

May 10, 2010
Mamaroneck High School

PT Council Minutes

Meeting was called to order by President Cindy Habig at 9:20am.

- I. Minutes will be distributed for approval at the next meeting
- II. Budget Communication (Cindy Habig)
 - a. Cindy put together a comprehensive parent voter analysis (hand-outs) which identified different types of voters (reliable, fickle and never voters). We need to reach those who need reminders or only vote occasionally, but even more importantly, we need to reach those that are not registered to vote and make sure they get registered. Voter Registration Day is Wednesday, May 12th at MHS.
 - b. While it is obviously not going to affect this current budget vote, there has to be a way to build better participation in the future. We need to show those who don't understand the process how easy it is to register and vote.
 - c. For the current budget vote on May 18th, there will be an email blast written by Debbie Manetta and sent from all the PTAs and the district. There are also signs up on all the buildings and reminders will be in the Friday sheets.
 - d. There will be school events at all the elementary schools (Kindergarten orientation, etc.) and all the Principals will encourage visiting parents to vote.
 - e. Applications for absentee ballots can be picked up in Dr. Fried's office. Absentee ballots themselves will be accepted as late as 4pm on May 17th. People who may have scheduling problems/extended work hours/travel issues and think they may not be able to get to the polls should be encouraged to vote by absentee ballot.
 - f. Phone Banking will be Monday-Wednesday (10th-12th) at Houlihan Lawrence – Laurie Girsky is still looking for volunteers.

III. Paper Communications

- a. What are the current practices regarding copying communications for schools/programs? Most of the buildings use outside vendors (Murray and Chatsworth both have an account at Choice Copy – who gives them a very good price, others use the UPS store or Print Craft). School machines are not really used and next year it is likely that there will not be any district resources for paper communications.

IV. Dr. Fried's Retirement Party

- a. Planning continues to honor Dr. Fried in his retirement. There will be some speeches made at the district party – hopefully one of the PTC Presidents will say a few words.

V. Board Updates (Rick Marsico)

- a. The next meeting on May 11th (new time – 6:30) will cover facilities use fees and tenure awards. Dr. Fried and the sub-committee will present the information. On May 18th, there will be a report on Department goals and the conclusion of the budget vote.
- b. In-fill bids are coming on the 18th. The board is still deciding on organic (cork and coconut) vs. non-organic fill. The bids will contain prices for each type. There will be a decision on the 25th to award the bid.

VI. Audit Committees/Tax Filing

- a. Every PTA should have an Audit Committee and an audit should be conducted yearly. It usually involves the incoming PTA President (the one who did not sign the checks) and two other non-signatories. The treasurer is asked to give a sample of checks, receipts and back up material to the committee to examine. After the audit is complete, a report must be written up with the findings. PTA treasurers sometimes arrange to help audit books for other schools.
- b. A number of the schools have hired an accountant to help with their tax filing. The schools may want to coordinate in the future and see if they might get a better rate by hiring one person to do multiple schools' tax filings.

VII. Calendar (Debbie Manetta) and Emergency Contact Forms

- a. Calendar: Enter week long events (Monday-Friday) on the online calendar. These will be listed as daily events on the web site. On the printed calendar the event will be put on Sunday and show the event dates for the coming week. Please make sure to check and resolve conflicts before inputting dates. There was a question as to why there are so many schools in varying shades of green. This makes it harder to distinguish one school from another. Debbie will look into that. There's also been a problem with some schools saving information on the calendar. All problems will be resolved before the June 7th meeting. Print Craft will be preparing the draft calendar on June 1st.
- b. Emergency Contact Forms: Mamaroneck will be changing to an on-line system that will allow parents to go online and input emergency information (and make changes, etc.). There may be some confusion since the cards are also still out there as well. In addition, if no one enters the student's emergency contact information, it will remain blank which will be a problem.

Meeting adjourned at 10:50pm.

Respectfully submitted,
Lori Herbsman

In Attendance:

PTC: Cindy Habig, Co-President, Melany Gray, Co-President; Kristine Budill, Treasurer; Lori Herbsman, Secretary; Laurie Girsky, Jean Meyerowitz, Communications; Laurie Lee, Technology
Central: Jennifer Malherbe, Pam Buchmueller, Co-Presidents
Mamaroneck Avenue: Lisa Boren, Co-President
Murray Avenue: Ann LoBue, Tracy Owen, Co-Presidents
SEPTA: Amy Lieberman, Co-President
District: Debbie Manetta, Director of Communications
School Board Liaison: Rick Marsico