



General PTA Business Meeting Agenda

Henderson International School,

Unit ID # 01524259

December 14, 2016 | 8:00 AM - 9:00AM

- I. Call Meeting to Order
- II. Approval of the Minutes (Secretary)
- III. Unfinished Business
 - Triathlon is canceled
- IV. New Business
 - None
- V. Reports of Officers
 - Treasurer's Report
 - Current financial status
 - President's Report
 - Entertainment Book & App sales start <http://tinyurl.com/HISPTABOOK>
 - Book is \$30/each and digital app is \$20/each.
 - Goal: \$1500 raised. \$30 Book: Sell 1-99, make 20%, 100 +, make 50%. 50% of digital.
 - Membership Report
 - 116 individual members | 40 family members | 55 teachers sponsored / 16 joined
 - Lower School Representative's Report
 - Friday December 16 Holiday Parties in Classrooms 10am-noon
 - Middle School Representative's Report
 - VP of Operation's Report
 - Silent Auction Donations Needed
 - VP of Communication's Report
 - Silent Auction Save The Dates
- VI. Reports of School Leaders
 - Headmaster's Report
 - Principal's Report
 - December 19 - January 2 HOLIDAY BREAK – SCHOOL CLOSED
 - Teacher's Report

VII. Reports of Committees

- Family Fun Chairperson
 - Friday November 18 Grandparent's Day Family Fun Lunch - Raised \$103.95
 - Sunday December 11 5pm-8pm Santa Tram Experience at Glittering Lights
 - 57 tickets sold – Raised \$342
- Fundraising Chairperson
 - BoxTops
 - Collecting now through mid-February
 - Silent Auction Saturday March 25 (Southern Highlands Golf Club) collecting donations now on HISPTA.com
 - Donation form is online at HISPTA.com
 - Save the dates going home first week of January
- Philanthropy Chairperson
 - Project 150 Entire School Year
 - Holiday collection plans in full swing - 12 Days of Giving
- Teacher Appreciation Chairperson
 - Thursday December 15 Holiday Luncheon signup online
<http://www.signupgenius.com/go/4090C4EA4AE2DA4FD0-teacher>
- Holiday Shop Chairperson
 - Tuesday December 6-9 Holiday Shop Recap – sales of \$6132.25

VIII. Announcements

- Wednesday December January 11 General Meeting (8-9am)

IX. Adjournment

Henderson PTA | MINUTES

GENERAL MONTHLY MEETING

Unit ID #01524259



Meeting Called To Order | 12/14/2016 time 8:00 a.m. | Meeting location Henderson Hall

Meeting called by	Jen Grant	Attendees/
Type of meeting	Monthly PTA meeting	See attached sign in sheet (attached hereto as Exhibit 1).
Facilitator	Jen Grant	
Note taker	Lili Mostofi	

AGENDA TOPICS

Call to Order and Opening Remarks *Jen Grant*

Approval of minutes

- Approval of 11/09/16 Minutes will be tabled until the January meeting.

Unfinished Business

- The Triathlon will be cancelled for this school year. We will have the October Triathlon again in the next school year.

New Business

- None.

Reports of officers

- **Treasurer's Report – Annette Hall.**
 - As of November, we have \$31,744.71. Everything is aligned with our budget.
- **President's Report – Jen Grant**
 - Entertainment Book & App sales have been low. The plan is to send home a coupon booklet to generate more sales. If we don't get the desired amount of sales we will scrap the idea for next year.
- **Membership Report- Lili Mostofi**
 - Officially ended 10/31/16.
 - To date we have a total of 116 individual members 40 family members and 55 sponsored teacher membership but only 16 have joined the PTA.
- **Lower School Rep Report – Lori Gore**
 - Please make sure to coordinate with your teachers regarding the Holiday Parties.
 - Parties will start at 10:00 after the assembly that starts at 9:00.
- **Middle School Rep Report – Megan Zappulla**
 - Nothing coming up.
- **VP of Operations – Kathy for Crystal Kreisberger**

- We have met with Southern Highlands Country Club for March 25th.
 - We are taking donations from small \$25 gift cards to higher dollar amount donations.
- **VP of Communication – Kathy Kierejewski**
 - None.

School Leaders' Reports

- **Headmaster's Report - Mr. Ahlborn.**
 - We are looking for sponsorships for our International Week at the end of January.
 - This is a project based learning activity for Middle School.
 - During the week, students will take a tour of the world using the passports created by Middle School by getting stamps from learning about different countries.
 - K-4 will do the tour.
 - Idea is to hold the event after school.
 - Sponsors will help with table set up and put together a cultural presentation including a food item so the kids get a taste of the world.
 - If we don't get a good response with sponsorship then it will likely be only a classroom presentation.
 - We have a professional dance presentation.
 - There will also be an avenue for comparative religious studies.
 - Thank you all for the upcoming holiday parties.
 - The drone racing was a lot of fun.
 - We have limited office hours 9-3 during the holiday break.
 - Friday will be Pajama Day.
 - Tomorrow one of our soccer teams will play for the finals. This was one of the best seasons.
 - We look forward to a great 2017.
- **Principal's Report – Jen for Mr. Heffron**
 - The drone competition was led by professionals. They were so impressed by the presentation from HIS students that they want to come back. We are talking about some sort of partnership with the m to support the students with the cutting-edge technology.
 - On behalf of all the faculty, thank you for tomorrow's Teacher Appreciation Luncheon.
 - Noon dismissal on Friday.
 - PLP progress reports will go out for K-4.
 - This will be emailed.
 - It will update the student's progress including How To Think Like A Disciplinarian.
 - We are back from break on January 3rd.
 - On January 2nd. teachers will be at school for a full day of training and staff development.
 - January 10th is Parent education night on writing Workshop led by Mrs. Johnson and Mrs. Martin. Looking at a 5:30 start time with free child care and pizza for the kids.
 - January 11th is the EC night on Kenya.
 - During International Week, we are holding a passport to dance. Every student has a time slot to meet with the special dance teacher.
 - Students will see the costumes and learn the dances of the region of the world assigned to their class.

Committee Reports

- Family Fun Chair – Jen Grant for Dianna Courtney
 - Grandparent's Day Family Fun Lunch at Noon BLAZE PIZZA. The PTA will get a check for \$103.91 – 20% of the earnings.
 - Next year we are talking about another location for additional seating since a lot more people were in attendance than last year.
 - The Santa Tram Experience at Glittering Lights on the Speedway was a lot of fun.
 - It was very elaborate with custom games.
 - We sold 57 tickets and raised \$342.00.
 - Next year Glittering Lights is considering going back to Sunset Park. In that event, we will move our event to Sunset Park.
- Fundraising Chair –
 - Jen for Penny Walter on box tops.
 - We will have another push when we are back from break and collect until mid-February.
 - Silent Auction will be held on Saturday March 25th at Southern Highlands Golf Club.
 - We have an online donation form that is interactive.
 - Donors can get immediate receipt for their tax purposes.
 - Paper save the dates will go out first week of January.
 - Mid-February the invitations will be mailed.
 - This year all RSVP will be handled through Eventbrite.
 - Also, we will have physical tickets and the RSVP will generate a master list that will be provided to the gate for entrance.
 - All staff, administration and teachers will be invited.
- Philanthropy co-chairpersons are Michelle Merhi and Erin Forstrom.
 - We have donation bins year-around for Project 150.
 - We are in full swing to reach our goal.
 - Still need brushes and gift cards for Walmart.
 - We are hoping that Project 150 will accept other gift cards to make it easier for donations.
 - As of yesterday, we were at 77% of the goal.
- Teacher Appreciation – Lili Mostofi
 - We added some more slots to account for gift cards \$5-\$10 for our raffles to gift back to the teachers.
 - We seem to be good for food.
 - Set-up is at 10:15.
 - Preschool classes are covered for lunch.
 - Lunch will begin at 11:00.
 - We have sweatshirts and cookbooks for the raffles.
 - Kindergarten will have lunch in the Hall at 11:00.
 - Signup genius link is still up please check it out.
- Holiday Shop. Jen for Kim Groberg.
 - The volunteers were amazing.
 - The shop was kept open for one extra day this year at there was \$1400 in sales that day.
 - Having shopping baskets for kids made it a lot easier.
 - We have a lot less kids enrolled this year and we only had \$200 less in sales and it can be attributed to the extra day.

- We don't make any money on this event.
- Thank you to everyone who helped to make this event a successful one!
- We are going to try to improve it next year so we can have a Santa at the event.
- Also, we are considering maybe having other vendors that would give back a portion of the proceed to the PTA.
 - This would provide more option for shopping.
- \$6,132.25 for four days and the average item price is \$0.50!

Announcements

- None.

Adjournment *Jen Grant*



PTA GENERAL MEETING - DECEMBER 14, 2016

Name	Signature	Member Yes/No
1. Jessie Bar	Jessie Bar	Yes
2. Stephanie Davis	Stephanie Davis	yes
3. Kelli Taguchi	Kelli Taguchi	yes
4. Lori Gore	Lori Gore	yes
5. Thelma Hankan	Thelma Hankan	yes
6. Ewitt Fenic	Ewitt Fenic	yes
7. Patricia Fiorito	Patricia Fiorito	yes
8. Molly Heenan	Molly Heenan	yes
9. Jen Grant	Jen Grant	yes
10. John Heffron	John Heffron	yes
11. Annette Hall	Annette Hall	yes
12. Kathy Kiege	Kathy Kiege	yes
13. Lili Mastfi	Lili Mastfi	yes
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