four that we currently have, but due to the cap, cannot fund the additional day   + pay direct amount it costs per individual, so very tenured person is a lot more than a new person   + school pays for an average amount so school’s budget is charged on average, not actual   + need-based process → work with teachers and staff to determine needs   + cannot fund actual teachers   + can ask for approval of a grant above $250k max, but almost never approved and is based on staffing   + advocacy to raise cap? equitable considerations for the cap     - top tier, so lowest funding, so classroom ratios are higher than other schools, so while capping us out, also given reduced funding compared to other schools in lower tiers     - no consideration for inflation | David |
| 8:22 | **General Q&A**   * Weekly   + guidelines about what needs to go the Weekly? → connect with Melissa * be sure to get a Bryant email address for board members and leads |  |
| 8:30 | **Adjourn**   * Anna moved to adjourn, David seconded. |  |

Action items:

* Need volunteers to help attend Building Leadership Team Meetings on the first Thursday of the month from 2:45pm-3:45pm - board members to let Mary and Carrie know if they are able to attend.
* Daragh to disseminate information from the school board roundtable attended and to look into other opportunities and events to attend before the election.
* Annual Campaign to set up a Survey Monkey to staff the lunchroom hype sessions.
* Everyone to get the word out about filling the following critical volunteer roles:
  + Bryant Blast Lead
  + Equity Committee Co-Leads
  + PTSA Technology Coordinator
  + Chess Club
  + Annual Campaign Treasurer
* All board members need to make sure they are current on PTSA dues.
* Jen and Tiffany will verify that Bryant email addresses are set up for all board members and leads.

**PTSA Slides**









