

Sumac PFA Meeting Minutes
August 11, 2016

Meeting called to order @ 6:22 PM

In attendance: Tina Johnson, Kristin Luebke, Jennifer Talbert, Michelle Meehan, Cathy Chudzinski, Kim Erwin, Caroline Bogeaus, Jenn Kurtz, Erin Stein, Howard Schlossberg, Alina Silvestre, Vincent Gonzales, Delil Martinez, Catrine Brown, Mary Kusnier, Carmel Porras, Jenn Hill Connolly, Angie Shain, Nanette Rooke, Joy Espin, (Meghan Glynn attended telephonically)

1. Close out Books from 2015/16 school year

A. Cathy/Carmel presented closing numbers from last year Fundraising actual \$112,517.52 budget was \$109,400.00

Approved close out of 2015 2016 by Kristin Luebke , Kim Erwin

Operating budget for 2016/17 \$141,273.69 2015/16 budget \$130,185.66 actual \$108632.12 (removed \$20.27 Martinez check #3094 not cleared) music over budget

Approved closeout for Operation 1st Cathy Chudzinski 2nd Jenn Hill

Duty of VP to keep budgets and calendar

Carmel Porras no longer Treasurer Receivable

Treasurer meeting at district office with Tina, Cathy, Angie, Katrina and Kristin 8/16/16

B. Tina gave history of Treasurer issues /refer to June meeting carrying deficit of (\$73,000.) Documentation issue in PTO

C. Angie Shain presented platform District requires, QuickBooks cost \$50.00 allows 5 users. Also have to run PTO for 4 years \$129.00 a year Angie paid QuickBooks, in future use credit card that Tina has 7/1 fiscal year – request renewal

D. Vote to close out books all I DO

2. Wells Fargo Bank Accounts changes made

A. Andie Kallinger , Lisa Kearns, and Mary Barnes removed

Kristin Luebke, Meghan Glynn and Caroline Bogeaus added

3. New Operating Numbers (see Printouts Carmel provided)

A.

1. Accounting Decreased now \$1200.00
2. Advertising / Marketing not budgeting for
3. Art Science Salary increased, now \$47,000.00
4. Brain Pop Ms. Silvestre will ask teachers if it is being used, if not remove from Budget. Brain Pop \$1,500.00. If we keep allocate to Technology.
5. Classroom funds \$400. 00 each balance remaining according to staff hired goes to Principal Fund-include Student Council
6. Historian has not turned in receipts, not budgeting for 16/17 – could come out of beautification
7. Hospitality / Teachers added \$23.69
8. Janitorial Supplies need to be increased
9. Library salary decreased , now \$10,000.00
10. Library Supplies increased, added STEM supplies into, now \$4000.00
11. Music Salary 5% increase , now \$16,250.00
12. Music Supplies decreased now \$1000.00
13. Operating Supplies (office Xerox , Kick Off , events forms) increased , now \$2350.00
14. PE Salary 5% increase \$20,000.00
15. Principal Fund decreased \$1000.00
16. Reading Counts moved to Library Supplies
17. Recess Supplies increased now \$500.00
18. LSTEM increased now \$10,000.00 (added Engineering Science Tech)

i. Parent Square – paid for out of Operating Budget

Howard- Current communication is confusing, communicating five different ways

Shutterfly, Google, Facebook, Peachjar, Blackboard

Square offers what we want to build a community used by schools includes social media software, private web forum post pictures, poles, volunteer sign up sheets, post documents, mobile friendly,

integrated to Aries. Parents have complete control of personal information

Can pay direct donations on site, 1 to 1 communications, posting of documents

More efficient communication tool

Benefits of replacing Shutterfly are having one platform for communicating and Principal communication center, messages between parent and teacher

Cost:

Option 1= Pay 1 year \$1430.00 (comes out to \$119.67 per month)

Option 2= 3 month trial \$500.00 if continue pay additional \$1200.00 for 12 months (comes out to \$113.33 per month)

Ask if we can have a 6 month trail

Do they provide training?

Vote:

Jenn Kurtz approved

Vincent seconded

ii. **Carole Mallet, STEAM**

Carole Mallet has requested increase in her time to 75%, last year she was 50% she is now 64% at \$47,000.00 (\$51,000 total compensation salary plus benefits), this is a 10% increase in hours Suggest, gradually increasing her time over next couple years 100% column 5 \$58,835 plus \$15,000 for package = \$73,835.00

Propose to take salary to \$47,000 (moving \$3000.00 from LSTEM) will take the program into April – 10% buys 3 weeks

iii. **Physical Education**

LCAP Budget is tight. This year splitting salary with Sumac and Alina \$20,000 in the future PFA needs to pay more

50% employee 4 hours a day increased

iv. Music

3 options

1. Teachers absorb music. They plan 2 performances a year
2. Find after school enrichment program which would be at parents cost
3. Continue to support music specialist

Post for music for 2 weeks. Looking for bilingual will post in 1 week
Teachers will absorb program while looking for teacher.

Need quality program for \$16,500

Time = 2 days 6 ½ hours a day (13 hours a week) is a 32% employee

v. Library

Cathy Lovely bumped to 30 plus 3rd level moved to Round Meadow
Alina will hire new Media Clerk, she wants the library open during
lunch. Position will be posted for 22 hours a week plus benefits
requesting bilingual
Mariposa, PFA , and Alina will split

Cathy reports there is \$55,000.00 in savings account which only covers one
salary. Reserves should cover all salaries for 1 year

Movement to transfer \$5000. in savings per year.

Cathy recommends moving \$5,000.00 out of LSTEM

1) Kim Erwin agreed

2) Vincent Gonzales seconded

Cathy to write check Tina will sign

Alina – LCAP budget in past has covered \$10,000.00 a stipend for Mr. Tally
to take care of technology. It billed as 10 hours a month.

This is no longer possible

Alina requested that the PFA cover \$5000.00 for technology training ie Smart Boards etc

There is an issue with PFA writing a check to a teacher

Would Mr. Tally do the Website?

We need a job description. Alina will ask Mr. Tally how his liability insurance gets paid

Research, ask other PFA presidents

Our fund is \$38,000.00 (LCAP) + Title One \$210,000 = \$248,000.00

Table discussion for September

B. Vote on Budget

Operation Budget 2016/1017 \$136273.69

11 yes

1 opposed

4. Fundraising Budget

A.

1. Art Cards – \$1500.00 Mary Kusnier
2. Bingo – not doing instead we are planning a Campout
Campout (9/24/16) - \$1000.00 reduced by \$1000.00
3. Bookfair 12/2/16 - \$1000.00 at Barnes and Noble Jen Talbert
Need a chair for the spring bookfair
4. Change Challenge - \$0 ??
5. Company Match - \$3000.00 Catrine Brown
6. Dia de los Ninos - \$0 reduced by \$500.00 need a chair
7. Direct Donation - \$35000.00 Jenn Kurtz
8. Fall Festival 10/23/16 - \$5,000.00 Mary Kushnier
9. Family Field Day 6/4/16 - \$1500.00 Meghan Glenn
10. Food Nights - \$1200.00 Delil Martinez and Jen Hill Connolly
11. Gift Wrap - \$5000.00 Vincent Gonzales

12. Grant Team- \$5000.00 Meghan Glynn, Catrine Brown , Grace Padilla
13. Great Race- \$1000.00 Jenn Kurtz
14. Grocery Script - \$1000.00 Michelle Mehan (note no more Vons only Ralphps / Kroeger
15. Jog-a-thon (3/24/17) - \$30,000.00 Meghan Glynn
16. Mom & Dad event days (2/5/17) - \$2000.00 Kim Erwin Mother son sports day and Jen Talbert Father daughter dance (2/3/17)
17. Passive - \$1000.00 Michelle Meehan (includes BoxTops, carwash bucks, ink recycle, library b-day book , Amazon Smile)
18. Conejo Deals- \$500.00 Michelle Meehan
19. School Pictures - \$500.00 office
20. Silent Auction – \$10,000.00 Laleh Mohajarani
21. Sumac Apparel- \$500.00 Jen Talbert
22. Giving Tree - \$10,000.00 Cathy Chudzinski
23. Talent Show - \$500.00 Lynn (donation bucket \$10 ea to enter)
24. Voyager - \$2000.00 Kim Erwin and Lisa Stevenson
25. Walk of Fame - \$5000.00 Meghan Glynn (cost per brick \$150.00 – need to figure out cost for installation , hardscaping , demoing concrete)
26. Year Book- \$1200.00 office (from advertising)

Total Fundrasing Budget :\$124,400.00

Kristin Luebke moved to close
 Vincent Gonzales Seconded

i. Direct Donation Jenn Kurtz

3 levels

\$300.00 tshirt acknowledgement on school banner

\$400.00 all of above plus ear buds and Birthday shout out

\$500.00 all of above plus yearbook

Each additional child \$150.00

Vote for ok with levels donations and incentives

Mary Kushnier first

Kim Erwin seconded

Cathy said we need to invoice for shirts and year book to pay \$20.00 for each year book

Budget for kick off \$1784.00

Vote :

Howard Schlossberg approved
Jennifer Hill Connolly seconded
16 votes for yes

Cathy questioned budget – the budget related to Kick off is \$6094.00 based on actual revenue , will have to bring in closer to \$38,000-40,000.00
At \$35,000.00 6% will be spent on incentives

Vincent approves budget incentive at \$5000.00

Cathy- we are spending much more than we ever have
Jenn- we have to risk in order to bring more \$ in

ii. Square Swipe

Katrina regarding Square Swipe if there is a fraudulent card we will be liable if we used strip and card has a chip
\$49.00 for chip reader

Don't need we are comfortable with liability

Yearbooks \$25.00 if ordered before September 30th after September 30th \$30.00

6. Close out Meeting

Vote to dismiss Kristin Luebke and Howard Schlossberg

Meeting adjourned 10:40 pm

