

Northwest PA Collegiate Academy Parent Teacher Student Organization (NPCA PTSO)
January 16, 2013, 6:45 p.m., Library
General PTSO Meeting Minutes

President Deb Sobina opened the meeting at 6:58 p.m. with a welcome to all.

Other attendees included:

Dean Tammie Smith, PhD.; Ellen Lobb, Secretary; Theresa Humes, Treasurer; Christine Balsiger, Teacher Rep.; Julianne Lanich, Teacher Rep.; Dakota Palmer, Junior, Student Rep.

September 19, 2012, PTSO General Meeting minutes were distributed via PTSO link on Collegiate's website. A motion was made by Julianne Lanich and seconded by Tammie Smith to approve the minutes as presented.

TREASURER'S REPORT

Theresa Humes reported an ending balance of \$1,156 as of December 30, 2012, comprised mostly of Sea Wolves fundraising. Membership dues totaled \$74. There were hospitality expenses of \$83. Motion was made by Cathy Strasser, and seconded by Christine Balsiger, with a unanimous vote to approve the treasurer's report.

VICE PRESIDENT'S REPORT

Vice President was unable to attend. There was no report.

DEAN'S REPORT

Dean Tammie Smith reported on Language Arts Department discussion and goal for students to be equipped with iPads for use in lieu of textbooks in subsequent years.

COMMITTEE REPORTS

Membership – Becky Rolph

In chairperson's absence, President reported that only 19 members have paid membership dues. Potential is 33 members. To have voting rights, members must pay dues. All interested prospective members are asked to pay their dues at this time.

Hospitality – Julianne Lanich

Nothing to report. Chairperson requested lead time for hospitality needs. (President advised all chairpersons to contact her to be informed of what needs to be done and to request help.)

Communication – Elizabeth Twohig

Chairperson was absent; there was no report.

President reported that PTSO communication is via website; also attempting "one-call".

Community Outreach – Pam Wiley

Chairperson was absent due to a Board meeting that was still in progress; there was no report.

Rewards Program – Theresa Humes (Interim)

Interim Chairperson reported that Coke bottle cap/tab collection has earned enough points to redeem. She will contact Mr. Bischoff to include rewards program info. on school website.

Teacher Appreciation – Terry Henry and Lori Dolan

Chairpersons were absent. President and Dean reported that refreshments were provided for teachers before Christmas break.

Fundraising – Brenda Snyder (absent)

Chairperson was absent. President reported that fundraising had not started due to tax exemption questions. Contact will be made with Chairperson. Fundraising via Sea Wolves can draw impressive results; opportunities can begin in May (communication and commitments need to begin in March/ April).

OLD BUSINESS:

- **Bylaws** need to be reviewed; following positions need to be reconsidered:
1st VP, 11th & 12th grade class; parent reps for Exec. Brd.; student reps for Exec. Brd.
- **Committee Chairperson for Rewards Program** to replace Interim is needed.
- **Responsibilities for each committee chairperson** are prepared.
- Interest for PTSO to establish **Scholarship committee**, and **Grant Writing** leadership were mentioned.
- **Tax exempt status** was clarified. For fundraising purposes, letters on Collegiate letterhead can be obtained indicating tax exempt status, but lead time will be needed. Treasurer Theresa Humes, who will obtain letters from school office, will be contact person for such requests, as well as the tax exempt id# for making purchases.
- **Checking account status** was discussed.
- Following are **goals for winter/spring 2013**:
Continue membership drive; improve communication; and fill open positions.
- **Need for student involvement** was stressed.
- PTSO assistance with **Beach Walk** was discussed. Input needed from Ms. Wiley.
- **Contest for PTSO logo** was discussed. Dean Tammie Smith will coordinate for March 8 deadline.

NEW BUSINESS:

February “Stock-the-Classroom” event was discussed. List of supplies teachers need can be obtained and posted on website. Drop-off spots and coordinator, as well as student incentive contest, were discussed. A motion was made, seconded and unanimously approved to award \$25 movie passes to four random students (one per grade level) in a drawing of chances entered in return for teacher supply donations.

Primary Fundraising Goals to benefit students –

- Provide required summer reading books and technology. E-reader technology was discussed.
- Establish Beach Walk Scholarship.
- Budget Development** – President and Treasurer will prepare budget for approval at next General PTSO meeting. Members who have concerns about PTSO budget should advise one of the officers.
- Communication** – Improvement needed on Collegiate website. Dean Smith will look into problem of Facebook link missing from Collegiate website. Info. posting on Facebook and Twitter was discussed.
- A motion was made by Ms. Lanich, seconded by Cathy Strasser and voted unanimously for PTSO to **purchase a ½-page ad in the program booklet for Performing Arts Department’s spring musical.**
- Support was expressed for the **Performing Arts Boosters fundraiser** at Jrs. on January 17.
- A motion was made by Ms. Lanich, seconded by Cathy Strasser and voted unanimously to purchase a **\$20 PTSO banner.** President will coordinate purchase.
- Student Dakota Palmer agreed to take on **“Student Liaison” position** (which will be added to bylaws). Purpose of position is to recruit student PTSO members, get student input and provide PTSO activity info to students.
- Pros and cons of **Sea Wolves fundraising** were discussed. A proactive coordinator to recruit volunteers and commit to event dates is most important. Events will begin in May/June. President will check on Brenda Snyder’s status.
- Other fundraising opportunities** need to be considered and communicated.
- Elections for 2013-2014 school year** will take place at May 15, 2013, meeting.

-Membership comments included discussion about future drive to recruit membership, as well as letters from PTSO to parents of accepted incoming freshmen students in mid-February and postcards from Dakota at end of February.

The meeting was adjourned at approximately 8:15.

Next Executive Board Meeting date will be determined.

Next General Membership meeting is scheduled for Wednesday, March 13, 2013, at 6:45 p.m. in the school library.

Respectfully submitted,
Ellen Lobb, Secretary