

## Meeting Minutes

### Parent Teacher Student Association (PTSA)

### Milwaukee School of Languages (MSL)

February 5, 2020, 5:30-6:30 p.m., School Library



1. Welcome, Introductions, & Sign-In Sheet- 9 Parents, 2 Students, and 1 Staff Member participated.
2. Membership Report-59 members presently. Goal is 100. Membership form is on the MSL website. You can use Member Hub to join online.
3. Treasurer's Report-Donation to National Parks was made on behalf of PTSA in honor of **Ms. Gardner. Janet Friestad** and **Pam Gende** met with **Penny Larson** of City PTA to do audit. **Pam Gende** asked for copies of grant applications that were chosen. We haven't receipts from the last grant application by **Sara Janecek**, School Psychologist for the Hope Squad so we need to reach out to her regarding this.
4. Mini-Grant Decision-02/02/2020 deadline-New applications received were Gender Sexuality Alliance, Be Inspired Works, Girls on the Run, and application by Middle School English Teacher **Ms. Braatz** in need of calculators and headphones. Previous mini-grant applications that were submitted this school year but not chosen were stress reduction toys/tools for use by the School Psychologist and the Art Club. **Sarah Harris** will reach out to **Ms. Braatz**, Middle School English Teacher, because an application could not be downloaded and ask for her to share it so this grant application can be considered in April. **GSA grant was selected. Sarah Harris** to let GSA know they were selected and let the other grant applicants know their applications will remain in the running for the last Mini-Grant Selection in April. **Sarah Harris** to let one applicant know that a staff member needs to sign application, not just a student. It is also asked that applicants have Principal sign application. Since there were some glitches with this month's selection process of grant applications, officers will review guidelines and work to firm up the process.
5. Parent Education Night-Requests have been made for a presentation to parents about School Crisis/Active Shooter Safety Plan/Protocol. **Ms. Magda Franco Banaszak** talked to **Dr. Baez** about it prior to today's meeting and **Pam Gende** and **Sarah Harris** were able to speak to **Dr. Baez** about it at SEC meeting following tonight's PTSA meeting. **Dr. Baez** is willing to present on this topic. He estimates it will be presentation lasting approximately 25-30 minutes. Parents at the PTSA meeting noted questions they would like answered on this topic at the presentation, if possible. Time/date to be determined. Advertising will need to be done to get the word out to parents.  
Other topics for future Parent Education Nights suggested were Risk Factors for Youth Becoming Involved in Sexual Trafficking and Parenting in the Digital Age.

6. **Ms. Magda Franco Banaszak's** Art Club Sign Up. Com Donation List-**Ms. Magda Franco Banaszak** will email **Lori Banks** her art supplies wish list and **Lori Banks** will get the document out so parents can sign up to donate items.
7. Staff Work Room Supply Wish List-Sign Up.Com donation opportunity-Teachers to give requests for supplies to **Ms. Magda Franco Banaszak** to be given by **Elizabeth Schmidt** who will share with **Lori Banks**. **Lori Banks** will set up document so parents can donate items of choice.
8. Guide of Extracurricular Activities-Review. **Janet Friestad** will put a document together (pamphlet) that can be shared on the website, open houses, orientations, and in the office. It was suggested that descriptions of clubs and start dates of activities are provided. It was also suggested that if parents want info about specific activities going on at MSL, they can provide their email address on the MSL website so that notifications are sent to them. Parents can also look at the morning announcements posted on our website and subscribe to the MPS App.
9. Sign Up-PTSA Table for Spring Parent/Teacher Conference Nights-Mid-March. We do not have dates and times yet but when they are received, **Lori Banks** will create a sign up sheet and share it. We will need about 8 parent volunteers during the course of 2 evenings of Parent/Teacher Conferences to staff the PTSA table.
10. Staff Appreciation Breakfast and Raffles-May 6<sup>th</sup>, 2020-**Lori Banks** will create a sign-up sheet for raffle prizes and food and beverage items. Parents, feel free to start to solicit for donations for raffle items.
11. PTSA Fundraiser/Food Truck Night at Fall 2020 Open House-We do not have date yet, but we would like to get it as soon as possible so we can start asking food trucks to participate. **Pam Gende** and **Sarah Harris** talked to Dr. Baez during 2/5/2020 SEC meeting about the importance of getting this date as soon as possible to get the best turnout possible of food trucks and vendors.
12. Questions, Suggestions, Ideas, Comments, Additional Comments-It was suggested that 9<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> graders could help out the day of the ACT and that granola bars could be provided to 11<sup>th</sup> graders taking the test. By-laws will need to be voted on at next month's meeting. This idea was suggested by **Tiffany Robinson**.
13. Next Meeting: Wednesday, March 4<sup>th</sup> from 5:30-6:30 p.m. in the school library
14. Next PTSA Mini-Grant Application Deadline: April 1, 2020-last mini-grant to be awarded this school year.
15. Vacancy: PTSA Secretary for 2020/2021 School Year. Current Secretary **Sarah Harris** would like to orient someone to the position this Spring in preparation for starting in August 2020. If you are interested in taking over this position, have questions, or would like more information, please contact **Sarah Harris** at the following email address: [cicely5399@att.net](mailto:cicely5399@att.net).

Meeting minutes respectfully submitted by Sarah Edmonds Harris, PTSA Secretary, 02/05/2020