

## **Center Street School – PTA General Assembly Meeting Minutes**

**When:** September 16, 2020

**Where:** Virtual Meeting

**Present:** (See Sign-In at end of minutes): Heather Sutherland, Lynda Carson, Elizabeth Magana Goldfarb, Katie Velardo, Marli Huie, Karen McAndrews, Martha Monahan, Nancy Cobb, Wendy Turk, Molly Reichle, Kelly Mularz, Laurie Berkowitz, Andrea Ennis, Shalee Tan, Victoria Stephen, David Froemke, Christina Frklic, Janet Boger, Amy Rilling Grant, Melissa Train, Susan Kigawa, Donna Scaltrito, Michael Drudzinki, Dieema Wheaton, Sandee Montrose, Chinazor Ezembaji, Nicole Mahoney, Heather Curtis, Ted Soo, Karisa Allen, Elina Garcia, din Kingston Gary, Avni Shah, Andy Bailey, Claire Bongiovanni

Meeting called to order at 6:33pm by Heather.

### **Shalee, Parliamentarian**

- Rules for virtual meeting:
  - Keep on mute
  - If you have a question, submit to chat. Send a message to everyone or to Shalee or Laurie to coordinate
  - Please have your name up on the screen to identify.
  - We have several items to vote on. Those voting must be a paid PTA member.
  - PTA follows Robert's Rules of Order
  - Voting is by general consensus, a yay or nay

**MOTION #1, Laurie: "I move to approve this PTA meeting on September 3, 2020 to be held virtually."**

**Seconded/No Discussion/Approved**

### **Martha, Principal Report**

- Sent out significant communication. Will go back to every two weeks.
- Very unusual start of year for all educators. Appreciate positivity and learning together.
- Kids are struggling right now. This is not the optimal way to learn, no one believes this is optimal. One thing that is important is to allow children to participate in struggle so they can do these things themselves. One of the positives of this experience is that our teachers have learned so much about technology and ways of teaching. When we come back into classroom, we will bring those techniques back into classroom, which will allow us to personalize experience for kids. When come back, Altitude and Seesaw will still be part of instruction. Important that all of us are learning these skills together. Thank you for your support.
- Working on building relationship right now. Share schedule with kids, once relationship, it's about building resilience to be on these virtual lessons for longer periods of time.
- I want screens to go away after we get out of this madness, except for when they're productive for our teaching. Right now we'll just have to struggle through and get our kids to be resilient. Look forward to time when we are back together.
- We are going to be handing out things in front of school. Tuesday recorders will be handed out to 3<sup>rd</sup> graders. There will be time. We are trying not to hand out packets to kids. However, if you know anyone that is having trouble printing, we can make sure we get that done for them.
- If you know of a family that is in need, contact me at any time. We do have resources for families in need. All kinds of families that have never been in need before are struggling now.

- We are looking for a couple more of school site council parents. We talk through budget, intervention and support for students who are struggling at school. It's a great thing to do. 1 meeting a month, usually after school on Thursdays.
- Welcome to new parents

#### **Nancy, School Board Report**

- Second everything from Dr. Monahan. Thank everyone and welcome back.
- We have more challenges than I've seen in my 5 years on the board. Glad that we have a very positive continuity and a major focus on pupil learning loss and specific strategies that we can address that. We understand that a lot of students need more help.
- Busy with district-wide projects. There are not as many projects at Center. However, shade structures are well underway and ADA paths of travel are under way. Now looking at plans for front drop-off. However, this is a years long process. Moving very quickly because they re-ordered a second bond issuance earlier than thought we would.
- There are a lot of rumors that we are behind schedule. There are some things behind schedule because COVID-19 affected supply chain. However, things are going quicker than originally projected they would go.
- It looks like we are going to be on hold for a while for in-person. However, do have permission to look at IEPs and some special education on campus. TLC is able to continue and may be able to continue. However, have to follow directives of County Board of Health
- We are focusing on district goals which are available on website. If you go to the site and click on About Us, you can scroll down to district goals.

#### **Lynda, Financial Secretary Report**

- We had receipts of \$2,130 and deposit of \$2,130 in June. In July we \$251.75 electronic deposit. In August, we had electronic deposit of \$361 from Totem memberships and Amazon Smile donation of \$190.80.

#### **Elizabeth, Treasurer Report**

**MOTION #2, Elizabeth: "In the month of June, I move to ratify checks 5165 – 5179 in the amount of \$15,431.17. No checks were written in July and August."**

#### **Seconded**

#### **Discussion:**

- **Voided 5 of those in the month of June, so the total was \$9,572.24.**

#### **Approved**

In month of July and August, we do not write any checks.

Checking account – June - \$88,095.80 start of month. Uncleared \$3,882.58. Register ending August \$86,650.00

Paypal count for month of June started with \$223.65. Uncleared transactions of \$14,000. Register ending balance was \$223.65. Month of July, checking account, uncleared transactions of \$7,233.21. Reg \$88,260.46. Paypal for July, \$14,000 for checking cleared. Balance \$200.65. Month of August, checking

account was uncleared checks of \$5,221. Ending balance \$86,650. Paypal account has very little activity over summer. Ending balance was \$414.45 on August 31.

**MOTION #3: Elizabeth, "I move to update the following budget line items: Spirit wear inventory \$500 total • volunteer appreciation event expense decreasing to \$100 • assemblies expense \$5,000 • field trip expense \$2,500 • parent-child night expense \$5,000 • playground supplies and repairs expense \$1,000 • teachers membership incentives \$16,000 • water bottles expense \$8,000 • art night expense \$5,000 • book fair income \$4,500 • membership dues income \$1,500"**

- **Seconded/No Discussion/Approved**

**MOTION #4, Elizabeth, I move to amend the following line item up to the budgeted amount. I amend the motion to include the items that were stated up to the 2020/2021 up to the budgeted amount."**

**Seconded/Discussion:**

- **Discussion – Field trip adjusted we we are not going. Water bottles being adjusted. Question on spirit wear inventory expense and confirmed it was total for the year was \$500. Spirit wear is not a fundraiser**

**Closed discussion, moved to a vote**

**APPROVED**

#### **Vicky, Jog-a-Thon Update**

- Will look different this year as it will be virtual. Adding tracking of activity minutes. It will be the same platform and sites in the past.
- Kicks off October 5, goes until October 23.
- Planning in-person handing out gift bag. Will include very cool water bottles and individual pedometers, branded dodge balls, lots of fun things in bag on October 15<sup>th</sup>, in-person.
- Still opportunity to raise money. Last year raised about \$79,000. This year looking at \$35,000. Incentives are being planned.

#### **Heather, President's Report**

- Calendar updates:
  - Jog-a-Thon coming
  - National Walk to School Day promotes kids to walk to school anytime to get them outside
  - At end of October, Red Ribbon Week. Virtual assembly planned with Blake Bradeis and parent night that evening
  - The theme this year for PTA is to think outside the box. Welcome any ideas, the chairs are very really creative
- Garden has suffered since we have not been able to be at school. Very fortunate to have a mom in town that has started a gardening company. Approached her and she has agreed to take care of the garden. She will harvest all fruit and vegetables and prepare for CASE. No virtual learning through it. The contract will be \$160 per month for hours not exceeding 15 hours per month.

**MOTION #5, Laurie: I move to approve the contract for garden maintenance for 20-21 with Meisha Collins.**

**Seconded**

**Discussion:**

- **What's the name of the name of the company? Contractor is Meisha Collins. She has an LLC.**
- **Two types of contracts that we deal with. If someone that is hiring someone to be involved with children or on campus when students are there, then we need to run the contract through principal and district and vetted and approve by school board. Because she is only coming on campus for maintenance, and PTA is agreeing to pay for that service, that is how that is going through us as opposed to the district.**
- **Discussion on payment process. Advising that if we know what the fee is, we offer a fiduciary agreement because she will be an employee. Would she write it as fiduciary with monthly payment? Pay her monthly, maybe in 3 month increments. Would do fiduciary agreement and make it so the funds max sent will be either returned or donated to another program. Need to be careful not to have any employees.**
- **Need to do a specific motion for total amount we will pay her.**

**Approved**

**MOTION #6: Shalee: I move to approve the garden payment through the end of the calendar year for the year of 2020 not to exceed \$1,600.**

**Seconded/No Discussion/Approved**

**MOTION #7: Elizabeth, "I make a motion to release the \$1,600 for garden expense"**

**Seconded/No Discussion/Approved**

- Co-host with ESMS a virtual forum with candidates for school board. Feel free to send any questions in.

**MOTION #8: Laurie, "I move to approve the CSS co-hosting with El Segundo middle school a virtual town house with school board candidates."**

**Seconded/No Discussion/Approved**

- Mary is doing Reflections. Theme is "I matter because..." All submissions must be turned in online. Information is in CSS newsletter and another posting will be up early next week. Deadline is October 23.
- Art night will be happening. Supplies will be picked up at school ahead of time. Any questions email at [artnight@csspta.com](mailto:artnight@csspta.com)

**Laurie, 1<sup>st</sup> VP (Leadership) Report**

- Would love any volunteers. Currently do not have any open positions. There are a lot of things we aren't doing this year. If there is anything that any of you would like to do, welcome to sign-up.

**Molly, Historian Report**

- No updates

**Andrea, Classroom Programs**

- Nutrition lesson has gone out this past week for all teachers TK-5. They should be implementing into curriculum at some point. Character counts program coming soon.

**Karen, Communications Chair**

- Reach out to [communications@csspta.com](mailto:communications@csspta.com) if you have any communications.
- Newsletter will go out once a month. Please let me know if you want anything included in that.

**Marli, Web Updates**

- If you would like anything posted, please reach out to me

**Wendy, Membership**

- 220 members as of tonight
- Reduced goal of membership to 250
- Raised \$1,131 from membership to date.
- This year's theme is "linked together". Even though we are not together physically, we are staying connected
- If anyone would like to help, reach out school email at [membership@csspta.com](mailto:membership@csspta.com)

**Kelly, Volunteer Coordinator**

- No current needs, but feel free to reach out if anyone needs volunteers.

**Katie, Recording Secretary**

- No changes to May minutes.
- May minutes are adopted as presented.

Heather: Adjourn meeting at 7:53pm.

Next meeting is October 14<sup>th</sup> at 6:30pm virtually.

**Excused Absence London Reber, Mary Cotrufo, Evelyn O'Donnell**



6:41

Close Chat

David Froemke -

From Lynda Carson to Everyone

Lynda Carson Financial Secretary

From Siena Goldfarb to Everyone

Elizabeth Magana Goldfarb, Treasurer

From Katie Velardo to Everyone

Katie Velardo, Recording Secretary

From Christina Frklic to Everyone

Christina Frklic

From Marli Huie to Everyone

Marli Huie, CSS PTA Web

From Janet Boger to Everyone

Janet Boger

From Tyler Grant to Everyone

Amy Rilling Grant

From Karen McAndrews to Everyone

Karen McAndrews, Communications

Send to: Everyone

Tap here to chat or tap a message to reply

Send

6:41

Close Chat

Karen McAndrews, Communications

From Martha Monahan to Everyone

Martha Monahan, Principal

From Jack Train to Everyone

Melissa Train

From Wendy Turk to Everyone

Wendy Turk, Membership

From Susan Kigawa to Everyone

Susan Kigawa, Room Parent for Mrs. Van Duzer's class.

From Molly Reichle to Everyone

Molly Reichle - Historian

From Kelly Mularz to Everyone

Kelly Mularz- Volunteer Coordinator

From Donna Scaltrito to Everyone

Donna Scaltrito teacher rep... third grade

From Kaden Kigawa to Everyone

Send to: Everyone

Tap here to chat or tap a message to reply

Send

6:41

Close Chat

From Donna Scaltrito to Everyone

Donna Scaltrito teacher rep... third grade

From Kaden Kigawa to Everyone

Michael Drudzinski

From Dieema Wheaton to Everyone

Dieema Wheaton

To Everyone

Laurie Berkowitz 1st VP

From Sandee Montrose to Everyone

Sandee Montrose

From Chinazor Ezembaji to Everyone

Chinazor Ezembaji

From Amanda Mahoney to Everyone

Nicole Mahoney

From Andrea Ennis to Everyone

Andrea Ennis - Classroom Programs

Send to: Everyone

Tap here to chat or tap a message to reply

Send

6:43

Close Chat

From Amanda Mahoney to Everyone

Nicole Mahoney

From Andrea Ennis to Everyone

Andrea Ennis - Classroom Programs

From Heather Curtis to Everyone

Heather Curtis

From Zayden Soo to Everyone

Ted Soo

From Karisa Allen to Everyone

Karisa Allen

From Kingston Gary to Everyone

Elina Garcia, din Kingston Gary

From Shalee Tan to Everyone

Shalee Tan - parliamentarian

From Victoria Stephen to Everyone

Victoria Stephen - Jogathon chair

Send to: Everyone

Tap here to chat or tap a message to reply

Send

6:53

Close Chat

From Zayden Soo to Everyone

Ted Soo

From Karisa Allen to Everyone

Karisa Allen

From Kingston Gary to Everyone

Elina Garcia, din Kingston Gary

From Shalee Tan to Everyone

Shalee Tan - parliamentarian

From Victoria Stephen to Everyone

Victoria Stephen - Jogathon chair

From Bowen Bailey to Everyone

Avni Shah, Andy Bailey

From Shalee Tan to me (Privately)

take screen shots to get another roll call. just in case

From Claire Bongiovanni to Everyone

Claire Bongiovanni

Send to: Everyone

Tap here to chat or tap a message to reply

Send