

## Minutes-General PTA Meeting (Virtual)

March 14, 2023

### I. February Meeting Minutes

- Minutes shared for review
- Motions to approve made
- Approved; Yes-6, No- 0, Abstain-0

### II. Meeting Agenda

- Agenda shared

### III. Principal's Message

- March Update
  - i. Very busy month for staff
  - ii. Working on 2023-24 school budget
    1. Budget meeting for families held virtually today
    2. Budget survey shared with school community
    3. 2 additional teachers budgeted for next year
  - iii. Waiting to hear back about capital project requests
- Playworks
  - i. Program beginning on 3/27
  - ii. Providing 2 coaches to train staff
    1. Will be visiting to observe recess routines
    2. Will provide feedback
  - iii. Indoor recess training scheduled for 3/31 from 1-2:30pm
    1. Outdoor recess training to be scheduled
  - iv. Pricing for next year shared
    1. \$44,000 for a full-time coach
      - a. Currently no full-time coaches available
    2. \$26,000 for a coach visit 1 week/month
- Please reach out with any questions or for additional information!

Principal- Mr. Ross: [tross4@philasd.org](mailto:tross4@philasd.org)

Vice Principal- Mr. Wilson: [kwilson4@philasd.org](mailto:kwilson4@philasd.org)

Lead Teacher-Ms. Rama: [kaguann@philasd.org](mailto:kaguann@philasd.org)

### IV. Board Nominations

- Seeking board members for the 2023-24 school year
  - i. 3 person nominating committee formed
  - ii. List of open board positions shared
- Please email PTA with any questions or interest- [cwhenrypta@gmail.com](mailto:cwhenrypta@gmail.com)

### V. Finance Update

- Budget summary

- i. \$28,665 starting bank balance
  - ii. \$21,461 end of year balance
- Income
  - i. Budgeted Income- \$30,450
  - ii. Income to Date- \$24,232
    - 1. Larger income sources include Miss Chocolate, Scholastic Book Fair, Beautification GoFundMe, and General Fund Donations
- Expenses
  - i. Budgeted Expenses- \$37,654
  - ii. Expenses to Date- \$23,520
    - 1. School Garden, Playworks, Academic Enrichment, Teacher Grants, and Classroom Reimbursements among the larger expenses
- Budgetary Projections
  - i. Projected income estimates-
    - 1. Approx. \$9600 could be raised by the end of the year

*Grown Up Fundraiser (\$500), Book Fair (\$200), Fun Run (\$500), Spring Dance (\$2000), Beautification Fund (\$1500), Plant Sale (\$900), School Supply Fund (\$2000)*

- 2. Estimates based on information from previous years
  - 3. Projection estimates discussed
    - a. Spring estimates for Book Fair and Beautification may be too high
    - b. Rain impacted Plant Sale last year, hoping to raise more this year
- ii. Larger remaining expenses-
  - 1. Approx. \$9600 to be spent by the end of the year

*Garden (\$2200), Classroom Reimbursements (\$2600), Teacher Mini Grants (\$1700), Staff Appreciation (\$2000), Graduation Trophies (\$1000)*

- iii. Projected expenses from budgetary lines not used to date
  - 1. \$2838 in residual budgeted expenses
  - 2. \$2400 in expenses from unused/potentially unneeded budgetary lines

*Back-to-School Night (\$100), Career Day (\$50.00), Clean-Up Days (\$100), Extracurricular Clubs (\$400), Family Fun (\$300), Playground (\$500), Science Fun Day (\$200), and Trip Supplements (\$750)*

- 1. Discussed individual budgetary lines to assess need
    - a. Funds for Trip Supplements, Clean Up Days, and Extracurricular Clubs may be needed and should remain as budgeted
  - 2. \$1,050 in expenses identified as unneeded this fiscal year
    - a. \$200 line amount for Science Fun Day can be reduced to \$100
    - b. Expenses budgeted for Back-to-School Night (\$100), Career Day(\$50), Family Fun (\$300), and Playground (\$500) not needed this fiscal year- \$950 in total budgeted funds

- c. \$950 + \$100 from Science Fun Day = \$1,050 available
- Discussed reallocating identified funds to Board Discretionary Fund
  - i. Flexible budget line that can be used to support unbudgeted requests
    - 1. Only \$100 budgeted this fiscal year
    - 2. Additional funds would allow PTA to support worthwhile teacher requests not accounted for in the current budget
  - ii. Voted to move \$1,050 to Board Discretionary Fund
    - 1. Motions to approve made
    - 2. Approved; Yes-20, No- 0, Abstain-0
- Trip Supplements
  - i. Upper school seeking trip support from PTA
    - 1. Looking to fund sibling scholarships for end of year trips
      - a. 7 sibling pairs in upper school that may need support
      - b. Trip to Baltimore will cost \$115/student
      - c. Trip to Neshaminy Park will cost \$40/student
    - 2. PTA has given \$500 in trip support to the upper school in the past
      - a. School may be able to provide additional financial support
      - b. Could ask for community donations
- Winter Donation Campaign
  - i. Was very successful
  - ii. Over \$4000 raised
  - iii. Thank you to all who contributed!

#### VI. Fundraising Committee

- Hosting 5k Walk/Run on 5/13
- Have received \$100 donations from 10 local businesses!
- Families are encouraged to sign up early
  - i. Can register online- <https://cwhenrypta.memberhub.com>
  - ii. Want to have enough event tees in the appropriate sizes
- Looking for student volunteers to help during event
  - i. Opportunity for students to earn service credits
  - ii. Philly Run students may be available to help
- Will have fun activities for younger participants!
  - i. Children will be supervised while adults run
- Please reach out with any questions or volunteer interest-  
Fundraising Chair- Natasha Broadwater at [natasha.broadwater@icloud.com](mailto:natasha.broadwater@icloud.com)

#### VII. Projects and Events

- Quizzo Night scheduled for Saturday, 3/25 at 7pm
  - i. Will feature trivia, live music, pizza, beer, raffles, and more!
  - ii. Will be held at the Circus Arts School
  - iii. Registration link shared-

<https://cwhenrypta.memberhub.com/store/items/831973>

<https://cwhenrypta.memberhub.com/store/items/835769> (for staff)

1. Advanced registration encouraged
  - a. \$25/person and \$40/pair in advance
  - b. \$30/person and \$45/pair at the door
  - c. Free for Henry staff!
- Spring Movie Night
  - i. Working on a date for a spring outdoor movie night
  - ii. Additional details to come!
- Please reach out with any questions or volunteer interest

Projects and Event Co-Chair, Meghan Medlock- [deejayfive1@gmail.com](mailto:deejayfive1@gmail.com)

Projects and Event Co-Chair, Nate Holt- [holt.nathaniel@gmail.com](mailto:holt.nathaniel@gmail.com)

#### VIII. Beautification Fund

- Many painting projects completed
  - i. Classroom doors painted throughout the building
  - ii. Colorful landscape painted in kindergarten lobby
  - iii. Keyboard design painted outside music classroom
- A number of projects in the works!
  - i. Painting requests coming in from staff
- Having fun painting!
  - i. Reach out if interested in helping-  
Beautification Chair, Amy Ignatow at [ignatowa@gmail.com](mailto:ignatowa@gmail.com)

#### IX. Scholastic Book Fair

- Hosting spring fair 3/ 27-3/31
- Volunteer help needed!
  - i. Link to Sign-up genius shared-  
<https://www.signupgenius.com/go/4090444aea62ca2fe3-cwhenry2#/>

#### X. Garden Committee

- Upper school logo contest wrapping up
  - i. Ms. Pownall helping student submit final designs
  - ii. Winning logo to be picked by 4/1
- Plant Sale scheduled for Saturday, 5/6
  - i. Rain date will be Sunday, 5/7
  - ii. Planning to have garden activities during sale
  - iii. Virtual planning meeting scheduled for 3/23
    1. Members interested in helping plan welcome to join
    2. Can reach out for meeting link

- Garden classes with Farmer Harry to begin soon!
  - i. Will be held on Tuesday and Thursday afternoons
  - ii. Volunteer help on Thursday afternoons needed
    - 1. Would need to have clearances on file
  - iii. Please reach out with interest- Garden Chair, Becky Brodie at [beckymacrn@gmail.com](mailto:beckymacrn@gmail.com)
- Applying for various grants
  - i. Seeking grant for a planting project with the K-2 Autistic Support classroom
    - 1. Working with Speech Therapist, Ms. Sepe
  - ii. Applied for Weavers Way Green Community Grant
  - iii. Grant funds can be used to buy more plants and a new picnic table for the garden
    - 1. Looking to plant native plants around the school grounds
    - 2. Looking to add more edible plants to the garden
  - iv. Open to any grant suggestions

#### XI. Lower School Committee

- Dance will be held on Friday, May 5th from 530 to 730pm
  - i. Will be held outdoors on the school yard
  - ii. Will feature music by DJ Rob, pizza, and treats!
  - iii. Volunteers to bake desserts, make signage, manage the entry table, and clean-up afterwards will be needed
    - 1. Sign-up genius will be shared
- Organizing a Donors Choose fundraiser for school gymnasium
  - i. New mats and equipment needed
  - ii. More information to come!

#### XII. Upper School Committee

- Upper School Dance will be held Friday, 4/14
  - i. Dessert and beverage donations needed
    - 1. PTA to share a sign-up genius
- Run Philly Style program starting
- Ethics Bowl coming to an end
- Track season beginning soon
- Lots of spring trips and activities planned!

Next PTA Meeting- **4/25 at 8pm** (Virtual), **5/23 at 8pm** (Virtual)

Visit [www.cwhenrypta.org](http://www.cwhenrypta.org) for information on events, fundraisers, volunteer opportunities, community news and to **join and donate to the PTA!**