

Brent Elementary School – PTA Board Meeting Notes

18 September 2024 / 6:00 PM / ZOOM

Attendees

Jenny Cheek (Co-President), Jeff Chase (Co-President), Rachel Ball (Co-Vice President), Jeff Chase (Co-Vice President), Chuck Divine (Co-Treasurer), Natalie Franz (Co-Treasurer), Johan Bergenas (Co-Community Liaison), Imani Richardson (Co-Community Liaison), Shayerah Akhtar (Co-Secretary), Jon Werner Allen (Former Co-President), Emma Bailey (Teacher Representative)

Agenda

1. Welcome/Introductions
2. Administrative Matters
 - a. Back to school picnic after action
 - b. Room Parents
 - c. Brent Store
 - d. Website
 - e. Community Meeting 25 September - coordinating presentations with committees/LSAT/SIT
3. Principal's Report (Norah) - canceled due to meeting conflict. *
 - a. Rescheduled all future PTA meetings for 2nd Wednesdays to avoid conflict with SIT (3rd Wednesdays)
 - i. Due out: Is there interest in hybrid meeting? (ask Norah)
4. Treasurer's Report (Chuck/Natalie)

School activity fee reminders - on time for historical receipts to date, but behind the budget estimate.
5. Events
 - a. SY24-25 Calendar available at <https://calendar.google.com/calendar/u/4?cid=YnJlbnRzY2hvb2xwdGFAZ21haWwuY29t>
 - b. Board leaders needed for all PTA-sponsored events and teams https://docs.google.com/spreadsheets/d/11Z_RfHCzAoMc_t_XK32QMRyml_HRpJ06Bzk5GPsjNJA/edit?usp=sharing
6. Highlights from our committees
 - a. TREEM - trees ordered!
 - b. Gala committee: May 17th!
 - c. Community Outreach: Sponsorship campaign
7. Highlights from adjacent communities
 - a. Local School Advisory Team (LSAT)
 - b. School Improvement Team (SIT) - SIT advocacy update; coffee 20 Sept
 - c. Ward 6 Public School Parent Organization (W6PSPO 17 sept [agenda](#))
8. Volunteers
9. Around the room

10. Closing

Notes

- **Administrative Matters (Jeff/Jenny).**
 - Back-to-school picnic debrief. Jeff said that PTA received positive feedback on back-to-school picnic (e.g., not using plastic water bottles, having bounce house, building community). Success underscores importance of having volunteers.
 - Update on room parents. Great response overall; nearly all classes have room parents. Jenny is planning a room parent orientation meeting (9/23), working off of a slide deck that Jon prepared last year and circulating for feedback.
 - Brent store relaunched. Norah collected the first set of orders in August. Jenny did an unofficial survey of 12 caregivers with kids of different ages for feedback on items they would or would not buy and their price points; received consistent responses. Jenny plans to stick with Custom Ink. Input is welcome for the next order (e.g., on designs).
 - Continued work on the Brent website. Jon has been going through the school and PTA webpages to ensure they are up-to-date. Jon met with Norah a couple of weeks ago to plot out a vision for the Brent website. The main upcoming addition is expected to be a modernization webpage with FAQs; the webpage is largely built out and pending more content from SIT.
 - Upcoming community meeting. For the 9/25 community meeting, ongoing coordination of the committees' presentations. A question arose about holding the community meeting in a hybrid format (in-person and virtual). Norah has been reluctant to do so previously, favoring in-person-only to allow for more open conversations; it may be worth checking if there is any change in this view.
- **Principal's Report (Norah).** Canceled due to meeting conflict. All future PTA meetings have been rescheduled for the 2nd Wednesday of the month to avoid a conflict with SIT meetings (3rd Wednesday of the month).
- **Treasurer's Report (Chuck/Natalie).** Chuck and Natalie provided an overview of the Treasury's role and the reimbursement process, and also an update on the PTA's financial position.
 - Treasurers' roles. Co-Treasurers track PTA financial transactions and compare to budget. On a monthly basis, they provide a reconciled financial statement with income and expenses to date. Because the statements are available typically slightly after Board meetings, the co-Treasurers provide a general summary and information on specific budget items at the Board meetings. Co-Treasurers handle writing checks, reimbursements, and filing taxes and other forms. Division of labor with Chuck covering money coming in and Natalie handling money going out (e.g., reimbursements).
 - Reimbursements process. Reimbursements were previously almost exclusively through handwritten checks; now moving toward checks by mail to provide more record keeping. Contact Natalie for reimbursement form and more information about the process if needed. Paper check is still an option in a rush; direct deposit also possible if significant expected for PTA.
 - School activity fee update. Budgeted \$54,000; currently at \$38,100, which tracks with past experience but below target, so may need another push on school activity fee.

- General overall financial position. PTA passes a \$450,000 budget that it expects to raise and spend, with profits largely going to fund all non-salary items at Brent (exception is resource coordinators). Going into the year with \$200,000+ surplus, so some reserves in case a particular budget is not reached. First big influx is expected to be from tree sales.
- PTA tax filing. Chuck sent around the tax forms to the Board; plans to file soon on behalf of the Board.
- **Events (Jenny).** Jenny has added the Board to the Google group for the [SY24-25 calendar](#); not all dates have been set yet. Need PTA Board members to “own” PTA-sponsored events and teams; can sign up on [PTA event division of responsibility spreadsheet](#).
- **Committee Highlights.**
 - TREEM. Trees ordered.
 - Gala committee. Rachel reported that the committee narrowed down some aspects, including the date (May 17); working on room parent get-together to build excitement.
 - Sponsorship campaign. Meg Bracket (spelling?) has been leading the effort to reach out to business sponsors on renewal; also outreach to potential new sponsors.
- **Highlights from Adjacent Communities.** Upcoming LSAT and SIT meetings noted. Bri to provide Ward 6 public school parent organization update; involvement helpful such as to discuss other schools’ modernization experiences. Jenny said that DCPS has a policy now where school and school-adjacent events are no longer allowed to have bounce houses.
- **Volunteers.** Emphasis on need for more volunteers to help build networks and prepare for swing space.

Action Items

- Prepare slides for room parents orientation, seeking feedback (Jenny).
- Add modernization page to Brent website once SIT-provided content received (Jon).
- Confirm in-person only or hybrid format for community meeting.
- Possible additional push on school activity fee.
- PTA tax filing on behalf of PTA Board (Chuck).
- Board members to [sign up](#) to “own” PTA-sponsored events (all).
- Forthcoming update on Ward 6 public school parent organization (Bri).
- Encourage more volunteer participation (all).

Brent Elementary School – PTA Board Meeting Notes

09 October 2024 / 6:00 PM / ZOOM

Attendees

Jenny Cheek (Co-President), Jeff Chase (Co-President), Cortavia Freeman (Co-Vice President), Joshua Krohn, Chloe Patterson, Norah Lycknell, Chuck Divine (Co-Treasurer), Natalie Franz (Co-Treasurer), Imani Richardson (Co-Community Liaison), Brianna Erickson (Co-Secretary), Jean Strich (Former Co-President), Emma Bailey (Teacher Representative)

Agenda

1. Welcome/Introductions
2. Administrative Matters
 - a. Approve Sept [meeting minutes](#)
 - b. Brent School Play update
3. Principal's Report (Norah)
4. Treasurer's Report (Chuck/Natalie)
5. Events
 - a. SY24-25 Calendar available at <https://calendar.google.com/calendar/u/4?cid=YnJlbnRzY2hvb2xwdGFAZ21haWwuY29t>
 - b. Board leaders needed for all PTA-sponsored events and teams https://docs.google.com/spreadsheets/d/11Z_RfHCzAoMc_t_XK32QMRymI_HRpJ06Bzk5GPsjNJA/edit?usp=sharing
6. Highlights from our committees
 - a. TREEM - Trees ordered!
 - b. Gala committee: May 17th!
 - c. Community Outreach: Sponsorship campaign
7. Highlights from adjacent communities
 - a. Local School Advisory Team (LSAT)
 - b. School Improvement Team (SIT) - SIT advocacy update
 - c. Ward 6 Public School Parent Organization (W6PSPO 17 sept [agenda](#))
8. Volunteers
9. Around the room
10. Closing

Notes

1. **Administrative Matters**
 - o **September meeting minutes** approved.
 - o **School Play Update (Josh Krohn)** Dr. Krohn provided an overview of the typical costs and operations of the play and we discussed the \$7,100 line item that was approved in this

year's budget – a new approach that allows this community-building event to occur without families being required to pay a fee to participate. No child is excluded from participating. 100-125 students are expected to participate this year.

2. Principal's Report (Norah)

- o Banner Parade was a success today – thanks to teachers, students, and parents.
- o Five-day weekend for children, conferences tomorrow. A few years ago, DCPS moved from three conferences per year to two.
- o A parent feedback survey will be released next week in Tues News.
- o Plumbing – Jenny and Jeff participated in a meeting with Councilmember Allen to discuss – since the beginning of the year, the demountable and adult bathrooms in the building have worked intermittently. DCPS plumbers have been called repeatedly and now respond within as little as two hours when the line needs to be flushed. Today they'll camera the whole line to see if a longer-term solution can be identified. At this time, a broad call-to-action for the community is not necessary.
- o Principal's coffee on the 25th will include a discussion of support for the SIT.
- o The modernization hub on the website is now live.

3. Treasurers' Report (Chuck and Natalie)

- o Chuck and Natalie provided an update on the current financial picture. Combined, the accounts are approximately \$100K ahead of last year, but the large recent expenses (trees, for example) haven't hit yet. Supply fee payments are below the budgeted amount (\$54K budgeted, only \$48K received so far).
- o Sponsorships: New this year, local sponsors like Meg/Jean/Phil, Metro Motors, etc. will only be asked once this year, not a separate second time for the Gala. Meg expects the PTA will secure \$35K in sponsorships this year – more than last year's \$21K but less than the projected \$45K.
- o Jenny recommended accounting for in-kind donations, such as the pizza provided at no cost for community meetings and the new family event.
- o Taxes for 2023 have been filed.

4. Events (Jeff)

- o Jeff noted the dates of a few upcoming events including Teacher Appreciation and the Principal's Coffee. [Click here for the SY 24-25 Calendar.](#)
- o Board leaders are needed for all PTA-sponsored events and teams. [Click here for that list.](#)
 - The Lost and Found effort has found a leader: Ghoncheh Lee has volunteered to lead the effort. She'll take photos for posting in Tues News and periodically wheel the racks out to the front of the school for families to see.

5. Highlights from our committees

- o **Holiday Sale (Jean):** 820 trees secured – this is on track and the Treem is pursuing more of the larger trees based on historical demand. Volunteers are needed for unloading and working the sale.
- o **Outreach (Imani):** The group discussed the possibility of making part of the community meetings available to attend virtually. The group will look into the ability to stream the presentation portion but not the Q&A.
 - Tues News open rates have declined by 10-15% while open rates for standalone one-off emails remain high. Norah will ask teachers to double-check the email

addresses of families who missed the conference sign-up opportunity to determine if their contact information needs updating.

- With the Modernization portion of the website now live, Jenny will work on promoting this new resource to and through the room parents.

6. Highlights from adjacent communities

- o **LSAT Update:** Skipped this month (Bri is no longer on the LSAT). Cort would be willing to participate or collaborate with Rachel to fill the LSAT/PTA Liaison role.
 - o **SIT Update (Norah):** Conceptual and design work is beginning, including play spaces and optimizing details and adjacencies (ex. the music room will be accessible not just from the hallway but also from the stage). In an upcoming walk-through, they'll go over each work order individually with the project manager and a representative from the Oyster Adams team. The Bus Committee will begin soon and Norah is working with Oyster Adams on timing to install the turf before Year 1 in the space.
 - o Looking ahead, advocacy with the city council will be needed to ensure Meyer is the swing space we need it to be.
7. **Around the Room:** Discussion of priorities for posting on the PTA Instagram, Jenny encouraged highlighting the smaller yet crucial volunteer roles that build community, such as the birthday board.

Action Items

- Work with room parents on communicating about the website's new modernization hub (Jenny).
- Confirm in-person only or hybrid format for community meeting presentations. (Imani, Norah, Others)
- Discuss the idea of using a sign-up system for tree sale volunteers with the Treem (Jenny)
- Cort will partner with Rachel on LSAT liaison role (Cort, Rachel)
- Look at the calendar and take a first crack at choosing dates for 2024-2025 events (Imani)
- Post more on the PTA Instagram re. the specific volunteer roles that build community (Bri)
- Re-upping September Meeting Action Items:
 - o Board members to [sign up](#) to "own" PTA-sponsored events (all).
 - o Encourage more volunteer participation (all).

Brent Elementary School – PTA Board Meeting Notes

15 January 2025 / 6:00 PM / ZOOM

Attendees

Shayerah Akhtar (Co-Secretary), Emma Bailey (Teacher Representative), Johan Bergenas, Rachel Ball (Co-VP) Jeff Chase (Co-President), Jenny Cheek (Co-President), Chuck Divine (Co-Treasurer), Bri Erickson (Co-Secretary), Natalie Franz (Co-Treasurer), Norah Lycknell, Chloe Patterson, Andrew Pratt.

Agenda

1. Welcome/Introductions
2. Administrative Matters
 - a. Approve December [meeting minutes](#)
3. Principal's Report (Norah)
4. Treasurer's Report (Chuck/Natalie)
5. Events
 - a. Full SY24-25 Calendar available at <https://calendar.google.com/calendar/u/4?cid=YnJlbnRzY2hvb2xwdGFAZ21haWwuY29t>
 - b. Board leaders needed for all PTA-sponsored events and teams https://docs.google.com/spreadsheets/d/11Z_RfHCzAoMc_t_XK32QMRyml_HRpJ06Bzk5GPsjNJA/edit?usp=sharing
 - c. 22 January Community Meeting (Jeff)
 - i. Jefferson Principal Allecyn Howard to speak at 22 Jan community meeting to help inform our community about opportunities at their feeder pattern middle school. Confirm timing and placement in upcoming community engagement meeting
 - ii. Jefferson Academy Family Alliance (JAFA) feeder pattern engagements (28 JAN)? to help build community among up and coming middle schoolers in the Amidon-Bowen, Brent, Shirley Chisolm, and Van Ness communities.
6. Highlights from our committees
 - a. Brent Equity and Inclusion Group (BEIG)
 - i. Update and PTA internal discussion on the [Renaming process](#) prior to presentation at 22 JAN community meeting
 - b. TREEM
 - i. Congratulations on a successful tree sale! Final status: 125k gross sales, translates to roughly 55-57k profit for Brent PTA. Great event, with lessons learned for an even more successful event in 2025.

- c. Gala committee updates
 - d. Community Outreach: Sponsorship campaign
 - e. Musical: ads in Playbill
- 7. Highlights from adjacent communities
 - a. Local School Advisory Team (LSAT) -
 - b. School Improvement Team (SIT) -
 - c. Ward 6 Public School Parent Organization Updates (Jeff)
- 8. Around the room
 - a. PTA Community Building: post community meeting traditional outing
- 9. Closing

Notes

- **Administrative Matters**
 - December meeting minutes approved. Jenny moved, Chuck seconded.
- **Principal's Report (Norah Lycknell)**
 - The upcoming community meeting will include a presentation by Jefferson's Principal Howard. For community meeting childcare, we arranged for additional older-grade staff to account for a possible uptick in 5th-grade family attendance.
 - The modernization project team will present the new building design at the community meeting. The recent Historical Preservation Review Board review didn't give a favorable review of the planned design and asked for more parent input.
 - The meeting will also focus on a swing-space bussing update with a draft bus schedule. Concerns about the DCPS preference to have busses line up and dismiss from the Brent campus. Planning instead for X park. TBD if advocacy on this point will be needed.
 - In an upcoming visit, Norah and the project team will look at the interior of the building, there will be an upcoming site visit, open house, and in a month or so, an opportunity to look at new site construction documents.
 - Currently holding off on advocacy about holding funding harmless; will be a broader effort beyond just Brent's needs.
- **Treasurer's Report (Chuck Divine)**
 - Overall, we're right where we want to be with lower costs and higher income than anticipated at this time of year. For example, the tree sale appears to have netted \$10,000 more than expected.
 - Staff appreciation: The community really stepped up in support. While budget-wise it looks like we spent more than planned, that's only because it hasn't typically been treated as a pass-through.
- **Highlights from Committees**
 - The upcoming Community Meeting Jefferson Academy Info Session presentation from Principal Howard will include a discussion of Jefferson's many offerings; they're looking

forward to more opportunities to share these with Brent's students and families, especially since a smaller share of Brent families have typically enrolled at Jefferson.

- Gala: nearly 80 tickets sold so far. The committee's current focus is donations and ticket sales. As the Gala approaches, the committee will likely want help with recruiting and communicating class projects. A call or meeting with Room Parents will be scheduled for February.
- The musical: Budget and planning are on-track and the kids are doing great and excited.
- Upcoming community events: Discussed different ways to handle pizza for Game Night. Recommendation to order based on registration numbers, assuming participants will want pizza, and distribute no-cost pizza tickets when they arrive. Costs for the outdoor carnival at the end of the year will be lower this year because bounce-houses are no longer permitted by DCPS. Looking ahead for budget considerations, Chuck listed the approximate budgets for the various upcoming events. Even if the cost for game night is slightly higher this year, we should be on-target.
- BEIG: Andrew explained how they plan to communicate the need for the name change and pointed to lessons learned from the Chisolm (formerly Tyler) renaming. The group discussed the timing to announce the name change plan, process, and the next steps. Andrew asked the board to review the planning overview document, particularly the values section since they'll be used as criteria for assessing the new name suggestions. Andrew plans to check in with Imani and Meg about the idea of communicating the name change plan and next steps at the Feb. 7 community coffee.
- Annual fund timing and next steps were discussed briefly. Jenny and Jeff plan to discuss timing and Bri offered to help with communications and logistics.

Action Items

- Confirm if the renaming can be part of the Feb. 7 coffee (Andrew)
- Set a date for the Room Parent Gala kickoff call (Rachel)
- Review the renaming overview document and provide feedback to Andrew, Imani, Meg. (All)
- Confirm plans for Annual Fund rollout (Jenny and Jeff)

Brent Elementary School – PTA Board Meeting Notes

19 February 2025 / 6:00 PM / ZOOM

Attendees

Shayerah Akhtar (Co-Secretary), Emma Bailey (Teacher Representative), Johan Bergenas, Rachel Ball (Co-VP) Jeff Chase (Co-President), Jenny Cheek (Co-President), Chuck Divine (Co-Treasurer), Bri Erickson (Co-Secretary), Natalie Franz (Co-Treasurer), Norah Lycknell, Chloe Patterson, Andrew Pratt.

Emma Shayerah, chuck, jeff, Jenny, Jean, Jon, XXXXXXXXXXXX

Agenda

1. .

Notes

- **Administrative Matters**

- January meeting minutes approved.
- We will plan to do monthly community meetings moving forward

Principal's Report (Norah Lycknell)

- Conferences will be prepared with mid-year test results even though report cards didn't include it. More students than before achieved their mid-year benchmarks, lots of great news there. Now diving into support for kids below grade level and lessons that can be learned from kids who saw higher-than-average growth.
- BHM: Did a schoolwide reading of the Artist - all-school read-aloud., All-school morning meeting honoring BHM. Lots of things happening in classrooms as well. Emma and others also coordinated a DC history expert, that'll be the last schoolwide event of the month. Not expecting pushback on BHM programming. Looking at different ways to honor and engage around lightning rod issues but identifying what are non-negotiables around how we treat students regardless of identity.
- Swing Space - Advocacy around the exterior. Please sign up for the oversight hearing. PTA, LSAT, and SIT - some visited Meyer to prepare for the tours on the 14th. If you haven't already signed up for a tour, there are still spots. 3rd part of advocacy is the effort to hold the budget harmless during a swing space. Petition signatures will help get

it on a council meeting docket. 2 people from this group are going to join the Advocacy group as well.

- Renaming the school project: Cannot exclude anyone because they aren't a part of a group but with feedback from upper DCPS leadership it can continue without concern. Will move in a slow and reasoned manner.
- Outside of the building: Historic Preservation Review Board accepted and noted the lack of community feedback incorporated. The Project Team is authentically reviewing. New houses going up don't have those vertical lines. Happy to use funding in the existing modernization fund to support the design team's work to redesign.

- **Treasurer's Report (Chuck Divine)**

- January has yet to be reconciled but we're on it. One item to be addressed is the PTA-funded Appreciation activities. We will get past \$30,000 by EOY. We aren't concerned about raising it, but Chuck's recommendation is to re-vote the budget, updating the line item in the next community meeting.

- **Highlights from Committees**

- Community meeting: Some good feedback about the presentation from Jefferson Academy.
- \$600 check should come soon from ice skating night.
- Game night: All set on logistics.
- Annual Fund: We'll meet soon to discuss and consider the tone and timing. Norah recommends allowing it to align with when the DCPS budget comes and be more specific about the purpose of the fund.
- Renaming: Imani will be sending out information about the renaming. Looking at Game Night as an opportunity for feedback. Started and thinking they'll have an opportunity for input on renaming ideas.
- Gala: Almost at 80 tickets, 40-some donations, at game night someone will be pushing tickets.
- Musical: In good shape - kids are working really hard.
- SIT: Norah's update covered it. Jean was able to attend the pre-meeting.
- Ward 6 group meeting this month was about recycling. Holding off on additional action there given modernization priorities.
- Storage during the swing space: Looking for a storage plans during the modernization. Norah recommends considering using the Meyer space.
- Recruitment for next year needs to begin soon!
- Shayerah mentioned she'll be leading Glow Party and will be reaching out for ideas.

Action Items

-

Brent Elementary School – PTA Board Meeting Notes

23 April 2025 / 6:30 PM / ZOOM

Attendees

Jeff Chase (Co-President), Jenny Cheek (Co-President), Cort Freeman (Co-Vice President), Chuck Divine (Co-Treasurer), Shayerah Akhtar (Co-Secretary), Norah Lycknell (Principal), Chloe Patterson (Faculty Representative)

Agenda

Time Change: 630-730pm

Location Change: Hybrid! In person: 306 G st SE; online in Zoom invite

1. Welcome/Introductions
2. Administrative Matters
 - a. Approve March meeting minutes
3. Principal's Report (Norah)
4. Treasurer's Report (Chuck/Natalie)
 - a. Monthly update
 - b. 2025-2026 SY budget process
 - i. VP Consultations
 - ii. May PTA meeting internal review
 - iii. May community meeting Community presentation and approval
5. Events
 - a. 30 Apr: Community meeting
 - b. Teacher Appreciation Week
 - c. 18 May Gala
 - d. End of School Picnic
6. Highlights from our committees
 - a. Brent Equity and Inclusion Group (BEIG) - Update on Renaming process
 - b. Annual Fundraiser
 - c. Gala committee updates
 - d. Community Outreach: Sponsorship campaign
 - e. Musical: Great success! Thanks to all who supported!
 - f. Treem
7. Highlights from adjacent communities
 - a. Local School Advisory Team (LSAT)
 - b. School Improvement Team (SIT) –
 - c. Ward 6 Public School Parent Organization Updates (Jeff)
8. Around the room

- a. Storage for PTA supplies during school modernization
 - b. Recruitment for 2025-2026 SY PTA, SIT, LSAT boards
9. Closing

Notes

- **Administrative matters:** March minutes status TBD.
- **Principal's Report (Norah):**
 - Spring break dividing line, very busy.
 - CAPE testing starts next week (Apr. 28). Providing support for teachers/classes as needed.
- **Treasurer's report (Chuck):**
 - Expectation that PTA will be fine going into next year with sufficient reserves, but fundraising with Annual Fund and Gala will be highly beneficial.
 - Currently approximately \$226,000 in bank account, \$151,000 in PayPal account, and \$129,000 in reserve account.
 - Typically raise and have budgeted approximately \$100,000 from Annual Fund and \$75,000 net from Gala.
 - Treasurers will try to approximate PTA position at the end of the year in scenario where no money is raised with an Annual Fund; community has generally been very generous.
 - Plan for VP consultations before May community meeting.
 - Plan to also hold internal PTA meeting in May ahead of putting the SY2025-2026 budget to a vote at the May community meeting.
- **Events:**
 - April community meeting: Jeff to share slides.
 - Teacher Appreciation Week: Similar approach to last year. Since CAPE testing commencing, PTA is holding off on doing a faculty meal until afterward. Plan to offer coffee and donuts one morning instead (Cort). Volunteers lined up to help with bouquets.
- **Our Committees/Adjacent Committees:**
 - BEIG:
 - Narrowed to three possible names, not shared yet.
 - Re-naming process has been thoughtful, smooth.
 - Seek to have community involvement in decision.
 - Annual Fund (Cort, Rachel):
 - Soft launch planned, working to ensure that the messaging is appropriate for current climate.
 - Annual Fund theme "Spirit of the Bear." Four-week period for the Fund, with weekly themes.
 - Feedback that a lot of outreach is helpful to get the fundraising message across; helpful last year to have a different person do outreach each day.

- Discussion of ensuring that the Fund does not take away from the push for the Gala.
- Gala:
 - Question raised about Gala class art projects, with request to take into account CAPE testing week in terms of any classroom activity.
 - Jenny to ask room parents to send a reminder to secure class basket and art project leads if not yet identified.
- **Around the room**
 - Question raised about PTA calendar management, check to make sure events are updated.
 - PTA is working to recruit for boards next year. If you know of someone who would be a good candidate, let Jenny/Jeff know.

Action Items

- Resolve PTA March minutes (Jenny/Jeff, Shayerah/Bri).
- Send April community meeting slides for review/input to Board (Jeff).
- VP consultations ahead of May community meeting.
- Hold internal PTA budget meeting before vote on 2025-2026 budget at May community meeting.
- Recruitment for next year (all, share with Jenny/Jeff).
- Finalize identification of volunteers for Gala class basket/art projects (Jenny to contact room parents).

Brent Elementary School – PTA Board Meeting

Notes

14 May 2025 / 6:30 PM / HYBRID

Attendees

Shayerah Akhtar (Co-Secretary), Jenny Cheek (Co-President), Jeff Chase (Co-President), Chuck Divine (Co-Treasurer), Brianna Erickson (Co-Secretary), Natalie Franz (Co-Treasurer), Cortavia Freeman (Co-Vice President), Chloe Patterson (Faculty Representative), Norah Lycknel (Principal)

Agenda

1. Welcome/Introductions
 - a. Reflections on SY24-25/Aspirations for SY25-26
2. Administrative Matters
 - a. Approve March and April meeting minutes
3. Principal's Report (Norah)
4. Treasurer's Report (Chuck/Natalie)
 - a. Monthly update
 - i. April Reconciled Financials
 1. Total in Bank Accounts \$507,00, which is about \$5,000 more than where we were at this time last year
 2. Currently project a net loss of -\$6,600 at the end of the year. Does not include the annual fund but does include substantial reduction in spending by the school this year.
 3. As discussed last week, we are in the process of transferring \$147,000 from the PayPal account to the money market account
 - b. 2025-2026 SY budget process (Cort/Rachel) -
 - i. VP Consultations
 - ii. May PTA meeting internal review
 - iii. May community meeting Community presentation and approval
5. Events
 - a. 18 May Gala
 - b. 21 May Community Meeting

- c. Annual Fund Campaign (link to material here, discussed during committee highlights)
 - d. End of School Picnic (Lead Needed!)
- 6. Highlights from our committees - bullet points and email any major updates to brentschoollpta@gmail.com for hyperlinking content
 - a. Brent Equity and Inclusion Group (BEIG) - [Update on Renaming process](#)
 - b. Annual Fundraiser
 - c. Gala committee updates
 - d. Community Outreach: Sponsorship campaign
 - e. Musical: Recruiting new musical committee
 - f. Treem- SY 25-26 updates
- 7. Highlights from adjacent communities
 - a. Local School Advisory Team (LSAT)
 - b. School Improvement Team (SIT)
 - c. Ward 6 Public School Parent Organization Updates (Jeff)
- 8. Around the room
 - a. Teacher Appreciation Lunch on 5/23 - volunteers needed
 - b. Recruitment for 2025-2026 PTA Board: Andrew Wilcox (Vice President), Abby Crick (Community Liaison), and Rachael Musser (Secretary) are interested. Still need a second VP, a Treasurer, and a second Community Liaison.
 - c. Recruitment for 2025-2026 SIT, LSAT
 - d. Teacher Appreciation Week was a great success!
- 9. Closing
- 10. Community Building!

Notes

- Principal's report: CAPE testing for some grades. Thanks for the faculty appreciation week including next week's Teacher lunch. Construction schedules will be discussed next week including neighbors, LSAT and Board elections. Jeff confirmed child care will be extended to accommodate a longer meeting.
- Treasurer's Report
 - Monthly update - April Reconciled Financials:
 - Total in Bank Account is about 500,000, whis is about where we were at the same time last year. Without the annual fund, there will be a net operating

loss of \$6,000 this year. We've spent nearly 6 figures less than last school year.

- We've begin the process of moving the money from the PayPal account into the Money Market account to begin earning interest.

- Budget

- The estimate for the annual general contributions budget was discussed and for 2025-26, we determined \$115,000, same as this year. Cort has recommendations on the engraved brick campaign and feels comfortable keeping the \$115,000 goal. Corporate sponsorship expectations were reduced slightly.
- Activity (supply & field trip) fee: Student supply/activity fee will stay consistent at \$180. The former supply fee and field trip fees are now combined into an activity fee and communication about this fee will focus during the first three weeks of school, especially during the open house, orientations, and as families are waiting for buses in the morning and afternoon.
- Other line items discussed included
 - The need to retain recess coaches and increase costs associated with this work.
 - Indoor equipment and maintenance will (painting over the summer) is expected to be lower in FY25-26.
 - External maintenance (mowing, etc.) remains the same while there will be less tree pruning, garden bed and other outdoor maintenance work remains a priority.
 - Two staff members need computers.
 - No general furniture needed.
 - New curricular costs, increase in field trip costs, less fee-based professional development.
 - New budget line for swing space fund to support bussing dry-run, bus trackers, community engagement, and more.
 - Community Engagement expenses are expected to be slightly higher due to space rental needs near Brent.
 - Yearbook fee will also increase slightly due to inflation and the opportunity to increase the number of pages.
 - School Play line item will increase to \$10,000 to account for a requirement that we hire a choreographer and accommodate additional swing-space-related logistics.
 - Community Development (newly to be named Community Care) continues to include enrichment scholarships, principal's coffees, community meeting childcare costs, and a student-support fund for families in crisis.

- Reduced PTA meeting expenses to \$1,000 since childcare is in the Community Care line.
 - Accounting and tax expenses go up \$1,000.
 - Reduced communications and web to \$3,000.
- Bottom line: The proposed budget for community approval for 2025-26 would use \$72,000 from reserves, a net operating deficit. This is mainly due to the new swing space fund, adjustments for inflation, increases associated with swing space considerations, and an increase in the physical activity fund.
- Jeff moved to approve the budget, Bri seconded, and the budget was approved.
- Annual fund plans
 - Cort outlined plans to begin filming a promo video, the various events, alumni engagement, and the brick campaign. Discussed adjusting language to engage and include mama- and papa-bear roles, figures, and influences, not exclusively moms and dads.
- Recruiting for open rules: Names for LSAT and PTA are due to Jenny and Jeff on Monday.

Action Items

- Send PTA and LSAT names to Jenny and Jeff by Monday, 5/19.
- Prepare community meeting slides for 5/21