

School of Engineering and Sciences

PTSA[®]
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<http://schools.scusd.edu/EngineeringandSciences/>

SES PTSA GENERAL MEETING AGENDA

TUESDAY, SEPTEMBER 23, 2008

6:00 p.m. to 8:00 p.m.

1. Welcome. Pledge of Allegiance. Introduction of Board. (3 mins)
2. Audit (5 mins)
 - Presentation
 - Adoption
3. Principal's report (5 mins)
4. Treasurer's report (5 mins)
 - Deposits
 - Request for disbursements
5. PTSA Membership Drive (3 mins)
 - Pizza Party -- based on Advisory Class. Contest runs through 10/31/08.
 - Members who joined after April 1, 2008, membership good through October 31, 2009.
6. School Events Calendar (5 mins)
 - PTSA General Meetings: 9/23/08; 2/10/09; 4/14/09
 - Science Nights: 11/19/08; 1/14/09; 2/18/09; 3/18/09; 4/22/09; 5/20/09
 - Open House held on 4/22 or 5/20.
7. Fundraising (30 mins)
 - Establish committee to make recommendations for fundraisers, register our school with local stores, i.e., Office Depot, Target; determine tentative dates for fundraisers
 - Fundraiser ideas:
 - Pancake Breakfast -- open to community
 - Crab feed and silent auction -- open to community
 - Bake sales on science nights/pasta dinner on one

- Candy/cookie dough/pasta sales

8. Budget (20 mins)
 - Present, discuss
 - Adopt
9. PTSA Newsletter (3 mins)
 - Replaces general meetings
 - Will incorporate officer reports and committee reports
 - Updates on contests and fundraiser
 - Separate and apart from school newsletter
10. Communication: (3 mins)
 - What means to use, i.e., Web page, email, copies in office, marquee
 - Mailing copies too expensive
 - Encourage/remind students to take info home. Initial responsibility is theirs.
 - Remind parents to encourage and check with their students re: communications sent home.
 - Connect-Ed
11. Web Page (5 mins)
 - Ramon Salazar will continue to update the SES Web page
 - Calendar (Google) and updating
 - Submissions for Web page approved by Mrs. Golobay
12. Raley's/Bel Air Quality of Life fundraiser report (2 mins)
13. PTSA/School email lists - submit form (2 mins)
14. Topics for discussion -- please let PTSA president know before the meeting any topics you'd like to have discuss. Must be PTSA issues. (20 mins)

Total time allotted for meeting: 2 hours.

Mary Clark, PTSA President