



Sumac PFA Meeting Minutes October 5, 2016

1. Meeting called to order 6:38

In attendance : Tina Johnson, Kristin Luebke, Cathy Chudzinski, Megan Glynn, Jennifer Tarbet, Jenn Kurtz, Caroline Bogeaus, Bill Briggs, Angie Shain, Catrine Brown, Mary Kusnier, Vincent Gonzales, Howard Schlossberg, Jennifer Connolly, Rungano Mashapure, Heather Moretti

2. Vote on Minutes

Tina Johnson made motion to approve minutes from September 6, 2016
Kristin Luebke seconded: Motion passed

3. Accounting Report

- a. Angie Shain
 - i.)reported savings account balance \$59,439.46
 - ii)Treasurer meeting provided Fundraising Form for budgeting. If a person is paid \$600.00 or more must provide a 1099. Raffle tickets are considered a form of gambling and have to register with the State but you can have an Opportunity Drawing in which there is a suggested donation. If person does not pay the donation they have to request in writing. Can not sell adds only Sponsorships. Frown upon bake sales during school hours.
 - iii)Tina Johnsons and Kristin Luebke debit cards keep active and will be kept in the safe. Checks- Treasurer writes / signers are Tina Johnson, Kristin Luebke, Megan Glynn, and Caroline Bogeaus

4. Mary Kusnier Update

- i.) Fall Festival
Moving forward, Apollo's can not service us with Coffee drinks, going to ask Bluebird Ice cream. There is a family with Playtime Destination they will charge us \$300.00 for inflatable, photo booth, cotton candy machine, we can pay extra for face painters. Megan Glynn meeting with Keystone regarding Rockwall and Dunktank. Agoura Rec Center wants a booth (maybe they would do for face painting and give us profits?). Heather and Rebecca getting volunteers. Jen Tarbet is doing Pumpkin Patch and apparel. Lynn is doing Pumpkin Derby (@2:00) pre-sell \$5.00 individual or team up to 6 , Pumpkin Drop fire fighters @3:00 permit approved , Deb Shannon doing prizes dentist donating some, Cotton Candy needs PFA member to run to collect \$. Use Parent Square for volunteer list, Nothing Bundt cakes for Bundtlet Walk, Trader Joes donating water, MetLife finger prints, 4H will have booth can't have live animals per district, Jenn Kurtz and Camilla doing signs .
- ii.) Yearbook good moving forward

5. Principal's report – Alina

i.) Intervention Team starts Monday. Spent last month accessing. Students will work directly with Intervention Specialist .

ii.) Mrs. Birkett Book Chats with children 1st – 5th (not K) 4 days a week English and Spanish. 2 workshops with parents academic and social. 4 cycles 1st -8 weeks next 3 -6 weeks focus on literacy. Title 1 Fund \$ used for this.

iii.) District got grant to redo lunch area. Want to make more attractive and educate. Will have TV screen with what is available. Need to educate regarding recycling.

iv.) Media Center, Tina Johnson and Barbara Andrew have been weeding out old books, working with Ru to design space. What do students want? Parents? Teachers?

6. President's Report – Tina and Kristin

Tina –

- i.) Finalizing inventory close for ½ day to do inventory, need to build inventory to support what the teachers are teaching. Barbara Andrew is reading specialist. Author (Debra Wittrow) wants to come in and read.
- ii.) Dual Language Meeting set for 10/19/16 but may reschedule because of Presidential Debate on TV. We need childcare for meetings
- iii.) Dia de los Muertos 11/2/16 Large parent group supporting. The celebration will be during the school day.
- iv.) Positions posted: 6 posted 3 of these positions supposed to automatically go to rehire list (people let go due to funding) Music, PE, Library Media Clerk, the Media Clerk position was reposted for Temporary position because next year there will be more requirements
- v.) Thank you to Ru for coming to library with team of designers, creating mock up of library. A Read-a-thon could help fund library upgrades such as new furniture, new flooring, paint
- vi.) Carol Malett approved up to \$47,000. January might have more to offer her

Kristin –

- i.) Networking Group working on monthly networking group. Support members of community with rollout in next couple of months.
- ii.) Thursday A.M. recap Kristin will do tomorrow (Oct 6th) Megan will do next months

7. Board Member Updates

Megan – Fundraising efforts and building community. There will be a Movie Night to bring families together. Purchased license for “Hotel Transylvania 2” for \$195.00. We could sell popcorn, candy, water, have an Opportunity Drawing to recoup cost, This is NOT intended to make money. Would like to see Movie Night done 2 more times this year inside or out. Meeting with Sharon for facility requests. Jog-a-thon does not have to be every year. The Library the Read-a-thon is great idea. Laleh is working on the Silent Auction Winter Wonderland Family Event with class baskets, wine sommelier, party book (\$10,000 fundraising goal). Walk of Fame should be cancelled for this year, it is a \$5000.00 line item.

Vincent mentioned that any Committee Chair that runs into need for \$ communicate to Vincent , Tina or Kristin and vote online with Parent Square.

Cathy suggested run movie through PFA Assembly so she can get reimbursed \$300.00 budget motion to approve Tina Johnson and Bill Briggs

Could have future events sponsored, table for recommended donations. Megan needs to submit paperwork to Angie

Voyager – Kristin will speak on behalf of Lisa and Kim

-) Voyager has 5 new Sponsors for this year.
-) There has been a steady decline in Voyager opening since Parent Square. We need to set a schedule for communications to families. Concerned about Parent Square promoting companies for free when Sponsors are having to pay to be in the Voyager.
-) Should Voyager be monthly?
-) Howard – Trying to figure out a strategy of when things should be posted. 400 go out via email, 22 go out instantly, 400 digest, 115 texts, 63 downloaded mobile app. Seems people are reading them 90% read . Need to train teachers for emails. Mrs. Birkett asked if a parent responds back with a not nice comment will all people see it? Teachers can check to not allow commenting. Tina asked Mrs. Birkett if she likes Parent Square, she said she tends to use email more.
-) Kristin asked since there is a drop in Voyager reading do we want to scale back? Howard said he can put it on Parent Square. Vincent said we don't need Voyager. Jenn Hill asked if there could be a link from Parent Square to Voyager.
-) The Voyager has a 44% open rate (a decline of 15%)
-) Ru -What is the purpose of the Voyager? Means of communication, school wide events, and general school wide what is going on.
-) Parent Square is big , Voyager is Twitter much more concise.
-) Bill asked what the problem was Kristin said they have sponsors that have paid for Voyager , and Parent Square has competitors there for free.

-)] Tina brought up that the Voyager has 3 people review it before it goes out so less room for error.
-)] Jenn K – Parent Square should be only for Sumac news. It is hard to get things to the Voyager a week in advance.
-)] Megan clarified- Voyager is PFA/ Parent Square is for Teachers and parents and classrooms
-)] Table this conversation have a Communications Group meet (Kristin, Howard, Kim, and Lisa)

Student Council – Mrs. Birkett

-)] 32 Members / 4 Officers/ Executive Board of 10
-)] 1st Student Council activities in October selling Ghost-a-grams and Spirit Day
-)] Taking on Santa Comes to Agoura Food Drive and Toys for Tots
-)] Carol Malett change drive, Valagrams, Dr. Seuss Pancake Breakfast,
-)] 2 new things Earth Day cleanup and Stuff My Bag
-)] School clean up day, morning announcements – Birthday shout outs

Jenn Hill Parent Volunteers

-)] Had a room parent meeting had reps from every class except Journeys . Alina kicked it off with confidentiality and responsibilities of room parent.
-)] Mary K was there for Fall Festival talked about Parent Square for sign ups, request for Parent Square training Howard said he would run it.
-)] Jenn mentioned that there is a whole bank of volunteers posted on PFA yahoo groups – please use this list
-)] 10/19 Hook Burger is first food night . Baskin Robbins is last Wednesday of every month (except December is the 21st)

8. Committee Chair Reports

a. Kick Off Jenn Kurtz

-)] \$40,000.00 (received incentives year books, t-shirts, ear buds, costs (\$4,000.00) = \$36,000.00
-)] \$8,800.00 to come in as payments
-)] Totaling \$44,000.00

b. Apparel – Jen Tarbet

-)] Delay in apparel. The shirt that was picked originally was out of stock. They should be delivered this week.

c. Book fair Friday December 2nd at Barnes and Noble

-)] (5 days in store and an additional 5 days online)
-)] will read Polar Express, cookies and hot chocolate available,
-)] Boyscout wrapping table(6:00-9:00) we get their tips; we need one volunteer at the table,

-) Need teachers Wish Lists by early November.
-) We get 10% of \$2000.00 or less, 15% above \$2000

d. Gift Wrap- Vincent Gonzales

-) Distributor's South Carolina Charleston Wrap storm has delayed catalogues.
Will go out start of next week. Expected delivery date next Friday. Push back to 10/19 run for 2 weeks.
-) Budget \$75.00 incentive to teachers. If we don't sell \$3000.00 we have to pay \$250.00 shipping fee.
-) Deliver orders here after Thanksgiving.
-) Orders include tax, provide daily prizes.
-) Last year our budget was \$6,000.00

9. Meeting adjourned 8:34 p.m.