

Eastside High School
PTSA Executive Board Meeting Minutes
Wednesday, August 24, 2011

Attendance: A quorum was established and members present included Phil Kabler, Sue Berg, Anne Banks, Eileen Sayeski, Janis Acosta, Tomiko Kutyna, Allison Cunningham, Beth Newsom, Rosemary Bakker, Angela Miney, Ann Eisenstadt, Cindy Naranjo, Cheryl Gehrke, Michelle Ropp, ACCPTA President Nykki Barnes, Principal Charbonnet and student representatives Grant Berg, Ashley Baros-Kabler and Jennifer Kizza.

1. **Call to Order:** Phil Kabler called the first formal meeting of the Eastside High School PTSA to order at 1:25 pm.

2. **Action items** - for approval and submission to General Membership

a. **Florida PTA application:** The Executive Board reviewed the Minutes of the August 18, 2011 meeting and a copy of the minutes was given to Nykki Barnes. The meeting of August 18, 2011 comprised of a small Executive Board committee that met to organize and formalize the establishment of the EHS PTSA. Mr. Charbonnet moved to adopt the August 18, 2011 minutes, Sue Berg seconded the motion and the motion passed unanimously.

Sue Berg moved to formalize Eastside High School as a PTSA, Anne Banks seconded the motion and the motion passed unanimously.

Nykki Barnes confirmed that she will be submitting Eastside's PTSA application to the Florida PTA. Nykki explained that the Florida PTA now recognizes Eastside's student involvement and that student representatives will be attending EHS PTSA Executive Board meetings.

b. **Bylaws:** Eileen Sayeski provided all board members with a copy of the proposed bylaws to review. The bylaws have been posted on the school's website. Sue Berg moved to approve the bylaws as presented, Anne Banks seconded the motion and the motion passed unanimously. Eileen gave Nykki two original signed copies of the bylaws.

c. **Budget:** Anne Banks presented a draft 2011 – 2012 PTSA budget. Anne explained that with the Eastside PTO dissolving, money will be transferred from the PTO's account to the PTSA. Anne also reported that at the 9th grade orientation, 18 members joined the PTSA and the PTSA received \$920 in donations.

The board discussed the PTSA membership rates for students and teachers. The student representatives were asked if they thought students would join the PTSA. The representatives thought that if the students were informed that there are scholarship opportunities as a PTSA member, they would be interested. Anne moved that students and teachers pay \$3.50 for a PTSA membership. Janis Acosta seconded the motion and the motion passed unanimously.

Phil reminded the board that he would like to build a reserve for an insurance deductible in the budget. Anne confirmed that I.B. Banquet Funds from the PTO will be transferred to the PTSA (this includes actual I.B. Banquet Funds for the classes of 2012, 2013 and 2014). Anne will be presenting a revised draft budget at the next Executive Board meeting.

3. **Report items - status**

- a. **Principal's report:** Mr. Charbonnet reported that the school was off to a smooth start. He thanked the Executive Board for their recent help with 9th grade orientation. School attendance numbers are currently down from what was projected for Eastside so he will be working with the school district to make adjustments to accommodate the current numbers. Mr. Charbonnet also thanked the board for all their efforts creating the PTSA.
- b. **Board vacancies:** Sue Berg moved to step down as Leadership Vice President and to nominate Eileen Sayeski as the PTSA's Leadership Vice President. Beth Newsom seconded the motion and the motion passed unanimously. Sue reported that she and Cindy Naranjo will be organizing faculty breakfasts. A Corresponding Secretary position was added to the board to write "thank you" notes. Cheryl Gehrke volunteered to serve as Corresponding Secretary.

Open board vacancies include: Fundraising, Class of 2014 IB Coordinator, a Major Programs representative, an ESE parent representative and a Programs Coordinator.

- c. **Bank account:** Sue Berg moved to allow the treasurer to select the PTSA's bank. Rosemary Bakker seconded the motion and the motion passed unanimously. Sue moved that Phil, Eileen and Anne be listed to sign for the bank account. Janis Acosta will be listed as the PTSA Secretary, as required by the bank. Rosemary seconded the motion and the motion passed unanimously.
- d. **Directory:** Sue provided a copy of last year's IB directory to the board and explained how helpful the directory has been for school event planning purposes. Phil asked Allison Cunningham to create a Directory Committee so that the committee can make recommendations to the Executive Board. The committee will consider if the PTSA should continue the directory, what the content of the directory should be and how much should be charged for each directory.
- e. **Website:** Tomiko Kutyna reported that the PTSA website is up and running. She will recommend in the coming months how to proceed with the PTO yahoo account. Tomiko asked all board members to check the website for any contact information corrections.
- f. **Volunteer Coordinators:** Sue Berg reported that she is currently collecting volunteer applications and is seeking volunteers to fill board vacancies.
- g. **Events:** 8/19/11 9th Grade Orientation; 9/13/11 Open House; Teacher Work Nights; IB/Major Program/Culinary/ESE parent meetings. (Sue Berg will be presenting on behalf of the PTSA at Open House.)

4. **New items:** No new items were presented.

5. The next PTSA Executive Board meeting is scheduled for **Tuesday, September 6, 2011** in Eastside's **Hollinger Hall (Building 15) at 12:25 pm**. Agenda items include: the PTSA 2011 – 2012 budget, the Directory Committee's recommendations for how to proceed with the school directory, the agenda for the September 13, 2011 General Membership meeting and the scheduling of future Executive Board meetings.

6. **Adjourn:** Meeting adjourned at 1:25 pm.