



Sumac PFA Meeting Minutes September 7, 2016

1. Meeting called to order 6:37

In attendance : Tina Johnson, Kristin Luebke, Cathy Chudzinski, Jennifer Tarbet, Jenn Kurtz, Caroline Bogeaus, Angie Shain, Catrine Brown, Kim Erwin, Lisa Stevenson, Mary Kusnier, Vincent Gonzales, Howard Schlossberg, Lisa Nilsen, Rungano Mashapure

Introductions -two new people in attendance Lisa Nelson K parent, Rungano Mashapure K parent

2. Vote on Minutes

Tina Johnson made motion to approve minutes from 8/11/16 Howard Schlossberg seconded: Motion passed

3. Accounting Reports

a. Cathy Chudzinski Meeting with Carole Kimmel current with fictitious \$10,836.07 expense (explained in last meeting) in order to close books sent to accountant

Keeping open and log it in run QuickBooks and PTO simultaneously

Angie built in budget in QuickBooks (PTO does not match)

Tina –wants a list of checks that paid /cleared

Kim says Reconciliation Detail Report lists checks

Bank statement also has checks listed and Cindy looks at each check payable before goes out

Tina realtime direct link to WellsFargo

b. Angie reports that Savings account balance is \$54,436.63

c. Catrine 3 Platforms for donations:

- Square in person transactions and installment payments 2.75% per swipe or 3.5% if keyed + .15 cents Howard says we should look at non profit rates for Square

Catrine says we should buy chip reader for \$45.00

- Stripe direct donations online 1st \$15,000 in payment 2.2% + .30 cents per transaction
- Paypal 2.9% + .30 cents per transaction will reduce to 2.2% once non profit goes into effect

Make movement to consolidate our 2 Paypal accounts

Allocate fees not separately accounting for credit card fees

Vincent suggests revenue source by revenue source maybe individual line items make a subcategory

4. Principals Report -Alina

a. School year started smoothly teachers getting to know kids

Back To School Night had good attendance- verdict still out as to whether it was too early

All teachers going to Daily 5 on 9/17 and 9/18

b. Library Center - weeding through, would like to paint , put new floor and would like it to be more contemporary and user friendly

New Literary Specialist invite parents to come in, kids should read books everyday , 160 books a year.

We have a sub librarian Amber Smart

Position posted for 2 weeks : bilingual, knowledge of media

Tina – library has not been touched in a decade

Find quality literature, shelves are too high, need new floors, needs painting . We could use help, could use furniture donations

Alina- We need a wish list for library

Jenn Tarbet- We should have a Shower for the library

Howard- Parent Square good for Volunteer Wish List

c. P.E. Teacher left to go to Willow (was offered 31 hours) we only offered 21 hours

P.E. Teacher position posted on our end needs to go through district

d. Music Position posted

5. President's Report

a. Tina - SDC Council- PFA president duties , welcomed new people , LVUSD content standards college ready career ready looking at whole child

Demographer predicted our district going down but our enrollment has gone up the last 3 year and surpassed Amgen as employer

Capscores top 2% 55% Math 65% Language

Alina – We made huge growth will have a chart next meeting

District policy –

Treasurers focus on budgeting

expenses \$2500.00 has to go through district

requires 2 signatures

can never be written to “Cash”

non donors should never be penalized

no food can be sold right after school , wait 35 minutes

Kristin – Journeys and Kindergarten in future need to ease into Kick Off it was a bit overwhelming

Howard spoke about rules for posting on Parent Square . We need to be good examples , it’s a reflection on our board.

6. Board Member Updates

a. Voyager - Kim Erwin

We have a Top Banner sponsorship, have room for one more also have room for side bar sponsorship and bottom bar

A thing of concern is timeliness of submissions, both Kim and Lisa work and there is a lot of information to format which can be time consuming.

Goal is to get initial information in by Thursday , weekend to review have final submission in by 5:00 pm Sunday

Lisa Stevenson – If it doesn’t get in this week it will get in the next week. She is super new at this might not be able to format

Kristin – If you need an instant response text her

Rungano – He could make a template. He owns a marketing company that does web design

7. Committee Chair Reports

a. Kick-Off Jenn Kurtz

Doing well

Chart provided by Jenn

	Gross	Expenses	Final
Total Pledge Amount	\$41,855.00	\$ (3,682.75)	\$ 38,172.25
Received Funds	\$32,732.50	\$ (3,682.75)	\$ 29,049.75
Left to collect (Instalment Plans)	\$ 9,122.50	\$ 3,682.75	

	Kick Off	Incentives
Expenses	\$ 1,061.52	\$ 3,682.75

Costs: Kick off \$1061.52 spent so far / budgeted \$1500.00

Total cost of incentives \$3682.75

Ear buds \$341.00 – went home last week

T-shirts \$1380.00 ? (\$12.00 ea)
Yearbook 50 x \$18.00 = \$900.00
Popsicle Party
Did not buy poster

Question about whether installment payment automatically deducts- you get an invoice and have to click on the link? Longest payment plan is 8 months. There were quite a few 2 payments plans.
Huge thank you to Howard and Catrine.

b. Apparel – Jenn Tarbet Placed 1st order for apparel. This order should be in by next week.
Another order will be placed next week. Cannot add onto 1st order

c. Yearbook- Mary Kusnier We have to order a minimum of 25 yearbooks, will put final order in in April . Estimate 200 x \$17.23 = \$3446.00.
If student orders before end of September cost is \$25.00 Starting October cost is \$30.00

Motion to sign and approve Kristen Luebke seconded by Cathy Chudzinski

d. Fall Festival – Mary Kusnier want to incorporate STEM one thing added is Lynn Schrempf will be leading a Pumpkin Derby and a Sling Shot Marshmallow Shooter (velocity – STEM in motion)

Budget for Fall Festival \$2585.00 (with \$500.00 padding)

Looking for a free DJ, Meghan is looking into getting a slide from Keystone or Kineret
Mary is hopeful the Festival will make a \$6000.00 profit
Tickets, games, food, wristbands . The Marshmallow shooter will be separate charge

Budget \$2585.00 approved Mary Kusnier seconded Cathy Chudzinski

\$5000.00 net \$7000.00 gross

Email Angie with break down

Raffles require approval register with state

Need insurance from district for Firemen Pumpkin Drop (leverage and gravity)

Jenn Holmes has always done the lemonade stand. Hopefully again this year

Volunteers meeting Friday

Need PFA help day of

Room Parent Coordinator is Jenn Hill

Lisa Kearns(?) Haunted House off site?

The Fall Festival is 10/23 12:00-4:00 Agoura High School is having a street Fair same day 11:00 -4:00

Appolos Express Food Truck is already committed to Agoura

Trucks want to be at school at lunch time (or eating times)

We don't want to detract from Agoura's Street festival

Tina says we should keep our schedule

Maybe they could have their marching band march to Sumac?

Dunk Tank?

e. Campout – Jenn Tarbet

Campout has been rescheduled for spring. Meghan found out that the district will not allow overnight activities on campus.

In spring we could go to Circle Ranch which holds 75 people cost is \$150.00 on a Friday night 1st 75 people to sign up are in

Another possibility is Malibu State Park, which would allow more people to attend

f. Art show- Howard Schlossberg
Carol Mallett to hold art show with kids art work , Alina- choose pieces for parents to buy. Art show at
Open House

8. Parent Square tutorial

Howard Schlossberg took us in to the library and went over the functionality and capabilities of Parent Square. Many topics were discussed from Public and Private Groups, Creating New Posts, Directories, Alina will link Google Calendar with school holidays, YahooGroups no longer used, Donation Campaign (will show Donor list) .

The admins of Parent Square are Alina and Howard

Meeting adjourned 8:45