



PFA Meeting  
Sept. 7, 2017  
Sumac Staff Lounge  
7:00 pm

Open Meeting – “Be willing to be a beginner every single morning.” – Meister Eckhart

In Attendance: Kristin Luebke, Megan Glynn, Mike Laxner, Vincent Gonzales, Caroline Bogaus, Mel Spence, Angie Shain, Catrine Brown, Kim Erwin, Vanessa Hernandez, Robyn Lorch, Liberty Logan, Shwetha Pallemo

**1) Welcome to our 2017-18 School Year! Great Start! New Beginnings!**  
Meeting called to order 7:05 Kristin

**2) Accounting Report**

a) Angie Shain/Catrine Brown –

i) Bank Account Balance – Formal record of #s (Checking and Savings)  
checking \$198060.42  
Savings \$59,472.20

ii) Question regarding budget – Is our budget OVER or UNDER budget?  
Fundraising budget is under .

Remind teachers they have \$400

Megan will submit weekly expenses. Do not want to write big checks to PFA

**3) Principal's Report – Liberty**

K12 dual language task force. Build connections with Lindero Canyon and Agoura Hills High school. So the dual continues. Student 360 Making connections for Lifelong success. Be mindful in our actions.

District will be having Coffee and Conversations regarding *Book How to Raise and Adult*.

Working on Website

Instagram account

Sumac\_Istem

Kindness Trees in classrooms and character honors and Kindness ambassadors

Library has new floor and paint

Classroom libraries have 200 titles per class variety of reading levels from funds from a grant for Title 1 schools

**4) President's Report – Kristin**

a) Agenda items moving forward

1 week prior to meeting send supporting documents so we have it all in 1 place  
Reach out to community to promote Pumpkin Palooza.  
Tomorrow Coffee and Conversations

i) Along with submitting your agenda item, please provide supporting documents will all requests 1 week prior to meeting

ii) All hands on deck for supporting our BIG budget fundraiser in October

b) Friday Morning Recap (Coffee and Conversations) – Hosted by Kristin and Liberty as well as any available PFA members 8:30 AM Library

## 5) PFA Board Member Updates

a) VP Fundraising – Megan

i) Direct Donation Update

\$36,875.00 from 78 families 3 weeks left with active campaign

Budget states net goal is \$35,000

Teachers have incentive prizes

ii) Pumpkinpalooza 50 lawn signs for parents and teachers, printing 8 banners for TO and Kanan, Parkway Calabasas, Pierce Brothers, Brookside, find where soccer is played. Putting signs in every school and post office, doorsteps, bulletin boards, \$1000 sponsor 1<sup>st</sup> grade family, parent wine distributor, Vincent says Tavern 101 will Sponsor, ask Lady Face for kegs, Parents give of time and get free entrance Miss Teen Competition, National League of Young Men, would like to have a group own the Pumpkin Derby. Need group vote for MC \$250-300 Port-a-pottys \$

iii) Chairs/Coordinators –

We have openings looking for a couple people Box Tops, Art Cards, Passive Fundraiser Coordinator

Howard will do Food Nights

Shwetha will do Passive Fundraiser

December 1<sup>st</sup> Book Fair

b) VP Special Events – Jenn K

i) Kick-off Re-cap

Kick Off went well hard to tell how many people attended. Pizza sales way down

18 boxes left over

Liked opening it up early

Had 4 Ultimate Donors that paid \$1200.00

Guard Rails were great. District was very helpful with those. Sharmy had a lot of afterschool vendors show up.

ii) Chairs/Coordinators – We have openings

Family Weekend

Dia deLos Ninos

Need help in library

We have extra books (10 boxes?) to ship to schools to Texas and have our kids write letters

PFA closet needs to be organized

Any committees please give information to Treasurers so that our needs are aware

Movie nights kids voted on movies

c) VP School Affairs – Mel Spence

i) After School Programming – Possible rate increase

only have 48 kids signed up for afterschool need to cancel 10 classes need 7 – 9 per class. We have traditionally had a problem with filling afterschool classes. It is expensive

ii) Teacher Liaison? Here at meeting Lorch, Birkett, and Clifford Eliana and Frank will flip flop meetings

There is Room Parent Meeting on Wednesday , TB screening , confidentiality,

iii) Chairs/Coordinators – We have openings

d) VP Communications/Marketing

Voyager Monthly – Newsletter seemed redundant to have it and ParentSquare correspondence

Rue recommends we send our Website to Word Press site, he says he will do it. Megan came up with a preliminary site map. Word Press is free, there is a cost for domain name send feedback within next week

Apparel placed yesterday Sept 18 we should get it

i) New communications schedule, guidelines, timeline

ii) Website recommendations

iii) Apparel Sales iv) Chairs/Coordinators – We have openings

We plan on ordering throughout year, but there might be a set up fee. We sold out of a lot of items. Exceeded Budget not a huge profit but great for school spirit . Spirit day is every Friday

Need Year Book coordinator – but Joel will do most the work  
5<sup>th</sup> grade pages same price point

Family Steam Night with Carol Mallet?

e) Parliamentarian

i) Gift Wrap Update

Contract is done letter is approved starts on Oct 6th runs for 2 weeks delivery the week after Thanksgiving  
Pigs is the theme

f) Secretary – Caroline Bogeaus

i) Change in role for this year

ii) Proposal for thank you notes/letters this year. Caroline wants Thank you letters to go out monthly. Megan said she will communicate with Caroline regarding this.

Talk to Megan Glynn

**6)** Proposed items for next meeting or any open business

Megan incorporate what teachers need Staff Report  
Send out notice for parents to fill our questions or concerns  
Catrine says we should know what chairs are open

**7)** 15 Minute Q&A for parents

Carnival is this weekend  
Boyscout sent letter for donation to build/repair firepits at King Gillete Ranch  
5<sup>th</sup> Grade should talk about doing a fundraiser for

**8)** Official Close of Meeting

8:35 pm Kristen and Vincent moved to adjourn meeting