



DRAFT

HIGH SCHOOL OF AMERICAN STUDIES
PTA GENERAL MEETING MINUTES
Meeting held on May 22, 2018

Board Members Present: Robert Maher, Nicole Rothschild, Nancy Mervish, Beth Servetar, Cindy Parra, Joanna Brody, Nicholas Reich, Eric Weinberg

- Meeting called to order by Nicole Rothschild, Co-President of HSAS PTA.
- Principal's Report – Mr. Weiss
 - Course selection is going on right now for current sophomores and juniors. We check schedules that are both too hard and too easy. We discourage seniors from taking 4 AP classes.
 - Course requests for college courses are due tomorrow. College classes look good on their records and are a good experience for our students. We require one college class during their high school time, and are considering requiring 2 courses over their time at HSAS. Classes begin at the end of August and students will find out what class they got during the summer.
 - AP exams are now finished. AP English essays for junior AP English are due tomorrow.
 - Final schedule will be out soon.
 - Seniors have a consent law workshop during finals week. Senior class trip is tomorrow.
- Co-Presidents Report: Nicole
 - Environmental club request. Mr. Thoman is working with Cindy Parra and students to select good quality and appropriate size benches and other items to make this space a more comfortable place for students to hang out. There are about 50 students in the Environmental club, with about 20 very active. The request is now for \$2300. The PTA approved this expenditure.
 - Faculty gave us a technology wish list that totals \$67,000. We are seeking help from any tech savvy parents to help with knowledge about the latest technology and possible discounts.
 - Alumni get together is June 4. PTA is paying for the food.
- SLT report: Rob
 - Discovery program is continuing at HSAS.
 - One teaching leaving and another retiring, so the school will be hiring a Spanish and math teacher.
 - Graduation costs are getting high, and in future may need a larger space so would increase costs even more.
- New Business
 - Senior gift was brought up. Gift to be in amount of around \$5000. Ideas were to buy a projector, butterfly garden and fix the sign (redo the metal lettering) outside the school.
 - Nominating Committee Accepts nomination from the floor for 2017-2018 Executive Board and SLT. Alice took the nominations. They are as follows:
President: Nicole Rothschild and Robert Maher
Vice President: Cindy Parra
Recording Secretary: Nancy Mervish and Wendi Lee

Treasurer: Nick Reich and Jackie Weiss
 Members at Large: Joanna Brody, Caroline Fallon Sabbagha
 Fundraising: Eric Weinberg
 SLT: Nadine Rothman, Alex Botwin-Krell

We will need one more member from the incoming 9th grade for the SLT to be voted on in September and one more member at large.

- Treasurer's Report: (Jackie Weiss sent to Nancy Mervish, in addition to the handout attached)
 - Handouts were provided for budget forecast and spending to date, with current income and compared that to the previous years.

Update on year-to-date fundraising and expenditures vis-a-vis the annual budget

Fundraising/Income: as of May 20, 2018:

- In total, we've raised \$231.6K from all sources, and have \$9.2K rolled over from the DOE last year. Combined, this puts us at 119% of our \$202K budget for the full year.
- Annual Appeal: \$177K - we have exceeded our full-year budget by 31%.
- The Annual Auction brought in \$25K with negligible expenses (<\$300) recorded to date. Our goal for the auction was \$30K in revenue and \$4.8K in expenses, so we are within \$100 of our goal on a net basis.

Expenses: 58% spent / accrued

1) Expenses to-date relative to budget

	Approved PTA Budget	YTD Expenditures	Notes / Largest items
Program Expenses	\$178K	\$103K	At least \$35K of original \$65K check to school still unallocated as of last month More detail below
Fundraising Costs	\$22K	\$12.8K	Wine Tasting - \$4.3K Greater Giving Fees: \$5.3K Spiritwear purchase - \$2.8K
PTA Operating Expenses	\$6K	\$4.2K	\$2k in website fees \$1.2k in D&O insurance
Total	\$206K	\$120.7K	We've spent about 58% of projected expenses for the year

2) Mr. Olivieri has managed to use DOE funds to cover some expenses from the PTA's original \$65K allocation. We do not have an updated total of what has been allocated, but the unallocated amount likely increased from the \$35K reported last month. It is unlikely that the school will request another large check from the PTA before year-end. Cash in the PTA bank account currently exceeds \$362K.

3) Detail on what PTA funds have gone for, year-to-date

- Club and team expenses: \$15.6K

- Supplies and technology: \$26.4K, including copier expenses, office supplies, new desks, lease expense, Naviance)
 - Events \$11.6K including senior trip, Incoming student orientation, theater and cultural events.
 - Part-time guidance counselor: \$12.2K
- Distribution and Approval of Minutes of April 25, 2018
 - Motion to adopt minutes approved
- Old Business
 - Volunteers needed for Orientation June 7, Sports Awards Night June 11, and Field Day June 26.
 - New students' placement tests in June 7 - idea to sell spirit wear that day.

Adjournment

- Next PTA meeting is 6/12/18, 7:00 pm.
 - Nomination committee will accept final nominations before proceeding with elections for 2018-2019 Executive Board and SLT.
 - Budget committee proposes 2018-2019 budget for approval.
 - Audit committee presents its report.