

# Willett PTA Board Meeting Minutes for September 19th, 2017

Date: September 19, 2017

Natalia Baltazar, President, called the Executive Board Meeting of the Willett PTA to order at 7:05 pm in the Willett Teacher's Lounge.

## Principal's Report - Heidi Perry

- Kim Foerester is the Staff Rep. for PTA, but could not be in attendance tonight.
- There is a new ELA/ELL adoption this year- Benchmark. Teachers have been working all summer and since school has started to plan.
- 4th-6<sup>th</sup> grade CAASPP scores will be mailed home this week.
- We had a great movie night earlier this month.
- The PTA chrome cart has arrived, but it is not set up yet. Julie has been working on distributing new laptops to teachers at both sites.
- The MPR now has air conditioning.
- Art with Judy has started - great lessons.
- Chorus has started as well. Monday and Wednesdays from 7:45-8:15
- Math Club is for 4th-6<sup>th</sup> graders in Ms. Cook's room, Mr. Millie will help since there are so many students.
- We have a new 5<sup>th</sup> Grade teacher, Chelsea Breckenridge.
- Jenny Hayes is teaching fourth grade science and two fifth grade classes of science.
- Maya Caldwell is the new full inclusion teacher.
- More noon supervisors are needed. Interested parties may apply through the district on edjoin.org.
- Special Ed needs a few more paras. We have subs in those positions now.
- A local church has started helping Willett with garden clean up. They will be here on October 8th to do a big cleanup of the gardens and campus.
- The PTA Garden shed has a rodent problem.
- Thank you to Jenny Canfield for her help with new parents at Peet's with the Principal earlier this month.

## President's Update - Natalia Baltazar

- The 2017-2018 year is off to a good start.
- Challenge Club will no longer be a school run function after losing LCFF funding, but could be relocated to Sycamore Park if parents would like to take on this program.
- GRAB is also no longer available as an after school drop in program, however the second grade teachers would like to run a reading program for students, open to students with permission slips from parents. There is room for 25 students.
- A parent asked about possibly having a drama club. Ms. Perry explained that after school clubs begin as a result of teacher interests, as they are donating their prep times to run these clubs. Currently we do not have a teacher interested in running a drama club.
- Davis School's Foundation presents the first ever Fall Music Fest. The event will be held on Friday, September 29<sup>th</sup> from 5:30-8:30 pm at the Davis Arts Center on their outdoor stage. Willett can earn 50% of the proceeds of our tickets. (*See attached*)

## Officers Reports

### Parliamentarian's Report - Jennifer Kryski

- Quorum
  - o 13 active PTA members or 7 executive board members makes a quorum

### Treasurer's Report - Michelle Agnew

- Review of check 2858 written in July
  - o The only check for July was for the movie screen for Family Movie Night
  - o Natalia Baltazar seeks a motion to approve check 2858
  - o Michelle Agnew motions.
  - o Ms. Perry seconds.
  - o Motion passes.
- Review of checks 2859-2867, written in August.
  - o Natalia Baltazar seeks a motion to approve checks 2859-2867
  - o Michelle Agnew motions.
  - o Jamima Wolk seconds.

- o Motion passes.
- Petty Cash Process
  - o The program coordinator will fill out a reimbursement request form for petty cash. (*See attached*)
  - o The Treasurer will issue a check to the event coordinator and send it with a photocopy of the check.
  - o After the event, the Coordinator will set aside the amount of petty cash that was taken out initially and sign/date the photocopy form that was sent with the original check. The petty cash and form will be deposited into the PTA safe.
  - o When the Financial Secretary and second counter do the deposit, they will sign and date the original photocopy to confirm the correct amount was returned. The original photocopy form will be returned to the Treasurer.
  - o Please submit these requests at least a week prior to your event.
  - o Natalia Baltazar seeks a motion to approve this process.
  - o Abby Koenig makes a motion.
  - o Carolyn Baker seconds.
  - o Motion passes.

Auditor's Report - Nicole Fleming

- Nicole Fleming has examined the financial records of the treasurer and finds them to be correct.
- Natalia Baltazar asks for a motion to approve the Auditor's Report.
- Ms. Perry motions.
- Michelle Agnew seconds.
- Motion passes.

Executive VP – Kiby Fuchslin (not in attendance but Natalia Baltazar shared her update.)

- The Paper Parade was successful. It was helpful to have longer shifts and few shift changes.
- Direct donation amounts are set at \$365 this year.
- Donations are up about \$4,000 so far this year.

First VP - Jamima Wolk

- Fundraising Update
  - o Jamima Wolk has sent PTA Officers a fundraising “ask” letter to use
  - o Parents who have a connection with local businesses can use this to help ask for support.

Secretary - Anne Monley

- Review on how to submit items to the agenda
  - o Anne Monley will ask for submissions to the agenda on the first Tuesday of each month.
  - o She will send out the agenda by the Friday preceding the PTA meeting.
  - o Anne Monley will include the previous month’s minutes with the agenda.

Financial Secretary - Carolyn Baker

- Review on how to submit a request for reimbursement
  - o Fill out a request for reimbursement form, including your home address and a copy of the receipts.
  - o Please do not email requests for Carolyn to fill out.

Parliamentarian – Jen Kryski

- RISE Program (Recycling is Simply Elementary) (See attached)
  - o The RISE coordinator position is looking for a new program lead, which involves helping to train the 6<sup>th</sup> graders with the lunchtime recycling program.
  - o Ideally this person would be present each day at lunchtime. There are also three meetings per year.
  - o There is a monthly stipend for this position and interested parties can apply with DJUSD on edjoin.org. (*See attached*)

Historian - Angela Pannier

- Event reports should go to Angela.
- What worked well, what didn’t

- There will be a google drive set up for the 2017-2018 for all this information to be saved in one spot.

#### Treasurer - Michelle Agnew

- Michelle presented the 2017-18 Budget (*see attached*)
- Challenge Club is still in the budget in case we end up having one and they need money for shirts
- “Fund-a-need” name has changed to keep it from being confused with grants.
- \$1600 not needed for Chorus this year as Ms. Perry was able to get a grant to cover this area.
- Kids in Motion money is still needed to buy supplies.
- Pool party was added for this year. This is not a fundraiser.
- Michelle Agnew moves to approve the budget.
- Ms. Perry seconds the motion.
- The motion passes.

#### Room Parent Assignments/New Families Report - Jenny Canfield

- Jenny Canfield has met with the Room Parents to explain the position.
- 4 classrooms are still looking for a Room Parent.
- New Families are nearly all added to Beehively.
- Peet’s with the Principal in early September was a great kick off for welcoming new families.

#### Movie Night Update - Pam Porter

- There was a good turn out at Movie Night and everything went smoothly.
- This year, we had pizza from Steve’s Pizza delivered instead of having a food vendor come out to sell food.
- Selling Snapple and Gatorade earned a good profit.
- Fun Flics will offer Willett a discount if we can reserve the 20’ screen early (this fall).

- Next year, it would be helpful to have a better system of keeping track of who has purchased tickets so that as families are checking in, organizers will know who has already paid.
- Also, next year, it would be helpful to know what time the sprinklers will come on so that we can be sure to have all equipment off the grass before the sprinklers come on- there is a large cleaning fee if anything gets wet.
- Movie Night brought in about \$1832 in profit this year.
- Geronimo (custodian) was given tickets to attend with his family and was paid to help during the event. The night custodian was also paid for his help.

Triple Crown/Auction Update - Angela

- Ticket sales are looking good.
- We can encourage teachers to attend. Their tickets are comped.

### Ad Hoc Items

- Active4me Update - Chrystal
  - We are matching North Davis so far in Active4me participation.
  - It could be nice to have a competition with them in October.
  - October 4th is “Walk to School Day.”
  - The Bike Rodeo will be on October 11th on the Willett campus.
    - Looking for volunteers to run stations and help with helmet fittings.
    - This will be from 1:30-3:30 and is specifically focused on the K-3rd grades.
  - “Learn to Drive your Bike” on October 25th at 1:30pm
    - This event is focused on 4th-6th grades.
    - Students will go off campus to practice four-way intersections and crossing Covell.
    - Permission slips will be sent home soon.
- Davis Parent University - Abby Koenig
  - Michele Borba, Ed.D will present on her book UnSelfie on Wednesday October 11th from 7-9 pm. (*See attached*)
- Natalia Baltazar calls the meeting to conclusion at 8:19 pm. Meeting adjourned.