

PLC AT MDCPS PTA

MINUTES OF APRIL 24, 2013 MEETING

Handouts: Annual Financial Report; Audit Report; Proposed Bylaws Changes

Call to Order: The meeting of the PLC at MDCPS PTA was held in the cafeteria of the Miami-Dade County Public Schools Primary Learning Center. President Sandra Seals called the meeting to order at 4:30 pm.

Quorum: A quorum of ten (10) was established. See attached sign in sheet.

Welcome and Introduction: Ms. Seals welcomed all members and attendees and allowed the PTA Officers to introduce themselves: Natacha Janssens, Vice-President; Stacey Zuazo, Vice President; Michelle Hoyos, Treasurer; Karon Coleman, Recording Secretary; and Alice Mensch Raval, Corresponding Secretary.

Minutes: The minutes of the March 20, 2013 meeting were presented for approval by Karon Coleman, Recording Secretary.

MOTION: To approve the minutes was moved, seconded and approved unanimously.

Treasurer's Report: Michelle Hoyos, Treasurer, presented the Annual Financial Report.

MOTION: To accept the Annual Financial Report was moved, seconded and approved unanimously.

MOTION: To authorize the Executive Board, Executive Committee and/or the Back-to-School Committee to expend funds during the Summer Recess for the purpose of preparing for the back-to-school activities, including but not limited to uniform shirt sales, back-to-school supplies, membership sales, etc. was moved, seconded and approved unanimously.

Recognition of Mrs. Bolado: The PTA presented a plaque to Mrs. Bolado, in recognition of her consistent support of the PTA and the students of the Primary Learning Center.

PLC Update: Ms. Diaz, Assistant Principal, had an emergency that prevented her from attending the meeting and so no PLC update was provided.

Audit Committee Report: The Audit Committee, consisting of Aileen Fan, Abraham Gonzalez and Ganesh Ranganathan, presented the Audit Report. The Audit Committee reviewed all the financial records and supporting documents from April 20, 2012 through April 21, 2013. It found that the gross revenue during that time was \$55,659.03 with

costs, expenses and grant awards of \$44,657.60 and a net revenue of \$11,001.43. It found that the bank account had a balance of \$16,684.96. It confirmed that the PTA implemented the Audit Committee recommendations from the previous year and commended it for providing financial support to the PLC and for organizing, documenting and accounting for its finances and operations. The Committee made three recommendations: pick a standard audit period and recommended April 1—March 31; conduct the audit report after the annual financial report; and deposit all revenue in the bank account within three days of receiving checks or cash.

MOTION: To accept the Audit Committee Report was moved, seconded and approved unanimously.

Bylaws Committee. The Bylaws Committee consisted of Karon Coleman, Laura Seminario and Marlon Moffett. Ms. Coleman presented the proposed bylaws changes on behalf of the Committee as well as two motions. The proposed changes were:

Name Change: The name is recommended to be changed to reflect the proposed school name change.

Officers: It is recommended that the officers have the flexibility of one to three vice-presidents.

Transition of Officers: Recommended that the language of the bylaws regarding when the officers transition be clarified to occur fifteen days after the election which is to occur at the annual meeting (April/May). Also, the records and documents will be transferred by the same fifteen days.

Nominating Committee: Recommended to provide more clarification about what the nominating committee can do.

Vice Presidents: Recommended revised language to allow more flexibility in the number and responsibility of the vice presidents.

Executive Board and Executive Committee: It is recommended to reduce the membership of the Executive Board to just the elected officers and to eliminate the Executive Committee. This would provide more accountability to the membership.

MOTION: To rename the PLC at MDCPS PTA so as to reflect the same name adopted by the Miami-Dade County Public School Board in its renaming of the Primary Learning Center was moved, seconded and approved unanimously.

MOTION: To accept the Bylaws amendments as recommended by the Bylaws Committee was moved, seconded and approved unanimously.

Scholastic Dollars Expenditure: Sandra Seals, President, presented two motions to expend the Scholastic Dollars that the PTA earned through its Book Fair. There was a robust discussion about the use of the Scholastic Dollars.

MOTION: To spend approximately \$1,653 in Scholastic Dollars for the purchase of a book for each and every Primary Learning Center student as an End of the Year/Beginning of Summer, "Congratulations! You Did It!" Gift was moved, seconded and approved unanimously.

MOTION: To spend the remaining Scholastic Dollars which is approximated to be \$599.64 for the purchase of books in support of the establishment of Accelerated Reader Grade Leveled Library Program, or in the alternative, to purchase books or school supplies to the benefit all the students at the Primary Learning Center was moved, seconded and approved unanimously.

Gift to Establish an Accelerated Reader Grade Leveled Library Program: Ms. Seals announced that the PTA had raised enough money to make a donation of \$4,500 to the PLC to establish an Accelerated Reader Grade Leveled Library Program. There was a discussion of what an Accelerated Reader program was and what it would mean for the PLC. The Accelerated Reader Program is a reading program which emphasizes comprehension and allows students to progress at their own pace. Ms. Seals explained that it would be a school-wide program through the 4th Grade. All teachers and students would participate and the PLC already had a license or would be obtaining the license. The donation would cover the purchase of the books and Mrs. Christina Rosario would train the teachers. Two motions were presented:

MOTION: To assist the Primary Learning Center in the Establishment of an Accelerated Reader Grade Leveled Library Program through the dedication of \$4,500 for the purchase of books and other appropriate resources; and amending the budget to reflect such expenditure was moved, seconded and approved unanimously.

MOTION: To establish the Accelerated Reader Committee which shall: oversee the purchase of books and other appropriate resources for the establishment of an Accelerated Reader Grade Leveled Library Program; oversee the use of the scholastic dollars for the purchase of books for the Accelerated Reader Program or alternatively for the purchase of books or school supplies to benefit all the students of the Primary Learning Center; work with the Primary Learning Center to accomplish such goals; have Sandra Seals, Alice Raval, Karon Coleman and Stacey Zuazo as its members; make reports to the Executive Board and membership; and sunset upon completion

of its responsibilities and conclusion of its goals was moved, seconded and approved unanimously.

Updates: An update on recent and upcoming events was provided to the membership.

Virginia Key Beach Park Family Picnic. Ms. Seals reported that the picnic was a success despite the rain. Everyone had a good time and \$850 was raised.

Parents' Night Out. Betina Bak announced that there would be a Parent's Night Out on Saturday, May 18, 2013 at Soyka's Restaurant. There would be a silent auction and a raffle.

After Care Enhancement Program. Natacha Janssens, Vice President, announced that there would be a demonstration week, including another karate ceremony, and an email would be sent out with more information.

Classroom Liaisons. Tanya Nieto reminded everyone of all the good work that the classroom liaisons have performed this year. She asked that if anyone was interested in volunteering to serve as classroom liaison for next year to please let her know.

Teacher Appreciation Week. Tanya Nieto gave an update on Teacher Appreciation Week and the following motion was made:

MOTION: To approve the expenditure of \$480 for a luncheon, \$510 for chair massages and \$40 for sundry expenses for the Primary Learning Center teachers and staff during Teacher Appreciation Week for a total of \$1,030 and amending the budget to reflect expenditure.

State of the Year Address: Ms. Seals expressed her bitter-sweet emotions as she ended her year as President of the PTA. She indicated that it was an honor to serve. She stated that the PTA had a successful year because of all its members and the way they came out and supported all the events. Ms. Seals presented a few graphs to show all the money raised and how it was used.

Presentation of Thanks to Current Executive Board: Felisa Padilla spoke on behalf of the membership to thank the current PTA Executive Board – Sandra Seals, Natacha Janssens, Stacey Zuazo, Michelle Hoyos, Karon Coleman and Alice Mensch Raval – for their hard work and dedication. She then presented the Board members with orchids and Starbucks gift cards.

Nominating Committee: Deb Albo, on behalf of the Nominating Committee which consisted of Treska Rodgers, Claudia Reynoso, Nikki Hughes, Natacha Janssens and Deb Albo, announced the slate of nominations for officers:

Vivien Nouel for President
Betina Bak for First Vice President
Nicole Haynes for Second Vice President
Joshua Rosenberg for Corresponding Secretary
Denise Glinn for Recording Secretary
Ganesh Ranganathan for Treasurer

Elections: After the slate was announced by the Nominating Committee, the floor was opened for nominations for each individual officer position: president; vice president; corresponding secretary; recording secretary; and treasurer. There were no nominations from the floor. There was a voice vote to accept the slate of nominees presented by the Nominating Committee. The membership unanimously approved the slate and the following were elected as officers:

Vivien Nouel as President
Betina Bak as First Vice President
Nicole Haynes as Second Vice President
Joshua Rosenberg as Corresponding Secretary
Denise Glinn as Recording Secretary
Ganesh Ranganathan as Treasurer

The newly elected officers came forward and were congratulated by the membership.

Dr. Lawrence Feldman: Dr. Feldman, a member of the Miami-Dade County School Board, attended the entire PTA meeting. He stated that this was the most amazing PTA he had ever encountered in his forty (40) years of being an educator. He stated that this PTA should serve as a model for other PTAs throughout Miami-Dade County, perhaps taping its meetings for others to see. He noted the professionalism, camaraderie and joviality of the meeting.

He congratulated the old board and the new board for their service and dedication to the PLC and its students. He noted how impressed he was with the gifts – the books for every child and the establishment of an Accelerated Reader Program.

Adjournment: Meeting was adjourned at 6 pm.

Adopted by the Executive Committee of the PLC at MDCPS PTA on the 15th day of May 2013 with ratification by the membership at its next regular meeting.



Karon M. Coleman, Recording Secretary