

Sumac PFA Meeting Minutes

March 1, 2017

1. Meeting called to order 7:08pm – Kristin Luebke

In attendance: Kim Erwin, Alina Silvestre, Abby Gennet, Megan Glynn, Judith Sandoval, Michelle Meehan, Joy Espin, Jennifer Tarbet, Angie Shain, Catrine Brown, Howard Schlossberg, Vincent Gonzales, Jenn Kurtz, Lisa Nilsen, Kristin Luebke, Tina Johnson, Sheri Given

2. Approval of February Minutes: not done – will be done at 4/4 mtg

3. Accounting Report: Savings account balance \$59,454.22

- a. Kristin inquired about any issues ie: pending payments, closing extra PayPal accounts. Nothing currently outstanding. Many of the pending direct donation installment payments have been brought current, with the exception of a few who have not responded. Unidentified B of A check for \$333 was identified as a company match.
- b. Confirmed that thank you notes are current and continuing.

4. Principal's Report - Alina

- a. 2nd trimester winding down, teachers are doing evaluations and report cards. Conferences are coming up March 16th and 17th, with all report cards coming home on the 17th.
- b. Black history month is over – was celebrated with hallway art, morning music, and intro to STEM black American on morning announcements
- c. March is Women in History month – female musical artists will be featured on the morning music, 4th and 5th grade girls will do presentations at the end of the month.
- d. She will not be returning next year, but is excited for the upcoming programs that will take place before the end of this year: Jog-a-Thon, multi-cultural fair

5. President's report – Tina & Kristin

- a. Request from Spanish Intervention/Dual Teachers for \$2,000 to buy new native Spanish language books for library to promote Spanish literacy.
 - i. Current library stock is 15,000 English books and 600 Spanish language books.
 - ii. Discussion re: where in budget to pull from. Library has \$4k budget, but is largely spent on items that have not hit yet (reading counts, library maintenance, etc.), and needs to be spent for the good of ALL students, not only Dual.
 - iii. Recommendation from Tina that books be purchased from LSTEM budget (currently \$5k open)
 - iv. Judy Sandoval spoke about building literacy through reading on lexile level.
 - v. Alina discussed purchases that have been made to date.
 - vi. Vincent expressed concern about the district's support and who would be in charge of selection. Tina in her district position would have final approval, but

would defer to teachers and reading specialists for to place the order. She just wants the books to be shelf-ready upon arrival. Current vendors do not meet our needs – she has found Lectorum, which is recommended by Judy Sandoval as a vendor whose books are in an authentic voice, not a translation of English language books.

- vii. Sheri - Spanish books are more expensive than English books (approx. \$20 per book)
 - viii. Long-term plan is to keep \$2k line item on budget to continue improving stock.
 - ix. Vincent also concerned about follow-through. Judy & Sheri said desire is strong enough that there should be no concerns about follow-through.
 - x. Jenn K suggested she could reach out to Kate Howard (was active in starting dual program).
 - xi. **Vincent moved to approve \$4,000 from LSTEM budget, seconded by Jenn K, approved by all.**
- b. Introduction of Openings on Board for 2017-2018 School year – Vincent shared proposal for board restructure (attached).
- i. Goal: revise bylaws to establish a smaller executive board. Current planogram has 9 voting positions. Looking to bring in non-board members for review. Many open positions coming up from 5th grade parents (Mary, Jen T, Erin), and other board members not returning. Basic idea is to shrink executive board to give each more direct responsibility with event chairs/coordinators who have more autonomy reporting to them. Smaller commitment = easier ask.
 - ii. Will bring specific bylaws revision proposal to April meeting.
- c. 2020 Vision Meeting Postponed, to take place after confirmation of new principal
- i. Decision based on timing, will now happen when both Alina and Liberty can be involved, ideally before Spring Break. Liberty should be approved by 3/15.
 - ii. Catrine inquired about district overall plan for the school. Will district representatives be in attendance at 2020 meeting? What will their role be: driver or passenger?
 - iii. Alina expressed desire for Sumac parents to be the driving force in the future of the school. Recommended establishing pillars and priorities at the vision meeting to maximize strengths.
- d. Superintendent Meeting Update:
- i. *Whole Child Committee* – LVUSD initiative to address mental health of kids. Kids are over-worked and overwhelmed by not enough hours in the day. New committee forming to address teaching the whole child and being mindful of all needs (school, sports, family time, etc.)
 - ii. *State Budget*: we get \$104 per child but are losing \$189 per child.
 - iii. *API Index*: new system to replace it coming within next two weeks
 - iv. *Local Crime*: neighborhood crime has increased recently, specifically “knock knock” burglaries – especially dangerous for kids home alone who have been instructed to not answer the door. Ring doorbell recommended.
- e. Calendar/Budget Meeting Date Reminder: June 5, 5pm at Tina’s

- f. Friday Morning Recap/Coffee & Conversations 8:30am 3/3 – will be hosted by Kristin & Alina. PFA board member attendance desired.

6. Board Member Updates

- a. VP Fundraising – Megan
 - i. Jog-a-thon: Kick-off is Monday 3/6, please promote parent attendance at event 3/24
 - ii. Silent Auction/Open House 5/25: Laleh Mohajerani is chairing again – she has begun committee action
- b. Parliamentarian – Vincent
 - i. Need volunteers for revision committee – looking to vote at 4/4 meeting
 - ii. 2017-2018 Election – ballots will go home end of April. Official request to those interested in exec position will be sent late March/early April. Aforementioned new structure discussed.

7. Committee Chair Reports

- a. Parents Weekend – Jen Tarbet & Kim Erwin
 - i. Great feedback on events, approx. \$2,900 net income

8. New Business

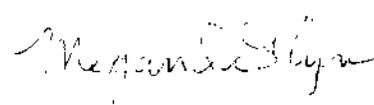
- a. Jenn K. GREAT RACE: we need more registrants, as we only get the incentives if we have about 150 racers (it's based on dollar amount brought in, so number depends on which races, dates of entry, etc.). Incentives include: banner in front of school, teacher participation, photo in Acorn of kids wearing Great Race tshirts, etc.
- b. Jenn K. Staff Appreciation: Need volunteers for door decorating – may defer to room parents
- c. Angie: need approval to spend recess supply budget (\$100) on front office supplies, since recess supplies were paid for by Labels for Education (approved)
- d. Mary (via text): pricing for yearbook ads – approval required? No
- e. Abby Gennet (parent attendee): raised concerns about having a dual coordinator since Alina & her passion for the program are leaving and VC curriculum rep (Anna) is no longer working with us. Will Liberty have the same passion? Alina suggested showing PFA support by putting it in the budget. District will not pay for it. Suggestion made for parents to inquire at district level to show it's a priority to us.

9. Meeting adjourned 8:55pm

SIGNIN 3/1/17

Kim F... 

Alina Silvestre

Megan Elynn  Megan Elynn

4884 GENNET 

Judith Sandoval



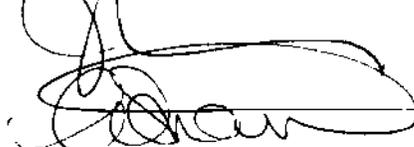
Michelle Meehan



Joy Espin



Jennifer Tarbet



Angie Shacu



Catrine Brown



Howard Schlossberg



Vincent Gonzales

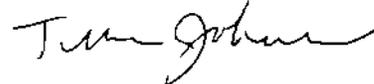


Jeri Kurtz

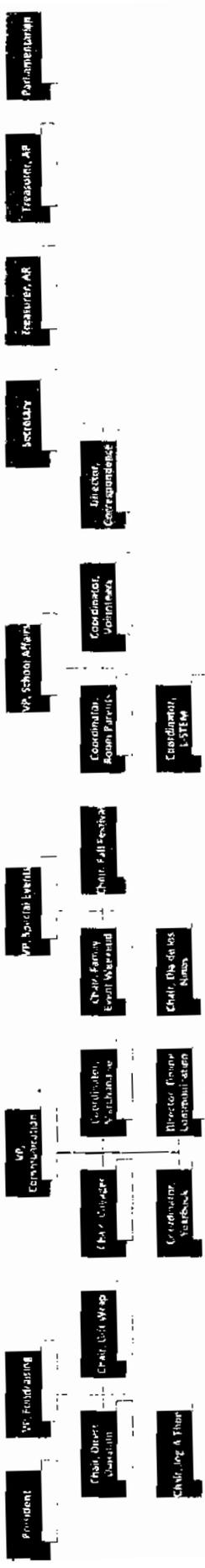


Lisa Nilson

Kristin Luebke



Tim Johnson





SUMAC L-STEM
ELEMENTARY
Parent Faculty Association

PFA Meeting
March 1st, 2017
Sumac Staff Lounge
7:00 pm

Open Meeting – “I alone cannot change the world, but I can cast a stone across the waters to create many ripples” – Mother Teresa

- 1) **Vote on Minutes from February**
- 2) **Accounting Report**
 - a) **Angie Shain/Catrine Brown –**
 - i) **Bank Account Balance – Formal record of #s**
- 3) **Principal’s Report - Alina**
- 4) **President’s Report – Tina and Kristin**
 - a) **Request from Spanish Intervention/Dual Teachers- \$2000 for books to support/supplement Spanish Literacy**
 - b) **Introduction of Openings on Board for 2017-18 School Year**
 - i) **Introduce Vincent to share proposal for restructuring of board positions**
 - c) **20/20 Vision Meeting Postponed – Will happen after confirmation of new principal, Liberty Logan**
 - d) **Whole Child Committee – LVUSD Initiative**
 - e) **Superintendent Meeting Update – February**
 - f) **Calendar/Budget Meeting Date Reminder**
 - g) **Friday Morning Recap (Coffee and Conversations) – Hosted by Kristin and Alina as well as any available PFA members 8:30 AM Library**
- 5) **Board Member Updates**
 - a) **VP Fundraising – Megan**
 - i) **Jog-a-thon**
 - ii) **Silent Auction/Open House**
 - b) **Parliamentarian – Vincent Gonzales**
 - i) **By-Laws Update – Committee named**
 - ii) **Election Dates – End of April Ballots sent home**
- 6) **Committee Chair Reports**
 - a) **Passive Fundraising – Jennifer Hill**
 - b) **Family Weekend – Jen Tarbet and Kim Erwin – EXCELLENT EVENTS!!!!**
- 7) **Principal’s Report – Alina**
- 8) **Proposed items for next meeting or any open business**
- 9) **15 Minute Q&A for parents**
- 10) **Official Close of Meeting – Thank you from your Co-Presidents, Tina and Kristin!**

Sumac Elementary School Parent Faculty Association

BUDGET VS. ACTUALS: 2016-2017 - FY17 P&L

August 2016 - July 2017

	TOTAL		
	ACTUAL	BUDGET	REMAINING
REVENUE			
Art Cards		1,500.00	1,500.00
Book Fair All	608.14	1,000.00	391.86
Change Challenge	1,046.37		-1,046.37
Company Match	3,166.72	3,000.00	-166.72
Direct Donation	45,592.80	35,000.00	-10,592.80
Direct Donation Expenses	-2,962.20		2,962.20
Direct Donation Service/Fee	-630.04		630.04
Total Direct Donation	42,000.56	35,000.00	-7,000.56
Fall Festival	5,797.50	5,000.00	-797.50
Fall Festival Bank Fees	-39.17		39.17
Fall Festival Derby	145.00		-145.00
Fall Festival Expenses	-2,056.25		2,056.25
Fall Festival Food	751.25		-751.25
Fall Festival Raffle	235.00		-235.00
Fall Festival Vendors	288.60		-288.60
Total Fall Festival	5,121.93	5,000.00	-121.93
Family Field Day		1,500.00	1,500.00
Family Nights	842.50	1,000.00	157.50
Family Night Expenses	-270.73		270.73
Family Nights Bank Service Fees	-3.34		3.34
Total Family Nights	568.43	1,000.00	431.57
Food Nights	264.04	1,200.00	935.96
Gift Wrap	6,082.50	5,000.00	-1,082.50
Gift Wrap Expenses	-913.12		913.12
Total Gift Wrap	5,169.38	5,000.00	-169.38
Grants	200.00	5,000.00	4,800.00
Great Race of Agoura		1,000.00	1,000.00
Grocery/Script	732.14	1,000.00	267.86
Jog-a-thon		30,000.00	30,000.00
Jog-a-thon Donation	100.00		-100.00
Jog-a-thon expenses	-1,993.35		1,993.35
Jog-A-Thon Service Fee	-95.04		95.04
Jog-a-thon Sponsor	4,750.00		-4,750.00
Total Jog-a-thon	2,761.61	30,000.00	27,238.39
Mom/Dad Event		2,000.00	2,000.00
Daddy-Daughter Dance Tickets	4,520.00		-4,520.00
Daddy/Daughter Expenses	-2,566.91		2,566.91
Mom and Dad Events Service Fee	-57.33		57.33
Mother-Son Sports Day Tickets	1,725.00		-1,725.00
Mother/Son Expenses	-717.95		717.95
Total Mom/Dad Event	2,902.61	2,000.00	-902.61

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Other Primary Revenue		0.00	0.00
Passive	560.43	1,000.00	439.57
Retail (Target, Conejo, etc)	427.35	500.00	72.65
School Pictures	836.80	500.00	-336.80
Silent Auction		10,000.00	10,000.00
Sumac Apparel	1,480.00	500.00	-980.00
Sumac Apparel Service/Fee	-1,239.57		1,239.57
Total Sumac Apparel	240.43	500.00	259.57
Sumac Giving Tree	10,000.00	10,000.00	0.00
Talent Show		500.00	500.00
Voyager - Directory Ads	1,629.00	2,000.00	371.00
Voyager - Bank Fees	-6.90		6.90
Total Voyager - Directory Ads	1,622.10	2,000.00	377.90
Walk of Fame - Bricks		0.00	0.00
Yearbook	1,550.00	1,200.00	-350.00
Yearbook Fee	-16.65		16.65
Total Yearbook	1,533.35	1,200.00	-333.35
Total Revenue	\$79,782.59	\$119,400.00	\$39,637.41
GROSS PROFIT	\$79,782.59	\$119,400.00	\$39,637.41
EXPENDITURES			
Accounting	1,365.00	1,365.00	0.00
Art/Science Engineering Supplies	2,889.77	5,000.00	2,110.23
Art/Science Salary	20,464.79	47,000.00	26,535.21
Assemblies		4,000.00	4,000.00
Beautification		1,115.00	1,115.00
Classroom Funds		0.00	0.00
Andrew		400.00	400.00
Argano		400.00	400.00
Birkett		400.00	400.00
Burns	200.00	400.00	200.00
Carsillo		400.00	400.00
Castillo	361.97	400.00	38.03
Crisman	400.00	400.00	0.00
Diaz	400.00	400.00	0.00
Duum	400.00	400.00	0.00
Frank	350.82	400.00	0.00
Given		400.00	49.18
Goss	247.69	400.00	400.00
Heavner		400.00	152.31
Hewitt		400.00	400.00
LaFazia	328.32	400.00	400.00
Levine		400.00	71.68
Lorch	392.30	400.00	400.00
Poretz	287.63	400.00	7.70
Rasmussen	400.00	400.00	112.37
Sandoval		400.00	0.00
Seideman	400.00	400.00	400.00
Stein	66.04	400.00	0.00
	400.00	400.00	333.96
			0.00

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Student Council	24.75	100.00	75.25
Tally	311.97	400.00	88.03
Total Classroom Funds	4,971.49	9,300.00	4,328.51
Hospitality/Teacher Appreciation		874.00	874.00
Insurance	370.00	385.00	15.00
Janitorial Supplies		400.00	400.00
Library Salary	2,318.44	10,000.00	7,681.56
Library Supplies	347.04	4,000.00	3,652.96
LSTEM		5,000.00	5,000.00
Music Salary	4,442.20	16,250.00	11,807.80
Music Supplies	90.44	1,000.00	909.56
Operating Supplies	1,858.14	2,185.00	326.86
PE Salary	3,398.39	20,000.00	16,601.61
PE Supplies		1,000.00	1,000.00
Principal Fund	205.27	1,000.00	794.73
Recess Supplies		500.00	500.00
Technology	299.00	5,000.00	4,701.00
Treasurer Audit		1,000.00	1,000.00
Total Expenditures	\$43,019.97	\$136,374.00	\$93,354.03
NET OPERATING REVENUE	\$36,742.62	\$ -18,974.00	\$ -53,716.62
OTHER REVENUE			
Interest Earned	6.06		-6.06
Total Other Revenue	\$6.06	\$0.00	\$ -6.06
OTHER EXPENDITURES			
Reconciliation Discrepancies	0.00		0.00
Total Other Expenditures	\$0.00	\$0.00	\$0.00
NET OTHER REVENUE	\$6.06	\$0.00	\$ -6.06
NET REVENUE	\$36,748.68	\$ -18,974.00	\$ -53,722.68

