



## Sumac PFA Meeting Minutes November 9, 2016

### 1. Meeting called to order 6:37

In attendance : Kristin Luebke, Megan Glynn, Jennifer Tarbet, Jenn Kurtz, Kim Erwin, Caroline Bogeaus, Bill Briggs, Catrine Brown, Mary Kusnier, Erin Stein, Michelle Meehan, Vincent Gonzales, Howard Schlossberg, Jennifer Connolly, Heather Moretti, Joy Espin, Lisa Nilsen

### 2. Vote on Minutes

Kristin Luebke made motion to approve minutes from October 5, 2016  
Vincent Gonzales seconded: Motion passed

### 3. Treasurer's Report (Catrine Brown)

- i.) Bank Balance \$59,442.49
- ii.)
  - 1) Kristin asked if the PFA would reimburse Alina for the Orange Speaker \$165.00 from Technology Budget – decided that we could take it out of Principal Fund without a vote
  - 2) Kristin was asked by two 4<sup>th</sup> grade teachers to replace their non-working Smart Boards. They were originally purchased 5 or 6 years ago. Cost on invoice to replace and install \$4144.09. Questions asked if Smart Boards could be moved from other class rooms that are not using them. Alina said no that everyone is using them. Only 2<sup>nd</sup> – 5<sup>th</sup> and Ms. Argano have them. Discussion about possibly repairing them. Alina mentioned that because of the age of equipment it is not feasible. Vincent expressed concern that no one had comparison shopped. He looked online says we can save \$300.00 each. He has taken invoice and will call original contact and negotiate. Kristin says we need to replace before next meeting so we will have to do an evote. If we purchase from a different company they would have to be approved through district and need to make sure we have a warranty. Kim says that we will need to increase our technology budget in anticipation of replacing more SmartBoards.
- iii.) Request to move \$165.00 from Operating Budget to Accounting Budget - Kristin approved  
Vincent seconded
- iv.) Catrine suggested that we adjust line item name on Fundraising Budget “Bingo/Campout Night” to “Family Nights” Kristin Luebke approved Kim Erwin Seconded everyone in favor
- v.) Paypal accounts have been consolidated , one has been closed so now there is only one

### 4. President's Report

- a) Superintendent Meeting in October introduction of 2 new employees 1. Dr. Clara Finneran – Asst. Superintendent Education [cfinneran@lvusd.org](mailto:cfinneran@lvusd.org) and 2. Ryan Gleason – Director Secondary Education [rgleason@lvusd.org](mailto:rgleason@lvusd.org) . Also spoke about changes in report cards.

b) ParentSquare

i.) There was no Trial Period we purchased it for the year

ii.) Feedback from teachers and parents. Signing up for conferences was really easy. Vincent said that the Fundraiser Volunteer list made it easy to communicate with teachers and parents. Jenn Tarbet sign ups for parties was easy. Catrine said downloading pictures from ParentSquare much easier than Class Dojo. Some concerns were that it is not reaching every family. Howard acknowledged that there are 15 families that are bouncing. Consensus was send out paper notice to those individual families. Jenn T recommended having teachers hand out The Communication Notice (Kim Erwin had handout) regarding all correspondence at Parent Teacher Conferences. One classroom has expressed that they are receiving too much info and that it is overwhelming. Teachers want to be trained on the platform. Notifications being sent late (has to do with Sender). Vincent says there is no consistency and that Alina should tell teachers to use Parent Square. Kristin mentioned that the desktop is much easier than the Phone app. Howard said the Android is good and that they are working to improve the app for other users. Alina mentioned that it changed words from lower case to upper case in a document she had sent that she had copied from Google Docs. Vincent said to be careful when using the translation, not always accurate.

iii.) Solutions for moving forward – Howard will train teachers. Have teachers hand out the Communications Hand Out at Parent Teacher Conferences. For the 15 people that are bouncing, send them a letter addressed to them regarding ParentSquare.

c) Kindness Campaign

Working with Student Council and parents to launch a 3 week campaign. The school has had some issues so we want to promote Respectful, Responsible and Safe behavior. Want to teach kids how to be kind. Will be focusing on character. Will acknowledge children for their positive behavior with Voyager Tickets. Jenn T said she could get \$5.00 certificates from Sweet XO.

d) Box Tops / Labels for Education Michelle Meehan

i.) Labels for Education we have 11,259 points which are worth .1 cent each. They have a catalogue. One option is to buy a Visa Card worth \$100.00 for 9000 points. Better deal is to buy recess playground supplies such as balls. They offer 2 8 1/2 “ balls for \$5.00. Need to decide what we want to do. Kristin Luebke moved to purchase playground equipment supplies Bill Briggs seconded

ii.) Box Tops as of November we have \$259.00 worth. Next (and last) submission date of the year is March 1<sup>st</sup>. Someone recommended a class competition. Michelle said it is too hard. She gets bags that aren't labeled and it is next to impossible.

e) Thursday Morning Recap – Hosted by Megan Glynn

The Thursday morning recaps have not been well attended. If there are not more people attending Megan thinks they should not be held. Alina said she could do them on the Friday after the meeting and include it in her monthly Coffee Talk. The meetings have been moved to the Friday morning with Alina.

## 5. Principal's Report (out of order because Alina was in a 5<sup>th</sup> grade meeting)

- PE Teacher has been hired. Coach Dillon went to CSUN played baseball is highly qualified.
- Music Teacher has been hired. She is with each class once a week and travels from room to room. She will be having the kids perform for President's Day. She is also interested in having the kids perform at a larger venue later. She will be finding out logistics and will get back to Alina.
- Media Specialist have been interviewing and will be hiring
- Campus Supervisor will be interviewing next week
  
- How to communicate with Alina. Email works well . If you need an in person meeting schedule with Edna.
- In regards to classroom problems first talk to the teacher. If problem stays unresolved then go to Alina, but know that the teacher will be involved in this process.
  
- Parent Teacher conferences are next week. There is a shift in Report Cards. Biggest shift is in 4<sup>th</sup> and 5<sup>th</sup> grades. No longer get letter grades. Now it is a tandards based report on a 3 point scale. Question regarding honors ...reply was he teachers know who should be placed in honors and the Report Card must reflect Meets all Standards
  
- Modernizing the library.
  
- Breakfast Program has about 40 children eating there now. Would like to see ealthier choices.
  
- The election results were rough on the teachers. Some are fearing the climate that s coming. At the ELD meeting Alina only had 6 people join compared to last year with 50. Good new is that the Bilingual Education Proposition passed.
  
- Jenn Hill said Dia de los Muertos was amazing . Her kids loved it. Many positive omments regarding the event and the activities. Big thank you to Edna and her team of parents!

## 6. Board Member updates

### a) VP fundraising – Megan Glynn

i.) Family Movie Night was big success. Had about 200 people. Paid for itself with candy/popcorn sales with a surplus for next movie. Would like to have at least one or two more.

ii.) Kick Off update- budget surplus revenue so far. We have had Fall Festival, Gift Wrap, Direct Donation. All are tracking well. Will be having 1<sup>st</sup> Jog-a-thon meeting next Thursday. The Jog-a-thon is March 24<sup>th</sup>. We will not be doing the Walk of Fame this year. We need hardscaper.

iii.) Family Moon Hike next Monday. So far 35 signed up have space for 60.

### b) Voyager Kim Erwin

i.) Sponsorship update – made \$1547.10 in sponsorship so far budget is \$2000.00

ii.) Communication- subcommittee met (Kim, Howard, Megan, Kristin and Jenn K). Reason for committee is to limit the amount of correspondence that goes out each week. Twice a week was decided. Tuesday the Voyager goes out (have draft to Kim or Lisa by Thursday-

Sunday). ParentSquare goes out Thursday after 5:00 . If something needs to go out another time on Parent Square you can send as a Silent Post . Howard will teach us how.

- Jenn Hill asked about Peach Jar . That is mainly correspondence from the District. We can use it but we don't use very often. Kim should add the Peach Jar to her Correspondence Handout.
- Mary K recommended that should coordinate with Howard. If you send something to the Voyager should also send to Howard.

## **7. Committee Chair Reports**

- a) Gift Wrap Vincent Gonzales Grossed \$13,000.00 we get 50% of gift wrap and 40% of house hold goods. Our net will be just shy of \$6000.00. The only expense incurred was \$75.00 for the Teacher Basket. Items will be shipped by December 9<sup>th</sup>. Special thanks to Heather.
- b) Fall Festival Mary Kusnier Grossed \$7000.00 netted \$6000.00. The Derby was amazing, the slime and the marshmallow shooters were new and fun. Play Destination was very generous, how long can we run add? Megan said we should get a zeroed out invoice and figure out the advertising it is worth. We need to get the receipt from Nothing but Bundt for \$96.00. Lynn owes a little \$ for pumpkins.
- c) Book Fair – Jen Tarbet Book Fair will be at Barnes and Noble on Decmeber 2<sup>nd</sup> 6:00-8:00 . Last year this event made \$800.00. Still in need of 4 more teacher wish lists. So far Stein, Duim, and Lorch have said they will be there. Hot chocolate, cookies and free gift wrapping (from 6:00-9:00) will be offered. Kim Erwin volunteered to be at the Gift Wrap table. Jenn will be putting out posters and will post it in next weeks Voyager. Kim Erwin will make Homework passes.
- d) Afterschool Enrichment – Howard Schlossberg sent out a poll regarding the classes that have been offered. Still waiting on responses. Some of the responses were that it was too expensive. Heather's children liked the Ultimate Sports and the Hip-Hop. Wood Shop and Chess were well received. PFA is supposed to get 5%

## **8. Official Close of Meeting – Kristin 8:18 p.m.**