

**Sutterville Elementary PTA Board Meeting
9/26/13 Meeting Minutes**

Called to Order 6:36 p.m.

Members Present: <i>(Checked)</i> Lori Auon, Principle ✓PTA President – Krysty Emery ✓PTA Vice President - Catherine McCarty ✓PTA Secretary – Carrie Bushman ✓PTA Treasurer – Wendy Reynolds Parliamentarian – vacant ✓Historian - Kymberli Oakes ✓Teacher Chair – Matt Zupan	 ✓Auditor – Rachel Zerbo ✓Officer - Francisco Cuellar Officer - Craig Davis ✓Officer - Sandra Leong ✓Officer - Keirsten Mihos ✓Officer - Jennifer Muchowski ✓Officer - Beth Peters ✓Officer - Alicia Rodriguez
Others: Courtney Coffin-Jensen, Vicky Lee	

Official Business

Treasurer's Report:

Wendy proposed an amendment to the proposed budget: the School District installed the necessary electrical outlet in the work room to get the printer running, so the proposal is to lower the “Other Site Improvements” from \$1,000 to \$500.

A suggestion was made to transfer \$500 of the lowered site improvements line-item to office supplies to enable us to order additional butcher paper for 4th R because they are out and do many of the posters for PTA events. Butcher paper costs \$66 per roll.

Per Kymberli, the quote to replace the frame and plexi-glass on the school marquee is \$270; we also need replacement letters.

A question was raised as to whether the District should cover the cost of maintaining the marquee.

Wendy reported that, as discussed at the last meeting, the PTA refunded \$240 to the grandparents who paid the Sly Park tuition for a student who did not attend; however, due to lower than expected funds in the Class of 2013 account, \$235 had to be deducted from the general PTA account.

Motions

(1) Wendy moved to approve the proposed budget with two amendments (1) reduce “Other Site Improvements” from \$1,000 to \$500; (2) increase “Office Supplies” from \$500 to \$1,000. Francisco seconded. Motion passed with unanimous support.

(2) Kymberli moved to approve minutes from June and August meetings. Beth seconded. Motion passed with unanimous support.

(3) Rachel moved to approve the August Treasurer's Report; Kymberli seconded. Motion passed with unanimous support.

Committee Updates

<input checked="" type="checkbox"/> Membership	<input type="checkbox"/> Craft Faire
<input type="checkbox"/> Summer Splash	<input type="checkbox"/> Winter Concert
<input checked="" type="checkbox"/> Fall Festival	<input type="checkbox"/> Assemblies Update
<input type="checkbox"/> Artist in Residence	<input type="checkbox"/> Open House
<input type="checkbox"/> Innisbrook Fundraiser	<input type="checkbox"/> Stampede
<input type="checkbox"/> Library Update	<input type="checkbox"/> Talent Show
<input type="checkbox"/> Book Fair	<input type="checkbox"/> Finger Printing
<input type="checkbox"/> PTA Reflections	<input type="checkbox"/> Cultural Night
<input type="checkbox"/> Rummage Sale/Pancake Breakfast	<input type="checkbox"/> Nominating Committee
<input type="checkbox"/> Bingo Night	<input type="checkbox"/> _____
<input type="checkbox"/> Science Night	<input type="checkbox"/> _____

Membership: Krysty thanked everyone for volunteering on Back to School Night and reported collecting over \$2,000 in sponsorships, which brings us close to our goal of \$5,000. She also reported collecting \$400 for membership, which brings us close to our goal of \$5,000.

Wendy suggested that at the next BTSN, we make sure to schedule properly for a new shift to come in to relieve the first shift of parents who need to get to classroom presentations.

Fall Festival: Francisco and Beth are Co-Chairs this year.

Abbie Blackman is doing communications. Candy requests will be sent home soon.

Vicky is responsible for donations. Beth reported that she has obtained donations from Starwood, Citizen Hotel, Bacon&Butter.

Alicia is volunteer coordinator. We need a lot of volunteers and want to encourage teacher participation. 6th Graders are not going to be allowed to volunteer at the event.

The pricing will stay the same as last year.

4th grade will do the snack shack as a class fundraiser.

Other Notes:

Meeting Procedure: Krysty proposed borrowing certain procedures from Robert's Rules of Order, i.e. (1) the presenter of a topic presents information; (2) Board members present questions; (3) presenter responds; (4) the topic is opened for discussion for anyone else

who has questions/comments. Goal is to prevent cross-talking and have comments follow questions.

Walk to School Day: Rachel reported that Walk/Ride to School Days will take place during the first full week in October. We've traditionally done Tuesday to Thursday, although that always seems to fall on school picture day. We can't change the dates of the walk/ride event because 10/9 is International Walk to School Day, however, next year we may be able to change picture date to not interfere with Walk to School day.

In the past, the walking school buses from north, south, east and west of school have not been well attended; however, the part and walk sites at Rite Aid and La Bou are well attended. Rachel proposes eliminating the walking school buses.

In the past, we have done a class competition to motivate students where they get a sticker when they arrive and get to put their stickers each day on chart in the classroom; winners have been chosen from lower and upper grades. We have also done a raffle but it's difficult to get donations because it's close to Fall Festival. Rachel recommends we not do the raffle this year.

In the past, when Rachel Worked for the California Dept. of Public Health, she had access to more resources. This year, she is proposing a smaller Walk to School Day because she doesn't have access to those resources anymore.

In terms of volunteers, Rachel needs people to greet and give stickers between 7:30-8:05 and 8:30-9:05. A call for volunteers will be made at the General PTA Meeting as well.

Kymerli suggested asking kindergarten parents to work the early shift since they're already there for the early classes.

Vicky mentioned that she has a possible contact with a parent who is a police officer; Rachel mentioned talking to talking to Mrs. Mayer about her husband coming with a fire truck.

Spirit Wear: Kymerli reported a profit of \$849.24 on spirit wear, that does not include a second order or beanies for Christmas.

Roster Status: We have 99% participation from classroom representatives. Krysty wants to distribute the roster school-wide with notations of vacancies and solicitation of volunteers for open slots. She'd like to publish the PTA roster without personal contact information so parents know who to contact through centralized e-mails on the website. PTA Board Members can all get @suttervillepta.org addresses if they don't want their personal e-mail addresses distributed.

Krysty indicated that she will provide copies of the roster to Kim and Carolyn in the Office for them to provide to teachers so they know who their parent PTA representatives are. She will provide guidelines to the office re: distribution of personal contact information and add a column on the roster indicating whether certain info. is for internal or external distribution.

Giving Tree: Courtney reported receiving \$50 for a leaf for the garden project. She reported that a giving tree has been created on the bulletin board which has leaves representing different contribution levels for families to pick to make donations to garden days. Envelopes are going to Carolyn. Keirsten asked that the teachers be encouraged to visit the new garden.

PTA General Meeting: Krysty reported that there will be food trucks at the General PTA Meeting next Thursday: Chando's Taco's and a Vic's Ice Cream cart. She is going to flyer the soccer teams. She has not yet asked for a contribution from the food truck because she is uncertain about the turnout.

Krysty also called Burger King and we'll be having a dinner fundraiser through them in the future.

At the meeting, Krysty plans to:

- (1) Present and distribute copies of the budget. Wendy volunteered to present the budget as Treasurer.
- (2) Review the calendar
- (3) Meet and greet with event leaders and class rep's present have event leaders there and
- (4) Rachel will discuss Walk to School
- (5) PTA District representative also works for the District and will speak for 5 minutes.

The meeting starts at 7 pm; food trucks will be there at 5 p.m. and will park in loading zone. Kids are welcome to attend in order to encourage participation.

Rachel has a template for the meeting announcement; they will go home in backpacks on Monday.

Francisco requested name badges for the Board Members at the meeting.

Wendy mentioned that the multi-purpose room needs to be cleaned out; she suggested having the meeting in the cafeteria as an alternative.

Request for Budget Info.: A request was made through the website for several years of budget info. In response, the budget will be presented on the website and we'll provide a binder with past budgets at Carolyn's counter.

New Business

- (1) Ask Principal Aoun to discuss her budget at the General PTA meeting next week.
- (2) Copier – now that the copy machine can run, we need to decide who can use it. The main concern is that we get charged for each copy over 3,000(?) so we need to limit access to the copy machine. We can possibly create a PTA code which limits access to other users.

Items to be discussed at next meeting:

- (1) Creating a business directory where, for example, for \$20 a business can be listed in the directory in order to promote business with Sutterville connections.
- (2) Business sponsorships: Vicky suggested having sponsors for events, for example, allowing realtors to make donations to cover more than one event. There was discussion of offering, in exchange for a donation, to put the business's information on the website, possibly on Stampede t-shirt, or Facebook page.
- (3) Copy machine usage.

Meeting Adjourned at 8:20 p.m.

Minutes Drafted by Carrie Bushman