



FRANCIS SCOTT KEY PTA GENERAL MEETING MINUTES

Invite + Include = Community

Date: April 20th, 2021

Next General Meeting: May 20th, 2021

Start Time: 6:39 PM

Approximate End Time: 8 PM

Location: Virtual ZOOM Mtg

Present: Emily LaTourrette, Moneeka Shah, Kai Guiland, Adrienne Carroll, Randy, Tina Paul Mulye, Urvi Parikh, Jamie Rayman, Evan Zhang, Carly Chillmon, Katie Gaertner, Laura Yang, Emily Hittle, Ling Tian, Carrie Byun, Emma, Courtney Ryan, Rachelle Sy, Tristen Chang, Rob & Erika Van Harken, Stacey Lee, Valeska Grandos-Dickopp, Mimi Kasner, Jessie Turnbaugh, Chrissy Lehn, Brendon O'Neill, Karolina Branley, Holly Coombs, Missy Keadle, John Blackwell, Jennifer Hedayati, Courtney Claro, Molly Layshock, Alan Moran, Monique Pflager, Rachael Whang, Winnie (no last name), Randy (no last name)

President (Kai):

1. Native American Territory Acknowledgement
2. Vote to Approve Mar 23, 2021 General Meeting Minutes
 - i. Motion to approve by Adrienne Carroll
 - ii. Motion seconded by Tina Paul
 - iii. Motion approved unanimously
3. Gratitude to teachers and staff, and volunteers given for a great first and second week of Hybrid Learning!
4. Calendar Update (Moneeka)
 - I. Reopening this week, General Ed 3G-5G students split between Cohorts A for M/Tue and Cohorts B for Th/Fri
 - ii. School Pictures- 4/20- 5/8 (Order online)
 - iii. Teacher/Staff Appreciation Week- May 3-7
 - iii. PTA Board Meeting- May 6th
 - iv. Bike and Roll Week- May 10-14 (optional for students/families)
 - V. PTA General Meeting- May 20th (last one for the school year)
 - Vi. SSC and ELAC meetings TBD
 - Vii. Last Day of School- 6/2/21

Valeska- What will be the first day of school for the fall?

Tina- It will be 8/16/21

PTA Board Elections (Kai & Valeska): *[Note - PTA Members Only for this portion]*

1. Kai- Roll call- If you are not an active member, please do not vote
2. Valeska- By Laws were already emailed out. Applicable sections shared via chat.
 - a. Asks if anyone is against waiving reading all of the sections of the bylaws? No nays recorded.
3. Kai- Do we have any additional nominations for Fundraising, Membership, or Outreach? No additional nominations noted.
4. We have asked the association the appropriate questions.
5. Election slate reviewed for VPs of Fundraising, Membership and Outreach. We will act as one vote on one slate for all three roles.
6. Bios and pictures for Ling Tian/VP Fundraising, Tristen Chang/VP Membership, and Courtney Ryan/VP Outreach shared via bio. Ling Tian, Tristen Chang, and Courtney Ryan verbally accept their nominations.
7. Vote conducted via Zoom poll.
 - a. Parliamentarian, Secretary, and Technology VP enter zoom breakout room to validate the voting results.

Treasurer (Rocky):

1. Budget Summary- We are making progress towards meeting our fundraising goal.
 - a. Income/Fundraising Target \$124,800
 - i. Raised to Date \$110,760. More than \$40,000 net coming by way of our Auction.
 - ii. Remaining to Raise \$14,040
 - b. Expense Budget \$126,590
 - i. Spent to Date \$49,465
 - ii. Remaining to Spend \$77,135
 - c. Soon, we will get an invoice for the Redcat and audio systems that were approved.
 - d. We may come in close to balance. We can accommodate being in the red by a little bit
2. Available cash- \$123,361
3. Lockheed Martin shares value \$17,595
4. Full Budget Summary shared via slides
 - a. Direct donations are totalling more than \$40,000
 - b. We paid the second installment of Recess Support staff that was more in the form of distance learning support.
 - c. Our staff continues to submit reimbursement requests for classroom supplies
 - d. Our 5th grade account spent about \$1850 for sweatshirts
5. Checks written shared via slides
6. At our next general meeting, we will be putting together a straw budget for the 2021-2022 budget, which will be discussed beforehand at our PTA board meeting. There may be modest changes from this year. If anyone has anything specific that they want to highlight for areas of need or specific dollar figures, please let Rocky know via email.

Fundraising (Emily L) :

1. We have \$14,000 left to raise. We are close to a goal that was higher than last year, \$124,000.
2. Anything we can do to support our staff and teachers can bring us to our goal.
3. We raised \$145 from our most recent Beer Hall event
4. Staff Appreciation- In the past, we have asked families to donate in honor of a teacher they have connected with.
5. An email will be sent out tomorrow to ask the community to consider donating.
6. Donation matching can go from now until the end of the school year.
7. Adult and kid masks are coming with our logowear.
8. Order via Amazon smile and set beneficiary to FSK
9. Emails will be going out about Teacher Appreciation soon.
 - a. There will be extra weeks surrounding the main week 5/3-5/7 to support K-1, 2-3, and 4-5 grade teachers a little extra.

Historian (Carrie):

-Please log your volunteer hours. Google form link shared in chat. If you know of any room parents that are helping out, please remind them to log their hours.

Membership (Brendon):

1. Membership Numbers- 192 members/250 member goal
2. Please tell a friend. An email will go out this Thursday. Our new VP will be joining.

Logowear (Adrienne):

- General Logowear Update - Beanies, masks, and more for sale [online](#)
- Adult size masks coming soon, as well as more kids size.
- Beanies
- Tees, sweaters, blankets

Secretary (Pallavi):

-Please visit our website myfsk.org for updates/events.

Technology (Emily H):

-Please give us feedback on your experience navigating our website.

Board Member at Large (Jennifer):

-Please volunteer for morning or afternoon dropoff/pickup. Google sheet for signup shared in the chat.

-Volunteers help with traffic support and direct all parents/students to their appropriate intake spots in the morning. Timing shared via slides.

Election Results (Valeska):

-Our slate has been approved for VP Outreach, VP Membership, and VP Fundraising. 20 validated ways. No nays.

-Kai- Welcome Ling, Tristen, and Courtney!

-Kai and Tina- Please email the board for how we can improve in person learning/intake/dropoff. You may stay anonymous.

Principal (Mimi):

1. School Reopening Update - 3G-5G students will have begun attending as of 4/19
[M&M Virtual Office](#) - Wednesdays 12:00 - 1pm and Fridays from 1:00 - 2pm
 - a. -Please encourage fellow parents to check their Monday morning messages via email.
 - b. -Thank you to parent volunteers for helping with drop off and pick up.
 - c. -Please help keep our students safe at intake and dismissal every Monday thru Friday. Rules shared via slides.
 - d. -Please keep children home if they are not feeling well.
 - e. -Plan to identify key spots for parent volunteers to help with traffic. After next week, only our own staff can do intake. We will lose our other adult volunteers after next week.
 - f. -Maps of preferred dropoff/pickup areas shared by Kai.
 - g. -We can carve out some of the space usually used for buses to do Car Intake/Pickup.
 - h.
2. Family Resources
3. Welcoming Incoming Families - We are working on getting families who want to come to FSK, enrolled in if possible. We lost a few families due to moving/pandemic.
4. 5th Grade Graduation- There is a planning meeting tomorrow and then they will communicate the plan to families. No update today.
5. Yearbook- We have not been able to proceed with planning for this.
 - a. Kai- Perhaps families can share photos digitally with the teacher, and the teacher can share an online album.
 - b. Mrs. Kasner- Please share ideas with me.
 - c. Tina via chat- Molly Layshock volunteers to help with the yearbook.
6. Springboard- Summer reading program for K-3rd grade kids to get support. Mrs. Kasner applied to the program and received the program. Working to identify students who may benefit. It is 5 weeks for students. Staff will have 1 week to prepare. June 9- July 14. Details will be shared with families and teachers.

General Q&A

-Carly- Our garden teacher's contract is up at the end of the year. The kids love the garden. Are we renewing with the current partnership to secure a new teacher with a 2 year contract?

-Mrs. Kasner- I already had a meeting with SEI. I want to meet with them to discuss the curriculum

focus, and have the curriculum work more with our science program rather than overlap. I want it to complement and support our program. The discussion of renewing the contract and hiring a new fellow for the next 2 years has been had.