

Richard Montgomery High School PTSA Meeting
July 13, 2011

Call to order

Vince Mickens called to order the meeting of the **Richard Montgomery High School (RMHS) PTSA** at **7:00 PM** on **Wednesday, July 13** at the home of Kavita Dawson (Treasurer).

Roll call

The following persons were present:

Sunno Sahani-Jhangiani	Jeanine Gould-Kostka	Sanjay Jhuangiani
Vincent Mickens	Paula Strange	Liz McNamara
Kavita Dawson	Susan Donahue	Phil Page
Ginger Martin	Anita Albertson	Carole Carlson
Minita Benipuri	Tom Jordon	

Approval of minutes from last meeting

The minutes from the last meeting were approved with no changes.

Announcements

- Kavita was thanked for the use of her home to hold the first 2011-2012 PTSA meeting
- Vince announced that we still need a Back-to-School Night Committee Chair

Agenda Topics

1. Topic: PTSA Memberships and Directory

Presenter: All

Main Discussion Points:

- Vince started the discussion noting that other area high schools have a much higher membership rate than RM. Lowering the cost of membership was the focus of increasing membership at RM. Current membership includes 380 Parent/Guardians, 144 Students, 37 Teachers and 3 Alumni.
- Current cost of membership is \$20 per parent and \$5 per student. The parent cost includes the \$10 cost for the School Directory (one per family)
- Kavita recommended a “bundled” cost of \$40 per family with a limit of 4 family members. Paula added that bundling worked for the Booster Club.
- Jeanine reminded the group that this is the only fundraising RM does.
- Discussion on setting up a need-based membership or one family sponsoring another occurred
- Tom added that the cost of National Dues went from \$1.75 to \$2.25 this year. Area schools are questioning value
- Tom noted that the cost of Directory is \$3.71 per unit. 400 were ordered last year.
- Group agreed that left over directories should be offered at a lower price at Athletic events during the second semester
- **Motion** was made to approve the following fee schedule. **Vince seconded** the motion. **All were in favor**
 - \$20 individual parent
 - \$35 for two parents/guardians (1 directory)
 - \$40 per family of 4 (1 directory)
 - \$5 each additional family member

Action Items:

#	Action	Person Responsible	Needed By
1.1	Review fee schedule and update by July 18 and send to Vince	Minita, Anita, Paula	Back to School Night planning session
1.2	Recruit directory sponsors and meet with Directory team	Tom Jordon	Back to School Night planning session

2. Topic: Budget Discussions

Presenter: Kavita Dawson

Discussion:

- For the brick donation program we need to wait until more bricks are donated before we do any installation. The cost of an installation (irrelevant of the number of bricks) is \$550
- 2012 budget has a deficit but prior year surplus will cover the gap
- The amount allocated for Staff Appreciation will be lower this year

Action Items:

#	Action	Person Responsible	Needed By
2.1	Determine # of bricks needed to break even on installation	Ginger Martin	Back to School Night
2.2	Send electronic brick flyer to Vince	Ginger Martin	Back to School Night
2.3	Update communications to RM community to include the change to a two year installation cycle	Vince Mickens	Back to School Night planning session.

3. Topic: RM PTSA Listserv

Presenter: Vince

Discussion:

- Victoria will need a backup
- Process to filter inappropriate messages should be written and included in the guidelines
- Victoria will review all messages and make decision on inappropriate ones or ones that should be sent to the group before posting
- The Policies link on the home page of the listserv does not go anywhere
- **Motion** was made to remove the ability to “reply all” on the listserv and to add the RMPTSA disclaimer on the bottom of every email. **Kavita seconded** motion. **All were in Favor**

Action Items:

#	Action	Person Responsible	Needed By
3.1	Review and rewrite guidelines	Phil Page	ASAP
3.2	Add disclaimer to all emails	Victoria	ASAP

3.3	Look into disabling ability to reply to all (only sender)	Victoria	ASAP
3.4	Contact Victoria for information on back-up duties	Liz McNamara	ASAP
3.5	Fix link to Policies	Victoria/Jeanine	ASAP

4. Topic: PTSA Schedule for 2011-2012 School Year

Presenter: Jeanine Gould-Kostka

Discussion:

- PTSA Meetings are the Third Tuesday of every month. The next meeting is Tuesday, September 20th
- There will be six parent education seminars. The first is Oct 18 on Family Connection

Action Items:

#	Action	Person Responsible	Needed By
4.1	Distribute parent education program schedule and book rooms	Jeanine Gould-Kostka	

5. Topic: Every 15 minutes

Presenter: Ginger Martin

Discussion:

- The Every 15 Minutes program takes up significant time and expense for both staff and students
- Suggestion to limit to one assembly per year
- Alternative programs should be considered

Action Items:

#	Action	Person Responsible	Needed By
5.1	Meet with local police and other schools to identify alternative ways to get message to students	Vince and Kavita	