

**Robinson Secondary School PTSA
Executive Board Meeting
August 30, 2007**

The regular meeting of the Robinson Secondary School PTSA Executive Board was held on Thursday, August 30, 2007 at 3 p.m. in the school's Media Center. President Karen Baxter called the meeting to order at 3:08 p.m. Attendees included Karen Baxter, Kathy Weiner, Marissa Torres, Pam Hickenbotham, Dan Meier, Bonnie Roffenbender, Terry Matlaga Bell, LeighAnne Baxter, Pat Wirth, Kevin Bell, Kathe Naughton, Vicki Kagan, Sheila McNiff Lasley, Terry Tuley, Michael Campana, Mary Beckett, Kathy Skocik, Jonathan Skocik, Lynne M. Hicks, Valerie Kato, Michelle Petri, Diane Bond and Carolyn Bushman. President Baxter announced that Secretary Ricka Hanson could not be present at the meeting and that member Pat Wirth would record the minutes.

Secretary's Report

Minutes of the June 3, 2007 Executive Board Meeting were distributed for review. Mike Campana moved and Terry Bell seconded to approved the minutes as presented. The motion passed unanimously.

Treasurer's Report

Marissa Torres discussed the association's financial position as of June 30, 2007. She reported approximate income of \$57,000 for the previous year; \$17,059 of which had been carried over from the 2005-2006 school year. Approximately \$48,000 had been spent leaving an opening balance for the current year of \$9,117.67 some of which is earmarked for RamGram printing of the August/September issue and website expenses. ***See Attachment A.***

Kathe Naughton moved and Mike Campana seconded that the Treasurer's Report be accepted and filed for audit. The motion passed unanimously.

Mrs. Torres then introduced Judy Huntzinger, CPA, who performed the audit for the fiscal year ended June 30, 2007. ***See Attachment B.*** Mrs. Huntzinger reported the following:

- Prior to starting the audit she thoroughly reviewed PTA's guideline for doing so, "Money Matters"
- She reviewed every transaction and was looking for 100% accuracy
- Recording of income was perfect, and every penny was properly handled
- There were some minor instances in disbursements that need future improvement
- It was recommended to more thoroughly review the minutes each month prior to approval to ensure that the appropriate information is attached.
- As now mandated by our insurance company, someone other than the Treasurer is to reconcile the monthly bank statements. It was recommended that a reconciliation form be created with a signature block for audit purposes next year.
- It was also noted that the International Fair provided receipts for less than the \$1,000 allocated and paid to them during the FY ended 6/30/07 and that there is, therefore, a credit (\$27.87) to that line item in FY 6/30/08.

Terry Bell moved and Mike Campana seconded that the audit be approved and sent to the General Membership for adoption. The motion passed unanimously.

Mrs. Torres then presented the Proposed 2007-2008 Budget. *See Attachment C.*

- President Baxter noted that there was an increase this year in the amount for Academic Awards to \$1,000
- It was noted that the RamGarden committee needed a minimum of \$2,000 so that line item was increased from \$1,200 to \$2,000 and the Special Projects line item was decreased by \$800
- It was noted that the RamGram line item did not account for the printing of the August/September RamGram and that line item was increased from \$400 to \$2,000 and the Special Projects line item decreased an additional \$1,600.
- Mrs. Roffenbender inquired as to whether the Scholarship line item reflected a specific allocation among PTSA's scholarships. She would like to see Heenan and Friends scholarship amounts raised from \$500 to \$1,000 each. It was determined that that was feasible and would be finalized in the spring. The new Delta scholarship would remain at \$500.
- President Baxter noted that printing costs for the Student Telephone Directories has increased and that the selling price was being increased a dollar for each directory. MS would increase to \$5 and HS to \$6. (As an aside, President Baxter said that the WATS students would use old, unsold directories to learn alphabetizing.)

Terry Bell moved and Kathy Naughton seconded that the Proposed 2007-2008 Budget be approved and sent to the General Membership for adoption. The motion passed unanimously.

President's Report

President Baxter reported

- That the recent expose at Navy Elementary school where PTA monies were embezzled could not happen at Robinson because of our financial procedures and annual audit.
- President Baxter's theme this year is to engage parents in school activities and she is going to request that every parent volunteer at least 3 hours at the school throughout the year

Principal's Report

Principal Meier reported

- At a reception honoring former Robinson Principal and outgoing Fairfax County Assistant Superintendent Ann Monday, two other former principals were also present, Bob Russell and Bill Jackson. They shared the history of Robinson with the faculty.
- There are many new parents who want opportunities to volunteer and in the past there has been more people willing to volunteer than opportunities available.
- The number of new faculty members at Robinson this year outnumber the total faculty at many other schools.
- A primary focus this year is to improve attendance. This is a problem at all schools. Robinson invested \$15,000 in a call-out system that will alert parents when students are not in class. It has been used successfully at Centreville and Lake Braddock and can send messages in English, Korean, Spanish and Farsi.
- \$60,000 has been invested in improving security at Robinson with the installation of outdoor cameras over the summer.

- The school seeks to “sink more teeth” into its honor policy.
- The Class of 2007 gift is a new iron gate that will enhance the entrance to Coffey Stadium. It is being fabricated and installed by Long Fence.

Director of Student Services Report

Director Vicki Kagan reported

- HS has 162 new students: 97 in 9th, 27 in 10th, 21 in 11th and 17 in 12th for a total of 2,775
- MS has 1,250 students
- Total enrollment 4,025
- We qualified for more staffing; most class sizes are okay; some are a little too large
- Guidance departments have been working on both HS and MS new student orientations
- Robinson tech teams will be signing up parents during orientation, back-to-school nights and parent coffees onto Blackboard. It has been revised so parents can get access without using student’s ID
- Family Connection is a pre-college function through Blackboard that allows college research. It provides scatter grams using data from recent Robinson graduates and their statistics (SAT’s, GPA’s, advanced placement classes) to achieve college acceptance.
- PSATs for 10th (paid by county) and 11th (student paid if you want grade) graders will be on 10/17/07. 9th graders will take a pre-ACT test called Explore.
- Katy Frank is the new HS Lead Counselor. She will be assisting with administration of the guidance department.

Terry Matlaga Bell announced that the Candidates Forum will be on October 23, 2007 at 6:45 p.m. in the cafeteria.

There being no further business, Karen Baxter moved and Terry Bell seconded that the meeting be adjourned. The motion passed unanimously.

Ricka Hanson, Recording Secretary

The minutes were:

_____ approved as submitted

_____ approved as corrected

Date: _____