

PTA General Meeting

February 16, 2024



Agenda

Time	Topic	Presenter
8:20-8:22 AM	Welcome! <ul style="list-style-type: none"> • Call Meeting to Order • Adoption of Agenda 	Steph Contro
8:22-8:25 AM	Meeting Minutes Review & Approval	Cortney Harper
8:25-8:30 AM	Treasurer Updates <ul style="list-style-type: none"> • Treasurer's Report • Check Ratifications & Approvals 	Eileen Weinstein
8:30-8:35 AM	Principal Updates	Amy Vanderbosch
8:35-8:50 AM	Committee Updates <ul style="list-style-type: none"> • Programs • Fundraising • MLEF 	Meena Venkateswaran Rashma Patel Lucy Briseno
8:50-9:10 AM	Board Nominations & Elections Process <ul style="list-style-type: none"> • PTA Board Roles & Responsibilities • Nominating Committee • Nomination & Election Timeline 	Christa Levine Indhu Muthuraman Lucy Briseno Bryan Meyer
9:10-9:20 AM	Open Forum	All
9:20 AM	Adjourn	Steph Contro

Meeting Minutes & Approval



Treasurer's Updates

Treasurer Reports

Check Ratifications
& Approvals



*Principal's
Update*



Marshall Lane
ELEMENTARY SCHOOL

Committee Updates

Programs



SCHOOL ASSEMBLY



- Staff Appreciation Lunch Recap
- March Assembly Update
- STEAM Day planning underway
- Thank you, parents, for your continued support of Art Vistas, Project Cornerstone, OEC, and so much more!



PROJECT CORNERSTONE



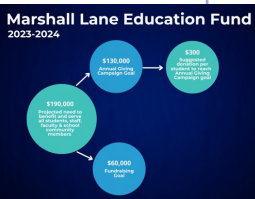
Fundraising



- Spring Fling and Walk-A-Thon planning underway
- Thank you ML community for continuing to support Dine Out Nights!



MLEF



- Help continue amazing ML programs, activities, and events for the years to come.
- Donate and get your corporate matching in!
- <https://www.marshalllanepa.org/donate-mlef>



2024-2025 PTA Board Nominations & Elections

MARSHALL LANE ELEMENTARY
JOIN THE PTA BOARD!
BOARD POSITION JOB DESCRIPTIONS

PRESIDENT

- Preside at PTA meetings, coordinate officers and committees, prepare agendas for meetings and work closely with Principal.
- Prepare the annual association report.
- Facilitate all Back to School events.
- Perform other duties as they arise, and anticipate potential needs and problems.

EXECUTIVE VP

- Serve as primary aide to the President.
- Perform duties of the President in his/her absence.
- Coordinate hospitality components during the Back to School period.

SECRETARY

- Keep an accurate record of the proceedings at all meetings of the board and the association.
- Be prepared to refer to/read minutes from previous meetings.

TREASURER

- Keep permanent records of all receipts and disbursements for the association.
- Prepare and present monthly Treasurer's report.
- Validate and process all check requests.
- Prepare and present annual budget with board input for approval by the association.
- Remit all district, state, and national portions of per capita dues in timely manner.
- Prepare annual finance report.

VP OF MLEF

- Maintain record of all family, corporate, and sponsorship donations to the Marshall Lane Education Fund.
- Prepare deposits of cash and check donations.
- Periodically create marketing materials related to class standings.
- Prepare and deliver donation acknowledgement letters.

VP OF FUNDRAISING

- Oversee all fundraising events and activities.
- Help source and interface with event coordinators.
- Maintain current and develop new relationships with local businesses.
- Assists with the recruitment of volunteers for various events and initiatives.

VP OF PROGRAMS

- Manage the overall PTA programming calendar.
- Help source and liaise with the program chairs to set adequate budgets and to ensure the programs have enough volunteers, marketing, and patronage.

VP OF COMMUNICATIONS

- Manage weekly and special Shout Outs using Konstella.
- Maintain an electronic file of all flyers and communications distributed.
- Supports the President in promoting PTA activities and programs on the website.

VP OF FAMILY ENGAGEMENT

- Works with other VPs to plans and organize engagement outreach, programs and activities for the school year.
- Works with other VPs to publicize activities and events using newsletters, website, and communication through room parents
- Manages and supports PTA Memberships

PARLIAMENTARIAN

- Provide advice in parliamentary procedure as requested during association and executive board meetings.
- Review bylaws and standing rules annually.
- Facilitate any proposed changes to the bylaws through the proper channels and authorities.

For questions or inquires, contact info@marshalllanepta.org

MARSHALL LANE ELEMENTARY
JOIN THE PTA BOARD!
APPOINTED NON- BOARD POSITION JOB DESCRIPTIONS

These positions support the Board and do not require Board meeting attendance.

AUDITOR

- Financially review the books and financial records of the association.
- Ensure the completed financial review is presented to a financial review committee
- Work with the treasurer to understand the record-keeping system.
- Prepare and present two audits - mid year and year end.

FINANCIAL REVIEW COMMITTEE

- Committee of 2 people.
- Second Auditor: conducts a second review of the books and financial records after the Auditor has completed their review.
- Bank Statement Reviewer: conducts a review of the monthly bank statement to ensure accuracy of the books and financial records.
- Review, reconcile, and/or sign monthly bank statements as a non-signer.

These school staff positions also serve on the Board.

PRINCIPAL / VICE PRINCIPAL

- Work closely with President.
- Support assessment of PTA programs and activities of the previous year. Help PTA to identify strengths and weaknesses to develop a plan for the upcoming year.
- Assist PTA in setting goals and objectives for the upcoming year, aligning all programs and activities to support the school plan.
- Work with PTA leaders to establish the criteria for programs, events and/or fundraising activities.
- Help ensure activities support increased student enrichment and align with PTA goals and objectives as well as the school plan.

TEACHER REPRESENTATIVE

- Liaison between PTA and the teachers/staff.
- Provides updates to teachers on PTA meetings and activities.
- Organizes and communicates teacher/staff feedback and needs.
- Organizes teacher volunteers.

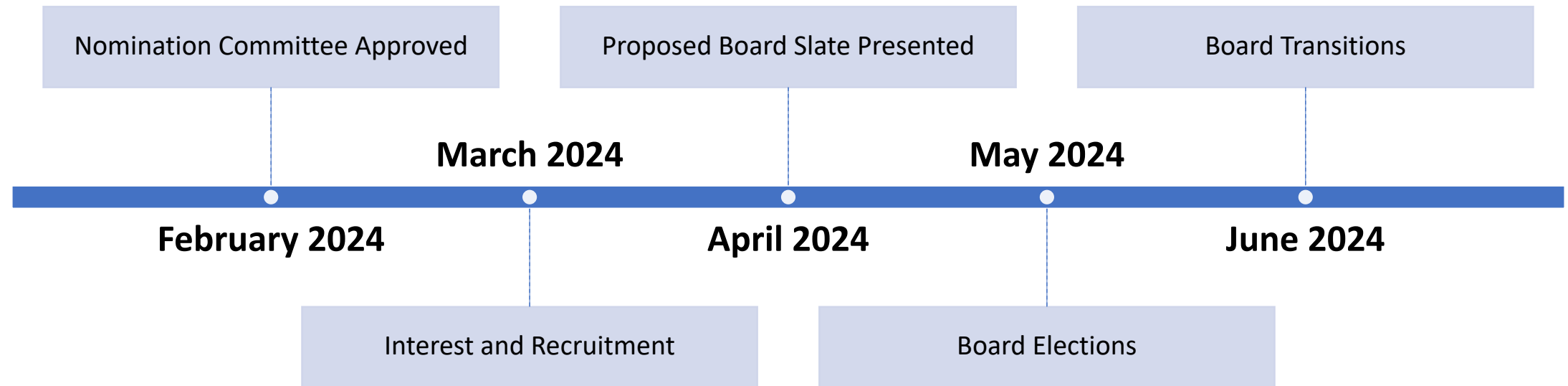


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- Who is the PTA Board?
- What does the Board do?
- Why should I consider joining the Board Team?

- All positions are open. Likely positions needed:
- Executive Vice President
 - Treasurer
 - Financial Review Committee
 - VP MLEF
 - VP Fundraising
 - VP Programs
 - VP Communications
 - Parliamentarian
 - Auditor

Board Nomination & Elections Timeline



- Nominating Committee: Lucy Briseno, Indhu Muthuraman, and Bryan Meyer
- Please contact the “Nom Com” for questions or to submit your interest in the 24-25 PTA Board: nomcom@marshallanpta.org
- Current Board Team Members will be available to connect with those interested in specific positions



Wishing you a fun,
safe Ski Week!

Save These Dates!

MARSHALL LANE ELEMENTARY PTA

EVENTS SCHEDULE 2024

SAT APR 20 **STEAM DAY 1-4PM**
Enjoy a fun afternoon at Marshall Lane exploring science, technology, engineering, art and math through a variety of hands-on, interactive activities.

APR 29 - MAY 3 **SPRING BOOK FAIR & ART SHOWCASE**
Enjoy a weeklong opportunity to buy books for the kids, gifts for friends and our school. A percentage of purchases goes back to ML PTA. Don't miss Family Night & the Art Vistas Showcase on Wednesday May 1st.

FRI MAY 10 **WALKATHON 1-4PM**
This fundraiser at Marshall Lane builds community and school spirit in a healthy way. Students raise money for valuable ML programs by collecting donations or pledges for how many laps they will walk/run. Hang around after the event and celebrate with your student at the family celebration where there is food, games and music! This is a fitness focused event that everyone loves!

SAT MAY 18 **SPRING FLING 6-10PM**
The most awesome Parents Night Out social and fundraising event! Bid on silent auction items, sign-up for upcoming parties, and enjoy an evening with great food, music, drinks and friends.

THU MAY 30 **FIELD DAY 9-11AM**
A morning of outdoor sports and exciting activities that gives the kids a chance to celebrate the school year coming to an end, show some class pride and spend a day being active.

Stay updated on Konstella for specific event details or potential updates/changes.

THANK YOU!