

Quest PSA Meeting Minutes

August 14, 2018

Present: Roxana Naughton, Karine Fiore, Christy Magerkurth, Sapna Garg, Miel Johnson, Anna Sebastian, Kimberly Thompson, Rachel Zahn, Batool Zaidi, Claudia Asilani

Meeting called to order: 8:25am

Administrative Update

Nick Iodice presented a brief update on school security. This has been a large focus over the summer months. Changes to visitor access and after school pick up are being implemented that will ensure the safety of all of our children. All visitors must register at the front desk. Visitors will not be allowed to walk down hallways to drop off items or pick up children without registering. Changes to the dismissal procedure will be publicized prior to the start of school. Middle school children may still sign themselves out if their parents sign the permissions slip.

Secretary Report

All present voted to approve the minutes of the last meeting.

Treasurer Report

The budget will be presented at the next meeting. Budgets for individual events prior to the next meeting will be emailed to the chairs for planning purposes. The new fridge for the teacher lounge was purchased.

Meeting schedule

Morning meetings will be scheduled for 8:25am instead of 8:35am. We will continue to alternate morning and evening meetings in the hope of increasing attendance.

Event Updates

There are still a few open chair positions. Please contact Roxy if interested (see below for open positions).

Event binders have been created. As you plan each event, please include all the information in the binder to allow a better record to be created. The binder will be passed to next year's chair to help them transition more easily and retain lessons learned.

The PSA Closet needs to be cleaned out and organized. Roxy will schedule a day and time when school is not in session as we do not want to block the hallway when students are trying to move around the building.

Anne, Kim, and Sapna are ready for the back to school events on August 21 and 22.

A new volunteer form is being created online. A paper copy will be available during back to school events and Meet the Teacher nights to encourage sign-ups. All volunteers will be contacted right away by the Volunteer Chair to ensure we are responsive and acknowledge their willingness to help.

The Family 4K and picnic is on 9/30. Volunteers are needed.

The library needs volunteers. Duties include helping students with check out, shelving books and other tasks. You can request to volunteer during your child's class time if you wish to do so. Please contact Brenda if you are able to help.

The Auction Committee needs co-chairs. Please contact Karen Dickerson if you are interested.

Other Administrative Updates

No other updates at this time.

Election of Officers

At the meeting last Spring, the officers were not elected in line with the By-laws. The 2017-2018 Board elected the officers for this year rather than the 2018-2019 Board. The slate of officers was presented to the current Board. All present voted in favor of the slate of officers.

Adjournment

The meeting adjourned at 8:53am.