Janney PTA Executive Board Meeting Minutes
September 1, 2020 virtual meeting via Zoom

Attendees
Audrey Cooling, Elizabeth Mitchell - co-Presidents
Brooke Brown, Joanna Cox- co-Vice Presidents
Johanna Tipton, Katie Wilson, David van Leeuwen - co-Treasurers
Amy Andrus, Susanna Chu - co-Secretaries
Jackie Buckley, Danielle Burwell - Past Presidents
Alysia Lutz - Principal
Mike Barnhart - Vice-Principal
Melissa Modico, Robin Spence - Teachers

Approval of June minutes

5K Update--Shari Burke

- Shari Burke, Jennifer Werth and Andrea Travis are co-chairing
- 5K this year will be a virtual race scheduled over a 1-2 week period ending November 21, with participants running and logging their own times (committee is researching registration and tracking systems for intake and time entry
- Outreach to previous key sponsors is in the works and potential new sponsors
- Propose a kick off event and a concluding event to bookend the race week(s)
- Since virtual, registration fees will be lower than in prior years
    - Sponsor income is also expected to be lower
    - However, expenses are projected to be lower, as there won't be any DC government fees (MPD, DDOT, etc.)
- PTA will assist by linking up community service and merchandise committees with 5K committee
- Next steps will be finalizing dates, planning communications in newsletters, volunteer recruitment, working on a steady stream of communication around training, health & wellness, nutrition etc.

Introductions
- Executive board members introduced themselves and shared ideas for raising community spirit during distance learning (DL)

Principal's Report

- Community newsletter with the most recent updates sent out September 1
- Back to School Night (virtual) moved to September 17 at 6:00pm
    - By then, parents will have canvas log-in capability so they can see what the kids have been working on

- Remaining device allotment for will arrive 9/2 and be distributed by 9/8
- Janney Talks parent sessions will continue in October and may proceed in conjunction with an accompanying book club or podcast

Presidents' Report

- Welcome kits for teachers and staff were distributed
- Committee chair recruitment is ongoing
- First community dinner at Potomac Pizza scheduled for 9/14

VP's Update

- Working on how room parents can best support teachers this year during DL
    - Part of this work is developing a resource "toolkit" for room parents to refer to to make it easier to take on the position & pass on knowledge from prior years
    - Volunteer recruitment efforts will include looking out especially for parents who are tech savvy given DL

Past Presidents' Update

- No updates

Treasurers'/Budget Update

- Reminders to all EB members to review the PTA by-laws with attention to the fiduciary responsibility of the Board
- End of fiscal year: books closed on June 30, 2020
- New year/2020-21 budget: approved in June
    - Income projections (gross)
        - SSF is based on the 2019-2020 budget
        - Matching grants
        - Fall fundraising events that are likely to occur include raffle, holiday greens, 5K
        - Spring fundraising events (auction based on last fiscal yr)
    - Expense projections are based on lsat year and are stable
        - Largest proportion for PTA supported teacher/staff salaries
- Incoming SSF contributions are substantially lower than this time last year, which was, in turn, lower than the year before
- Messaging issue: need to recognize impacts of pandemic on the community, and what is happening more broadly
- However, school expenses remain the same despite remote learning
- PTA has reserves; however, need to look at the long term
- Message from PTA will be included in Back to School Night presentation