

P.A.R.A.

Parents' Association of Riley Avenue

www.parentsassociationofriley.com

Minutes from September 11, 2014

- **Welcome – 7:30pm**
- Pledge / Moment of Silence for those lost on 9/11/2001
- **Introduction of Administration and Faculty**
 - Mr. Enos - Principal
 - Mrs. Grim – Asst. Principal
 - Ms. Jen McCarthy – Riley Ave Teacher
- **Introduction of Executive Board Members**
 - Gary Rider and Maryann Vene, Co-Presidents
 - Gwendolyn Levesque, Vice President
 - Denise Gust, Treasurer
 - Deanna Jakubowsky, Secretary - *Absent*
- **Board Vision and some changes discussed**

Updated Website - We are urging all members to visit our website and sign up to receive email notifications of upcoming events.

Monthly Minutes - Minutes from previous month's meeting will be posted on website. At the following meeting, they will be reviewed and voted on for approval. Questions about previous month's meetings should be addressed prior to acceptance of minutes. June's minutes were not voted on.

Record meetings - Board will tape future meetings. Once minutes are approved, tape will be erased.

Website for volunteering – We are requesting All volunteers to visit the website & sign up for opportunities. Board will use “Sign up Genius” to make volunteering easier & fair for all involved.

All members who sign up must commit to their time slot or please contact us.

- **Old Business**

Team Dawg – \$1500 set aside - tabled for now – waiting for administration to meet with Team Dawg and decide if and when this will take place

Boo Hoo Breakfast -\$200 set aside – spent \$156. Good Attendance, Left over food was donated to teacher lounge on the first day of school.

4th Grade Cookie Dough Sale – Those who did not receive orders should have orders shipped by September 15. Some individuals may qualify for a double order at no additional charge.

Operational Expenses - \$600 set aside – spent \$480 - Changes made include Theft Addendum. Covered to \$100,000 and Raised Liability from \$1,000,000 to \$2,000,000

Journey Man Presentation (4th Grade Native American Program) November 10th \$100 deposit paid in June, Need \$1275 balance to be approved for activity.

Motion made by Allison for \$1275, seconded, and approved. No one opposed.

- **ByLaws Committee**

Committee met and discussed changes. All members are asked to visit website to view Bylaws. The changes are listed in a separate document in the Bylaws section. Examples of changes: President to Co-President, redefined Active Member (point system)

Board waived reading line by line at tonight's meeting, due to not enough copies for everyone and it's posted on website for members to read prior to next meeting.

Any questions/discussions about changes will be held at next meeting. Vote to accept Bylaws changes will take place at an October meeting.

- **Yearbook Committee – Mary Ann Vene**

Need photographers. Upload pictures of any class activities on yearbook website.

Would like to presell yearbooks. Fourth Grade group picture October 6th.

Fall Picture Date – October 17th Make up/retake Date December 2nd

Visit website to sign up as a volunteer for picture day assistance or to be photographer throughout the year.

- **Box Tops – Jen Hubbard**

Cut them out, place in baggie LABELED with classroom # and send them to school

Discuss a common goal - Use Box top money to help fund Technology Initiative for Riley was introduced as the goal this year. Box Tops checks to fund Technology Goal. Board & District to provide details in the future on Technology needs.

Last year raised \$2,200..... other school in area have raised \$20,000 –Cut them out, please!

- **Labels for Education- Heather and Ann**

33,551 Points – This is for Catalog purchases, in Art and PE - Board suggested that School ask teachers in these special areas what they need.

- **Good and Welfare Team**

Visit website to sign up for this committee. This Team will work with Riley Gives Back on coat drive, Thanksgiving Food Drive, Holiday campaigns and numerous special events throughout the year etc.

- **Scholastic Book Fair – Last week of October**

If you can volunteer, visit website and sign up for time slots – this is online now.

New Business

- **Treasurer’s Report Reviewed for Month ending August 31, 2014**

- Beginning Balance \$11,953.34
- Ending Balance \$11,243.34

Board will post Treasurer's Report on website and will continue to have an Open Book Policy. Once Quickbooks is setup we will also publish a monthly report from the software.

- **Accountant Update and Changes**

Board purchased Quick Books program to help organize the business, per Accountant. Purchased \$475 dollar software package through a Non-Profit Assistance agency for \$45.00

Board now has a debit card. No direct reimbursements should be made to any members. All purchases should have an invoice and be paid by check or with debit card.

No Taxes should be paid on purchases – Discussed using Costco membership to avoid these issues.

Taxes: Mistakes were made with year ending dates and filing dates. Non-Profit status paperwork was incorrectly filed with NY State. Board asked for \$300 to complete last year's taxes w/ corrections.

Motion made by Kari for \$300, seconded, approved, no one opposed.

- **Member Feedback & Input**

Board is seeking input from Members and School Staff for suggestions on Fundraising activities, School functions and Events the meet P.A.R.A. stated goals throughout the year. Discussion on Current Calendar through Dec 2014 – and some ideas moving forward.

- **Operational Budget**

Discussion on Operating Expenses – Board wants to produce a Budget and allowance to cover known expenses throughout the year. This includes Taxes, Insurance, Website and Office supplies. Board asked for \$1823.75 for operational expenses. We will track expenses this year in Quickbooks and adjust budget in the future.

Motion made by Kevin for \$1823.75, seconded, approved, no one opposed.

- **Fundraisers – Posted on Website**

- Riley Wear - 128 orders! = \$4517 in sales - orders have been promised by printer to be in before October 10th Spirit Day.
- Board is looking into setting up “Riley Wear Store” on website
- Discussed Upcoming: Miss Chocolate, Uncle Jerry's Tees and Mixed Bags and why we need these fundraisers.

Open Discussion: Please limit comments to 3 minutes

Kevin: Thank you to new board.

Allison: Technology Initiative – What will the district give us? Should P.A.R.A. be paying for technology?

Discussed how P.A.R.A. would like to raise money for technology, in addition to the Schools technology goals. We would donate to district and have district purchase appropriate and compatible technology for Riley. (For more information about other district technologies initiatives & funding, please see Board of Ed minutes)

Amy: Brought up Santa expected motion from meeting Agenda - Board was going to discuss Santa visiting Riley and the Children's gifts, but children were present at meeting so Santa was tabled. Next Month if that situation occurs we will ask them to vacant room for 5 minutes.

Kimberly: Kindergarten Playground – Questions on safety, Age and Equipment. Administration lead discussion response. It had been checked for safety. Member suggestion that new equipment can be fundraised for through P.A.R.A.

- **Principal Time**

- Faculty and staff feel there is a good vibe coming from Board. Teachers appreciated questionnaire and welcome letter.
- Mr. Enos said Board is setting a positive tone by reaching out to staff. And was happy to see **over 35 parents at first PARA meeting.**
- Transportation Issues are still being looked into. Working on ironing out times.
- Riley Gives Back to work with Good and Welfare Committee
- Anti Bullying/ DASA initiative discussed – emphasis on the bystander
- Donation to School from BOB'S
- School Grant from Tanger Outlets
- Mrs. Grim – Technology Initiative, further discussion on Technology

And the one last thing! - The board would like to help Riley Recycle. We would like to have students recycle water bottles in the cafeteria. We are looking for suggestions. Once these bottles are collected, we would need volunteers to pick them up, take to a store and recycle them. The money raised by this project, "Riley Recycles," will be used for something FUN for all of the kids. Email us your ideas, we would like to formalize this by the October meeting

- **Adjournment – 9:05pm**