

Brent Elementary School – PTA Board Meeting Notes

13 September 2023 / 6:00 PM / ZOOM

Attendees

Jean Blackerby Strich (Co-President), Jon Werner-Allen (Co-President), Jeff Chase (Co-Vice President), Norah Lycknell (Principal), Chuck Divine (Co-Treasurer), Laura Martinez (Co-Treasurer), Imani Boston (Co-Community Liaison), Chinwe Unegbu (Co-Community Liaison), Marni Cocco (Co-Secretary), Lindsay Workman (Co-Secretary), Margaux Manley Lima (Former Co-President), Bhavna Pandit Ghia (Former Co-President), Emma Bailey (Teacher Representative), Chloe Patterson (Teacher Representative)

Agenda

1. Welcome/Introductions
2. Administrative Matters
3. Principal's Report (Norah)
4. Treasurer's Report (Chuck/Laura)
5. Events
6. Volunteers
7. Closing

Notes

- **Welcome/Introductions (All).**
- **Administrative Matters (All).**
 - **Meeting minutes** should be approved by the Board, then posted to Brent website. Lindsay to take notes and **circulate minutes** at next board meeting for approval. Jon to **post on Brent website**.
 - **Meeting schedule:** Will continue with PTA Board meetings on second Wednesday. Due to conflicts, will shift Feb/March meetings to the Tuesday before second Wednesday. June meeting on hold (may convene at a separate time).
- **Principal's Report (Norah Lycknell).**
 - **Back to School Night.** To 1) simplify the calendar (and double-up on quarterly grade level events); 2) provide a more intentional experience for families; and 3) provide more interaction for parents and teachers, teachers will send presentations one

week ahead; caregivers asked to read in advance. On back to school night, caregivers and students will visit classrooms in one of two shifts (divided by last name) where teachers and students can convey what is happening in the classroom during the school day. New format is intended to reduce barriers to participation (around childcare). Brent will circulate a survey afterward to collect feedback.

- Group discussed questions raised by parents, such as: how to handle questions that are best addressed without students present and when upper school families will have an opportunity to meet academic teachers.
 - Upper school will follow the full schedule, providing an opportunity to visit academic teachers. Toward the end of term 1, there could be an opportunity for another follow-up; gather families for a Q&A. Timing has never allowed for deep questions. For survey, **include a question**: “what questions did you not get to ask?”
 - Back to school night counts as one of three parent-teacher events. Hours of the school day can be changed on B2S night and conference days per the union contract.
- **Treasurer’s Report (Chuck/Laura).** Just getting back into reconciling monthly, working closely with Norah and Brent team. Supply and activity fee: have raised just shy of \$40k (our internal goal is \$52K) from families of 220 students. At this time last year, we were at approximately \$51K. Marni to **post a student supply fee reminder** on social media.
 - In a week or two, we’ll circulate the reconciled financials; please review; let Laura/Chuck know if you have any questions.
 - Chuck working on tax filing issues, including FR-800 (sales and use tax form) and 990. A goal for the future is to work on updating/addressing outdated PTA bylaws, including committee structure.
 - **Budget ratification.** Reviewed changes to the 2023-24 budget, and the process needed to ratify.
 - Need to finalize the budget, review and potentially address revenue, and share with PTA board for ratification. Plan is to present the budget at October community meeting for questions and proposed ratification.
 - Next steps: Laura/Chuck to circulate the budget to PTA board. (Budget is also available on monthly financial transactions report, along with revenue and expenses). The 990, which includes budget figures, is publicly available.
- **Events**
 - **Fall picnic debrief.** Excellent turnout (likely short of the 700 registered); quantities of food were about right, though in future should consider handling food service differently to avoid bottlenecks. Some discussion around whether older kids were less visible (potentially a function of competing sports events/tournaments). Lots of volunteers, organized well. For future: assign someone to be responsible for music.

Note: an email to the parent list drove up registration numbers dramatically, and could be considered for future events as needed.

- Marni noted in general more interaction (click throughs/engagement) on social media and TuesNews.
- **October Family Heritage Potluck.** (Formerly known as multi-cultural night). Sign-up/volunteers happening now. Norah suggested to **send volunteer spreadsheet to new family distribution list.**
- **Count Day.** No longer an official count day; it's just the deadline by which we report enrolled students.
- **School store** opens on back to school night. Will use Custom Ink for a direct-delivery, web-based model (so no overstock or carried inventory). Designs are loaded up and ready to go. Bernardo and Marni are points of contact, with many parents interested in getting involved.
- **Volunteers.** Still looking for volunteers to coordinate the uniform swap and lost and found. Will **announce in TuesNews and through room parents.**
- **Closing.**

Action Items

1. Presidents/Treasurer to finalize budget with Co-Presidents, then circulate to PTA Board
2. Lindsay to circulate board minutes; Jean to review prior to posting on Brent website (Jon)
3. Norah to develop survey for back-to-school night; include "what questions didn't you get to ask?"
4. Marni to post reminder of school supply and activity fee to social media
5. Send volunteer sign-ups for Family Heritage potluck, uniform swap and lost and found coordinators

Brent Elementary School – PTA Board Meeting Notes

11 October 2023 / 6:00 PM / ZOOM

Attendees

Jean Blackerby Strich (Co-President), Jon Werner-Allen (Co-President), Jeff Chase (Co-Vice President), Danielle Creek-Saalakhan (Co-Vice President), Chuck Divine (Co-Treasurer), Laura Martinez (Co-Treasurer), Imani Boston (Co-Community Liaison), Chinwe Unegbu (Co-Community Liaison), Marni Cocco (Co-Secretary), Lindsay Workman (Co-Secretary), Margaux Manley Lima (Former Co-President), Emma Bailey (Teacher Representative), Chloe Patterson (Teacher Representative)

Absent: Norah Lycknell (Principal); Bhavna Pandit Ghia (Former Co-President)

Agenda

1. Welcome/Introductions (All)
2. Administrative Matters (Jon)
3. Treasurer's Report (Chuck/Laura)
4. LSAT Update (Jeff)
5. Events (Jon/All)
6. Closing

Notes

- **Welcome/Introductions (All).**
- **Administrative Matters (Jon).** Board approved September meeting minutes. Lindsay to work with Jon to **post on Brent website**.
- **Treasurer's Report (Chuck/Laura).**
 - **Financial Update.** Currently reconciling Sept financials. Student supply and activity fee is at \$49,600. (Down slightly from last year). Marni/Jon to **push school/activity supply fee reminder** in TuesNews and room parent emails.
 - **School Year 2023-24 Budget Presentation.** Board reviewed the draft budget, comparing categories from year-to-year. Jon/Jean/Laura/Chuck to **seek clarity on several line items from Norah** by Friday. Aim to share the final version with the board via email for approval, in advance of sharing with the Brent community before putting up for ratification at 10/25 community meeting.

- **Chuck** finalizing tax forms; will **circulate 990 tax form to board and file.**
- **LSAT Update.** Jeff provided an update on September LSAT meeting, including an update on testing, budgeting for 2024-25 school year, staffing, and Brent modernization.
- **Events**
 - **Family heritage event debrief.** Good turnout, great food. Some considerations for next year: find a way to collect and share recipes (google doc/file?); increase structure (resume the fashion show element or set up a passport/sticker system); later start time to accommodate families (5 pm); watch for table set up to provide more shade for food; print out explanations of items/label; more decorations for each area; extend to artifacts or instruments (as a show-and-tell or touch-and-play activity); identify clear focal point/organizer (such as equity and inclusion group to introduce their group and activities for the year).
 - **Community meeting (10/25).** Board discussed potential and proposed agenda, noting need to approve budget, introduce PTA and other parent committees, and discuss school priorities. Topics considered include: upper school Q&A, K-2 literacy presentation, and open Q&A with Norah. Given high interest, consider breakout groups/rooms. Jon/Jean/Norah **to finalize agenda.**
- **Closing.** Next meeting: Wednesday, November 8, 6 PM

Action Items

1. Lindsay/Jon to post September board meeting notes to Brent website
2. Marni/Jon to include school supply and activity fee reminder
3. Chuck to circulate Form 990 to board and file
4. Norah to provide clarity on remaining budget items
5. Jon/Jean/Norah to finalize community meeting agenda

Brent Elementary School – PTA Board Meeting Notes

8 November 2023 / 6:00 PM / ZOOM

Attendees

Jean Blackerby Strich (Co-President), Jon Werner-Allen (Co-President), Jeff Chase (Co-Vice President), Danielle Creek-Saakhan (Co-Vice President), Laura Martinez (Co-Treasurer), Chinwe Unegbu (Co-Community Liaison), Marni Cocco (Co-Secretary), Lindsay Workman (Co-Secretary), Margaux Manley Lima (Former Co-President), Bhavna Pandit Ghia (Former Co-President), Norah Lycknell (Principal), Chloe Patterson (Teacher Representative), Meg Brackett (Sponsorships)

Agenda

1. Welcome/Administrative Matters (Jon)
2. Principal's Report (Norah)
3. Treasurer's Report (Chuck/Laura)
4. Corporate Sponsorship Update (Meg Brackett)
5. Tree Committee Update (Dave Strich)
6. Events (Can Drive)

Notes

- **Welcome/Administrative Matters (Jon).** Board approved October meeting minutes. Lindsay to work with Jon to **post on Brent website.**
- **Principal's Report (Norah).**
 - Initial proposal of DCPS' city-wide **boundary review** would shift Brent's northern boundary to Pennsylvania Avenue. (Moving households/families north of Pennsylvania to the Peabody/Watkins boundary). Listening sessions/townhalls/community meetings scheduled for November 15 and beyond; **PTA and other parent groups to organize** to ensure families have information, can raise questions and make views known. Anticipated timeline: boundary review committee expected to make final recommendations to the Mayor February 2024, with changes effective for 2026-2027 school year.
- **Treasurer's Report (Chuck/Laura).**
 - **Financial Update.** Reconciling October financials. Have surpassed supplies/activity goal by \$2K: raised \$54K (last year at this time, we had raised \$55K).

- Have received/pledged \$14K in school activities sponsorships (last year at \$16K).
 - October financials within the next week.
 - **School Year 2023-24 Budget.** Approved at 10/25 community meeting.
- **Corporate Sponsorship Update (Meg).** \$14K confirmed pledges from Corporate sponsors. We're rolling the sponsor-a-tree program into the \$500/level, with emails to potential sponsors/local businesses and posting to social media to attract more sponsors.
- **Tree Committee Update (Dave).** Sale is live, as of this morning. Have done \$8K in sales, on track with prior years. Pre-sale will run until 11/28. Trees arrive 11/29. Sale is 11/30-12/3. Need volunteers. 4-7 Thurs/Fri, 9-5 Sat/Sun. 800 trees ordered + trimming + poinsettias and aiming for \$50K net profit.
- **Events.**
 - In November: Veteran's Day/Club day (November 9), Thanksgiving can drive (week of November 13), Brent book fair.
 - December: Auditions for school play begin December 4. End-of-year faculty/teacher appreciation collection.
- **Closing.** Next meeting: Wednesday, December 13, 6 PM

Action Items

1. Post October notes to Brent website
2. PTA leadership to organize around DCPS boundary review

Brent Elementary School – PTA Board Meeting Notes

20 December 2023 / 6:00 PM / ZOOM

Attendees

Jean Blackerby Strich (Co-President), Jon Werner-Allen (Co-President), Jeff Chase (Co-Vice President), Danielle Creek-Saalakhan (Co-Vice President), Chuck Divine (Co-Treasurer), Laura Martinez (Co-Treasurer), Chinwe Unegbu (Co-Community Liaison), Marni Cocco (Co-Secretary), Lindsay Workman (Co-Secretary), Margaux Manley Lima (Former Co-President), Norah Lycknell (Principal), Emma Bailey (Teacher Representative),

Agenda

1. Welcome/Administrative Matters (Jon)
2. Principal's Report (Norah)
3. Treasurer's Report (Chuck/Laura)
4. Key Issues (Boundary Review)
5. Upcoming Events

Notes

- **Welcome/Administrative Matters (Jean).** Board approved November meeting minutes. Lindsay to work with Jon to **post on Brent website.**
- **Principal's Report (Norah).** This week. Club day, PJ day, class celebrations. Thanks to Marni for taking pictures; and Laura/Chuck for working with Bhavna on faculty appreciation gift cards. Kindergarten families threw a fantastic staff breakfast, complete with balloon arch. Planning underway for January, including midterm assessments to measure student progress, including around upper school. (While preliminary data suggests Upper School students are ahead of where they were last year, family feedback continues to be mixed. Some parents have asked to survey families; school is starting instead with a student survey.)
- **Treasurer's Report (Chuck/Laura).**
 - **Financial Update.** November reconciliation finalized. Going into December, we are operating at negative \$160K. Lots to reconcile:
 - Holiday sale team reporting \$120K revenue.
 - Staff appreciation collection has raised \$15,600, as of 6:00 PM through 161 individual donations. (This is \$1K less than last year, but more than a few

days ago.) Gift cards of \$150 each have been distributed to all staff; \$50 each for regular substitutes. Excess funds raised will carry over to spring faculty appreciation.

- Moving forward: PTA to discuss faculty collection at November meeting, be prepared to increase amount of gift cards, and move to a system of PTA direct purchase of cards (rather than current practice of parent-purchase.)
 - Grants: Brent teachers have secured \$5800 from Capitol Hill Community Foundation for special projects, including ECE training and library.
 - Musical: Moving to a fee-based system, with parents asked to pay fees for participating in the school play and the school purchasing items centrally. To date, \$7000 raised, with a working budget of \$6200. (Excess fees will make up for last year, when play was over budget.) Brent has inherited some items (props, costumes) from other schools who have recently staged Willy Wonka Jr. and **costume/stage crew will review in early January to see what can be reused.**
- **Boundary Review.** Following significant parent advocacy, DME appears unlikely to pursue boundary change and instead will follow DCPS/DGS recommendation to address Brent's overcrowding with the upcoming modernization. Norah applauded the consistent, clear, "not obnoxious" messaging around this issue and the work of Jon, Jean, and other parent group leaders. Good model to follow for upcoming DCPS conversations, including around the budget, modernization, and the swing space.
- **Upcoming Events.**
 - Skate Night (January 19). Save-the-date in recent PTA emails; sign-up will go out in January. Jon to **discuss pricing** with Chi/Imani.
 - Community Meeting (January 24). Councilmember Charles Allen scheduled to do 30-minute Q&A. May add additional topics. (In March, focus on upper school, including ELA/curriculum.)
 - Game night (February 27). Hosted at Brent.
- **AOB.**
 - School store inventory needs to be liquidated. Marni to **reach out to parent volunteers to discuss.**
- **Closing.** Next meeting: Wednesday, January 10, 6 PM (Maybe In person in Brent library??)

Action Items

1. Post November notes to Brent website
2. Assess Willy Wonka costume/prop haul

3. Create sign-up and advertise Skate Night and discuss pricing
4. Liquidate school store inventory

Brent Elementary School – PTA Board Meeting Notes

10 January 2024 / 6:00 PM / ZOOM

Attendees

Jean Blackerby Strich (Co-President), Jon Werner-Allen (Co-President), Jeff Chase (Co-Vice President), Danielle Creek-Saalakhan (Co-Vice President), Laura Martinez (Co-Treasurer), Chinwe Unegbu (Co-Community Liaison), Imani Boston (Co-Community Liaison), Marni Cocco (Co-Secretary), Lindsay Workman (Co-Secretary), Margaux Manley Lima (Former Co-President), Bhavna Pandit Ghia (Former Co-President), Norah Lycknell (Principal), Emma Bailey (Teacher Representative), Chloe Patterson (Teacher Representative)

Agenda

1. Administrative Matters (Jean/Jon)
2. Principal's Report (Norah)
3. Treasurer's Report (Laura)
4. Upcoming Events

Notes

- **Administrative Matters (Jean).** Board approved December meeting [minutes](#). Lindsay to work with Jon to **post on Brent website**.
- **Principal's Report (Norah).** Norah provided updates on Brent modernization, namely that the contracts for architect and contractor have been awarded and the School Improvement Team is being set up. Norah is in touch with DCPS project manager and team to review essentials, including capacity needs and questions about historical designation. Next Tues News and community meeting will include information, aim to provide parents and community information to enable communication and, if needed, advocacy.
 - Swing space discussions are also happening, including with other affected school communities. Current Swing Space designation is Emery campus, with a back-up in NE north of North Capital and New York. Professional development site for DCPS. (They're supposed to renovate. It is capable of serving the swing function.)
- **Treasurer's Report (Laura).**
 - **Financial Update.** Accountant is reviewing December financials; will circulate them when finalized.

- Board discussed corporate sponsors, including tree sale sponsorship, giving/recognition tiers, and benefits for corporate donors. Board leadership to continue conversation with corporate sponsor lead and Gala committee. (And add Gala to next board mtg agenda.)
 - **Budget Adjustment.** The board discussed a budget adjustment related to an unforeseen cost to install the Smart Boards and agreed to cover the cost in the budget.
- **Upcoming Events.**
 - Skate Night (January 19). Registration is ongoing; cost to families is \$5 per skater (PTA will cover difference (\$7) to reach actual cost (\$12)). Tables will be set up to provide snacks and hot chocolate.
 - Community Meeting (January 24). Councilmember Charles Allen scheduled to do 30-minute Q&A and Norah to provide modernization update.
 - Board discussed future community meeting topics, including upper schools, ELA/curriculum, and ways to increase attendance.
 - Game night (February 27). Hosted at Brent. Imani/Chi in touch with Labyrinth to schedule.
 - Annual Fund will begin February 27, 2024. The 2023 schedule and messaging plan is pasted below; board will largely follow this template with modest changes.
- **AOB.**
- **Closing.**

Action Items

1. Post December board notes to Brent website
2. Add Gala committee to February board meeting agenda

2023 Annual Fund Schedule:

Pre-Launch (Tu, 2/14): Pre-launch email announcement

Day 1 (Tu, 2/28): PTA coffee, launch email, skate night

Day 2 (W, 3/1): FAQ email

Day 3 (Th, 3/2): Teacher care email

Day 4 (F, 3/3): Room parent email

Day 7 (M, 3/6): Community events email

Day 8 (Tu, 3/7): Note from Norah in Tues News

Day 9 (W, 3/8): PTA coffee w Brent bear, specials email

Day 10 (Th, 3/9): Grandparent email

Day 11 (F, 3/10): Room parent email

Day 12 (Sa, 3/11): Progress update email

Day 14 (M, 3/13): Matching donation email

Day 15 (Tu, 3/14): Givesmart email/text

Day 16 (W, 3/15): Building maintenance email

Day 17 (Th, 3/16): Room parent email

Day 18 (F, 3/17): PTA coffee, last call email

Brent Elementary School – PTA Board Meeting Notes

13 February 2024 / 6:00 PM / ZOOM

Attendees

Jean Blackerby Strich (Co-President), Jon Werner-Allen (Co-President), Danielle Creek-Saalakhan (Co-Vice President), Laura Martinez (Co-Treasurer), Chinwe Unegbu (Co-Community Liaison), Imani Boston (Co-Community Liaison), Marni Cocco (Co-Secretary), Lindsay Workman (Co-Secretary), Margaux Manley Lima (Former Co-President), Bhavna Pandit Ghia (Former Co-President), Emma Bailey (Teacher Representative)

Agenda

1. Administrative Matters (Jean/Jon)
2. Treasurer's Report (Laura)
3. Yearbook Update (Marni)
4. Events (Chi/Imani/Jean/Jon)

Notes

- **Administrative Matters (Jean).** Board approved January meeting [minutes](#). Lindsay to work with Jon to **post on Brent website**.
- **Treasurer's Report (Chuck).** Co-treasure provided a financial update, including school play collection (\$8700 to date; **explore increasing play budget**) and corporate sponsorships (\$17K to date, **to be confirmed with Meg** Brackett). Reviewed current spending against previous years. 2024-2025 PTA budget planning will begin in March.
- **Yearbook update (Marni).** Room for 2-3 more sponsors and ¼ and ½ page levels. (**Explore possibility of recognizing corporate sponsors in Willy Wonka playbill.**) Board discussed sustainability/future planning, including dedicated recruitment in the spring for next year's board committee and using plug-and-play templates to minimize design needs.
- **Events.**
 - Board recapped January community meeting and skate night. Both saw strong turnout and no injuries 😊. For skate night, in particular, lessons learned for next year include: require payment in advance for discounted code (full price on day of).
 - Future events include:
 - **Game night (February 23).** 204 individuals/50 families registered (registration will close February 21). Labyrinth suggests two games per

table, to accommodate 10-12 players per table; will group students and suggest games based on final registration numbers/ages. **Parent volunteers needed.** Pizza for purchase; raffle at the end of the night (Chi to work with Labyrinth to select games). Chi/Imani to work with Brent staff and PTA **to finalize space needs**, including potential overflow spaces, and tables/chairs.

- **Annual Fund.** 2024 schedule and messaging plan is pasted below. Danielle setting up GiveSmart platform to receive donations; Jean/Jon to **finalize the schedule below**, with an open question about sending flyers with QR codes home in kids backpacks.
- Next **PTA board meeting** is March 12.

Action Items

1. Post January board notes to Brent website (Jon)
2. Explore increase to school play budget (Chuck)
3. Confirm corporate sponsorships in Quickbooks with Meg Brackett (Chuck/Laura)
4. Contact playbill team to explore recognition of corporate sponsors (Lindsay/Marni)
5. Finalize parent volunteer sign-up for game night; space needs/tables/chairs (Chi/Imani)
6. Update Annual Fund plan (Jean/Jon)

Draft Annual Fund Schedule [TO BE UPDATED]

Pre-Launch (Fri, 2/16): Pre-launch email announcement

Day 1 (Fri, 2/23): PTA coffee, Game Night, launch email

Day 2 (W, 2/28): FAQ email

Day 3 (Th, 2/29): Teacher care email

Day 4 (F, 3/1): Room parent email

Day 7 (M, 3/4): Community events email

Day 8 (Tu, 3/5): Note from Norah in Tues News

Day 9 (W, 3/6): PTA coffee w Brent bear, specials email

Day 10 (Th, 3/7): Grandparent email

Day 11 (F, 3/8): Room parent email

Day 12 (Sa, 3/9): Progress update email

Day 14 (M, 3/11): Matching donation email

Day 15 (Tu, 3/12): Givesmart email/text

Day 16 (W, 3/13): Building maintenance email

Day 17 (Th, 3/14): Room parent email

Day 18 (F, 3/15): PTA coffee, last call email

Brent Elementary School – PTA Board Meeting Notes

12 March 2024 / 6:00 PM / ZOOM

Attendees

Jean Blackerby Strich (Co-President), Jon Werner-Allen (Co-President), Danielle Creek-Saalakhan (Co-Vice President), Jeff Chase (Co-Vice President), Laura Martinez (Co-Treasurer), Chinwe Unegbu (Co-Community Liaison), Imani Boston (Co-Community Liaison), Marni Cocco (Co-Secretary), Lindsay Workman (Co-Secretary), Margaux Manley Lima (Former Co-President), Bhavna Pandit Ghia (Former Co-President), Emma Bailey (Teacher Representative), Chloe Patterson (Teacher Representative)

Agenda

1. Administrative Matters (Jean/Jon)
2. Principal's Report (Norah)
3. Treasurer's Report (Laura/Chuck)
4. LSAT/Budget Update (Jeff)
5. Annual Fund Update (Jean/Jon)
6. Events (Chi/Imani)

Notes

- **Administrative Matters (Jean).** Board approved February meeting [minutes](#). Lindsay to work with Jon to **post on Brent website**.
- **Treasurer's Report (Laura).** Co-treasurer provided a financial update, showing fundraising is at break-even point. With annual fund revenue pending, and Gala still to come, PTA fundraising is on track to end the year in positive territory.
- **Budget/LSAT (Jeff).** DCPS' initial budget proposal for Brent was \$200K that last year; however through LSAT efforts, Brent was able to negotiate to maintain current staffing and add an additional position to support English-language learners.
 - With DCPS budget in place, PTA presidents, future presidents and treasurers will work in coming weeks to **develop the draft 2024-25 PTA budget**. Aim to circulate in advance of ratification at May community meeting.
 - Board also discussed the process for nominating 2024-25 parent volunteers for PTA board, BEIG working group, and LSAT committee. Aim to **set up nominating committee** and **announce openings** after the annual fund. Board members invited

to: consider whether they will be able to stay on next year, check vacancies on BEIG and LSAT, build a list of potential volunteers, and update role descriptions (with time commitments) to aid the nomination process.

- **Annual Fund.** With one day remaining, Annual fund is $\frac{2}{3}$ of the way toward the goal, with 50% of families participating. Board to **make one final push**, including: posting QR Codes at drop-off, timing emails to go out weekend mornings, sending personalized notes to those who donated \$500 or more last year and have yet to donate this year, and posting a QR code at school play later this month.
- **Events.**
 - Game Night debrief. Well-attended, enjoyable evening. Labyrinth happy. All games and pieces intact. For next time, consider alternatives to Paypal (including cash) for pizza/dinner purchase.
 - Willy Wonka (March 27-28)
 - Community Meeting (April 3)
 - PTA Board Meeting (April 10)
 - Glow Party (April 26)
 - JBAB Soccer tournament (May 11)

Action Items

1. Post February board notes on website (Jon)
2. Begin 2024-25 draft PTA budget
3. Set up nominating committee and launch volunteer recruitment for 2024-25
4. One final Annual Fund push

Brent Elementary School – PTA Board Meeting Notes (DRAFT)

8 May 2024 / 6:00 PM / ZOOM

Attendees

Jean Blackerby Strich (Co-President), Jon Werner-Allen (Co-President), Danielle Creek-Saalakhan (Co-Vice President), Jeff Chase (Co-Vice President), Laura Martinez (Co-Treasurer), Chinwe Unegbu (Co-Community Liaison), Imani Boston (Co-Community Liaison), Marni Cocco (Co-Secretary), Lindsay Workman (Co-Secretary), Bhavna Pandit Ghia (Former Co-President), Emma Bailey (Teacher Representative), Chloe Patterson (Teacher Representative), Norah Lycknell (Principal)

Agenda

1. Administrative Matters (Jean/Jon)
2. Principal's Report (Norah)
3. Treasurer's Report (Laura)
4. Budget Update (Jeff)
5. Board Recruitment (Jon)
6. Events/Gala (Jean/Bhavna)

Notes

- **Administrative Matters (Jean).** Board approved March meeting [minutes](#). Jon to **post on Brent website**.
- **Treasurer's Report (Laura).** Co-treasurer provided a financial update, showing that PTA fundraising on track.
- **Budget/LSAT (Jeff).** Board discussed upcoming budget, aim to **circulate draft budget in Tues News on 5/14** in advance of community vote at May community meeting. Budget will reflect updates/estimates based on actuals from the current school year. Considering updates to general ledger categories for the play, yearbook and how to plan for food at future community events.
- **PTA Board Recruitment Update.** Strong responses to the parent interest survey; Jon reaching out to interested parents. Board to **create a google doc and QR code to direct people to volunteer opportunities**.
- **Events.**

- Glow party debrief.
- Faculty Appreciation Week (THIS WEEK) - May 6-10.
- JBAB Soccer Tournament: Saturday, May 11. (Referees still needed.)
- Gala: Saturday, May 18. Ticket sales going well; 190 people RSVP-ed to date. (Last year 240 ppl). Auction goes live on Friday, 5/10. Lots of new items, spirit items, grade-wide experiences. Baskets and art projects are under way.
- Next Community Meeting: Wed., May 22, 2024 (Budget and Parent Leadership on the agenda.)
- PTA Faculty Breakfast: May 31, 2024.
- Final board “meeting”/handover: June 6, TBD.
- End of year picnic scheduled for Friday, June 14.

Action Items

1. Post March board notes on website (Jon)
2. Finalize and post 2024-25 draft PTA budget
3. Finalize parent committee volunteers to announce at May community meeting
4. Create document/QR code with volunteer opportunities for parents