**Arroyo Elementary School**

**PTA General Meeting**

**November 15, 2016**

**Minutes**

**Call to Order:** Tina Krudwig called the meeting to order at 7:04 pm in the PTA room.

**Pledge of Allegiance:** Jennifer Labrado led the pledge of allegiance.

**Review of February Minutes:** Amy Kassardjian – The minutes of the October meeting were presented.

**Executive Board Report:**

**Fall Fundraiser:** Jamie Warren

* Thanked everyone for donations.
* Still waiting on vendor money to come in from Mustang Mamas but expecting with that money it will have raised the $5,000 expected.
* Thankful for all the support of room moms during Arroyo Olympics.
* Raffle will be held on Friday.
* Sponsors and Mustang Club will all be recognized in the Directory.
* Tina Krudwig and Amy Jones both thanked the Committee for their work on the Fall Fundraiser.

**Financial Report:**Kelly Mills

Kelly presented the financial report and the summary of checks #12182 through #12244 to be ratified from the period of September 22, 2016 to November 15, 2016. Karen Demeter made a motion to ratify checks as submitted and Jennifer Wilson seconded the motion. **Motion carried.**

Michelle Ciecek moved to approve the transfer of funds from the Money Plus account to checking account. Michelle Mancini seconded the motion. **Motion carried**.

Tamar Dorna moved to approve the release of funds for all necessary and budgeted items through January 17, 2017. Michelle Ciecek seconded the motion. **Motion carried**.

Rebecca Holz moved to approve the transfer of funds from the Money Plus account to checking account though January 17, 2017. Jennifer Wilson seconded the motion. **Motion carried**.

Rebecca Holz suggested the possibility of putting sponsors information on the back of the student folders next year to offset the cost.

Amy Jones noted that ipads and computers have been purchased.

The issue of bank fees was brought up and it was noted that the credit card fee was a deterrent for some to donate online. There has been a committee formed to address the web site.

**Principal Report:** Amy Jones

Thanked the Fall Fundraiser Committee for all their hard work.

Thanked Natalie Khairallah for an upcoming staff luncheon.

Thanked Jamie Bauer for her work on the Writing Celebration. It has taken on a new format this year. All students are celebrated as authors: it is split K-2 and 3-5. Stacey Duff noted that her students felt validated by the experience.

Thanked Christy Kimlin for heading up the Arroyo booth at Dino Dash.

3-5th grades have just had their interim assessments.

Arroyo received a $4,000 grant for the Maker Space.

Sue Monarch will be retiring on December 16th after 18 years. She will be celebrated with flowers, a gift and a brick. Amy will be interviewing and hiring for her position which will actually become 2 positions: office clerk and health clerk.

Amy shared 4 different mission statements with the group to be voted on.

The blacktop may be occurring over Christmas break rather than Thanksgiving break as originally planned.

The playground is slated to be redone in the 2018-19 school year. Rebecca Holz mentioned that there will be “fund a need” at the Spring Fundraiser for any extra needs the playground has such as shade.

**Teacher Report**: Stacey Duff

Noted how good it is for everyone that construction is complete and the campus is now open.

Teachers would like to be included in the budget discussion of how the $24,000 for the connect coach is spent.

**President Report:** Tina Krudwig

* Thank you to Kate Dearstyne and Erin Holden for an amazing and successful book fair.
* Thank you to Natalie Khairallah for food at the Arroyo Olympics and upcoming luncheon.
* Thank you to Elfie Simon and Cathy Hess for a great Red Ribbon week.
* The Superintendant is having a “brown bag” lunch coming up and Rebecca Holz volunteered to attend.
* November 18th is the deadline to get PTA membership in.
* The directory will be ready after spring break.
* There was a meeting regarding the web site and included Tina Krudwig, Robin Ganahl, Julie Weaver, Michelle Mancini, and Nathan Smith.
* Working on making the PTA room comfortable and functional. A list of needs for the PTA room is being generated and donations will be requested.

**Executive Board Reports:**

**Parliamentarian:** Jennifer Labrado

* In January the nominations committee will be approved and will include 5 members and 3 alternates.
* The PTA positions will be advertised with position descriptions and time commitments prior to nominations.
* The Board will approve the new slate in March.

**Spring Fundraiser:** Rebecca Holz

* Fund A Need will be used in part to supplement the playground development and will be determined after meeting with the District regarding plans.
* Wants to create a fluid list of school needs to fund with excess funds. This could also be put up on the web site.
* The venue is The 1912 in Santa Ana and will be on March 25th.
* There will be a cash bar.
* 24 Carrot will be doing the food.
* There will be a new auctioneer this year.
* Michelle Mancini moved to approve the use of $21,000 for the Spring Fundraiser to be spent on: food and beverage, auctioneer, furniture rentals, A/V, DJ, venue, and training on the fundraising web site. Michelle Ciecek seconded the motion. **Motion carried**.
* There will be 80-100 silent auction items this year. Going for quality over quantity this year to raise more money.
* Will speak with teachers regarding group events to bid on rather than individual or couple events.

**Auditor:** Karen Demeter

* Erin Holden will be taking over the auditor position.
* Thanked Jennifer Wilson and Erika Hodge for their hard work.
* Reminded everyone to keep up good habits such as having proper backup and authorizations and keeping up the deposit log.
* Kate Dearstyne moved to adopt the audit report. Tamar Dorna seconded the motion. **Motion carried**.

**Committee Reports**

**Green Initiatives/Book Fair:** Kate Dearstyne

* $20,000 of merchandise was sold and Arroyo will receive $3720 cash back.
* Sales were slightly down compared to last year and it is possibly due to not having it open during parent/teacher conference week.
* Thank you to Erin Holden for her help during the book fair.
* Thank you to all the volunteers that helped throughout the week.
* The recycling brought in $450 in the first round of collection
* The next 2 collection dates are November 30th and December 14th.

**Maker Space:** Michelle Ciecek

* A flyer went out asking for donations: household recyclables.
* 10 large trash bins on wheels have been purchased for sorting collected materials.
* 1st collection is November 29th and Erin Holden and Tamar Dorna will be helping with that at the back gate. They will both provide feedback regarding the process.
* The next collection will be December 13th.
* The cardboard and wrapping paper will also appear on subsequent lists after the holidays.
* The space will start with design challenges that are low tech and support standards and science that is already being worked on in the classroom.
* There are dash and dot robots that can be programmed using the ipad.
* Michelle will be looking into Trash for Teachers which sets up Maker Spaces.
* Local schools with Maker Spaces will also be contacted for tours.
* The space is targeted to be ready in January.
* The next meeting is November 28th at 6 pm.
* Michelle will be working on the space on November 21st during the break and all are welcome to come help.
* Email Michelle if interested in participating on the committee.

**Friday Newsletter:** Sophia Davalos

* Submit items for the newsletter in PDF or JPEG format only and formatted ready to be published.
* When submitting state when it should be posted.
* A new deadline was agreed upon: submit items the Friday by 5 pm before the email they are to be included in.

**Adjournment**

Meeting was adjourned at 9:03 pm

Respectfully Submitted,

Amy Kassardjian, Recording Secretary