



Foot Bridge Meeting Agenda – September 16, 2008

Attendees: D. Albrecht; N.Robbins; T.Chang; E.Hyman; J.Allen; L.Kurtz; C.Hickman; M.McGraw; P.Jacoby; H.Jacoby; S.Erskine; K.Goodman; A.Robbins; A.Herzog

◇ Welcome & Introductions

◇ Foot Bridge Overview

See below for an overview of the Foot Bridge mission, board, events and dues.

◇ Back to School Events Held (Coffee and Teacher Bags)

Thanks to V. Iyengar and A. Robbins for donating their time and money to pull together the teacher welcome gifts.

The Foot Bridge held the 2nd annual parent coffee on the first day of school. Thanks to everyone that brought treats for the event.

◇ Kwik Trip Gas Cards

The Foot Bridge voted to pursue the purchase of Kwik Trip gas cards for a fundraising event.

◇ St. Croix Valley Community Foundation Education Grant

The Foot Bridge voted to pursue an application for the St. Croix Valley Community Education grant for music curriculum for the school

◇ Distribution of Golf Fundraiser Funds to School (Technology Equipment)

The Foot Bridge voted to approve the purchase of technology equipment for the school
Special thanks to T.Chang for his leadership on the golf fund raiser last year. The event raised over \$11,000.00 for new computers, and a mobile smart board

◇ Meeting Notes: <http://www.footprintsacademy.com/pages/footbridge.htm>

Meeting notes are posted on the Footprints Academy website.

Mission

The Foot Bridge exists to promote open communication and understanding between parents and staff of Footprints Academy. Our united efforts serve to enhance and maximize the education of every child and thus aide them in achieving their highest potential.

We hope to bring into closer relation the home and school and inspire involvement from families, students, staff, and the community.

The Foot Bridge will hold fund-raisers to obtain money necessary to provide our children with supplemental education materials and experiences.

Purpose

Three-fold:

1. Facilitate communication between parents, teachers, and school administrators;
2. Organize, assist and host community building events throughout the school year to build school and community spirit;
3. Assist with fund raising efforts which serve to primarily build community and secondly to enrich the educational experience for our children beyond what our curriculum budget already allows us to provide with tuition dollars; PTA efforts should support the needs and desires of the school as determined by the administration and school staff on an annual basis, in partnership with administration and school staff, and as determined in advance on fundraising efforts by principal and school staff.

Foot Bridge PTA Role Descriptions

President:

The President is responsible for working in partnership with the Principal, Nicole Robbins, and other members of the school, to accomplish the mission of the school, and the agenda tasks at hand. An important task for the president it to delegate the necessary work to other members while keeping track of who's doing what. The president and Principal work together to set the agenda for the PTA, and work in close partnership prior to the meeting, so that the agenda reflects what is going on within the school. The President is responsible for setting dates of when things are due and following up to make sure that the necessary information gets to the important people affected. Communication is the most important part of being the president. The president is in charge of the direction of the meetings with emphasis of keeping everyone on track to finish the meeting on time.

Vice-President:

The Vice President of the PTA assists the other three officers (President, Secretary, and Treasurer) in the day-to-day activities of the PTA. The Vice President assists where needed in

planning special events, helping with meetings and keeping PTA activities running smoothly. The Vice President role is a great way to get to know other parents and stay involved in the activities of the school.

Treasurer:

The Treasurer handles all aspects of the money within the PTA. The treasurer is responsible for providing a budget and report outs at the monthly meeting. In addition, the Treasurer is responsible for keeping current with tax forms or other requirements as outlined in the “PTA Money Matters” guide from the National PTA.

Secretary:

The Secretary is responsible for recording the minutes of the monthly meetings. The meeting minutes should be delivered to the Principal and President within 1 week of the meeting. Meeting minutes will be posted on the school website, distributed, and approved at the subsequent monthly meeting. The Secretary is responsible for maintaining the membership contacts for the PTA, partnering with the President on the annual membership drive, and sending thank you notes to vendors as needed.

Board Member (Director):

The PTA is managed by a Board of Directors. The Board is generally made up of 10-15 parent-members of the PTA. Board Members are responsible for attending a monthly meeting. The board, as a whole and through committees, is responsible for planning special events and approving expenditures. The Board also acts as a resource for the school’s administration and teachers.

Committee Members:

A committee member on the PTA has the opportunity to network with other parents, as well as volunteer to join sub committees to assist with fundraising and community events. The PTA values committee membership input at the monthly meetings. It is a great way to know what is going on around the school and to be part of adding value to Foot Prints Academy. The positions are very flexible and fun. As committee members, you choose what and why you’d like to participate in and the time commitment is up to the member.

All members pay a \$10.00 annual fee. (Minnesota PTA \$4.00; National PTA \$1.75)

Meetings

Meetings are found on the school calendar and held the 3rd Tuesday of each month (September – May) at 7:00pm. There will be no meeting in December. Additional meetings may be scheduled as needed.

Committees

Committees will be formed as needed to handle the work of the Foot Bridge. The meetings should be held at times that are mutually agreed upon by the committee members. Committees may meet at FPA or at another location. If you wish to meet at FPA, the time should be cleared with the Principal prior to the meeting date, and the chair should arrange for access to the building. Committees should have written materials reviewed by the President of the PTA and

the Principal prior to distribution to the general school population, or prior to publication (ie: advertising materials, etc). Post events the committee chair are requested to submit a written report of the Foot Bridge to aide in planning for next year. Committee chair members are also requested to provide updates at the monthly meetings as needed.

Elections

Elections will be held at the September meeting for elected offices. If anyone is interested in running please contact FootBridgePTA@gmail.com or Nikki Robbins nrobbins@footprintsacademy.com

Communications

Any communication by the PTA to be distributed to the general school population should be in partnership and should come through the school office. The president of the PTA and the school Principal must approve all communications prior to distribution prior to the school population.

Planning of Events

Principal and PTA President will work in partnership with on another to coordinate all mutual efforts of the PTA and the school. The Principal will have final approval of all events and activities involving students, parents, community and Footprints Academy participants.

Calendar of Events

	Events 07/08	Event Type	Sub Committee Needed	Description
Sept	1 st Day of School Coffee	Community Building	No	Foot Bridge plans and funds the event. Coffee donated. Treats supplied by Foot Bridge parents.
Sept	Welcome Back Teacher Bags	Community Building	No	Foot Bridge plans and funds the teacher welcome bags.
Sept	Annual Membership Drive	Fundraising	No	Foot Bridge executive board plans and holds annual membership drive to facilitate parent involvement in school, pay for MN PTA, National PTA dues, and generate funds for annual events.
Oct				
Nov	Bingo Night	Community Building	Yes	Foot Bridge plans and funds the event. Event held at Footprints Academy.
Dec	Snacks for Christmas Program	Community Building	No	Foot Bridge Parents baked/brought food to the FPA annual Christmas program.
Jan	Spirit Week Surprises	Community Building	Yes	Foot Bridge plans and funds treats for each day of the week. Spirit week is an annual FPA event.

Feb	Science Fair Pizza Dinner	Fundraising	Yes	Foot Bridge plans and sponsors the dinner to raise money for Science fair materials.
Feb	Box Tops Challenge	Fundraising	No	Foot Bridge plans the Box Top drive in February. Foot Bridge manages the submission to the program to raise money for the school.
Mar	Box Top Gym Party	Community Building	Yes	Foot Bridge plans and sponsors a party in the gym for the students in response to meeting the box top goals.
Apr				
May	Golf Fundraiser	Fundraising	Yes	Foot Bridge staff plans the event to raise money for the school. FPA staff helps the day of the event. Funds are distributed to FPA to enrich student life (ie playground, technology, curriculum, etc.)
Ongoing	Boxer, Misc Help			