

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

**When:** January 20, 2021

**Where:** Virtual Meeting

**Present:** Heather Sutherland, katie Velardo, Wendy Turk, Andrea Ennis, Karen McAndrews, Heather Putnam, Sandee Montrose, Kelly Mularz, Dr. Martha Monahan, Dieema Wheaton, Shuna Skarin, Laurie Berkowitz, Kingston Gary, Shalee Tan, Molly Reiche, Elizabeth Magana, Janel Cendak, Jacob Gayer, London Reber, Heather Curtis

### **Opening Business**

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

**Motion #1: Laurie: "I move to approve the Executive Board meeting on January 20, 2021 to be held virtually."**

**Discussion: None**

**Seconded/No Discussion/Approved**

### **Audit Report, Heather Putnam**

- I have examined the financial records of the records of the treasurer of the CSS PTA and find them correct. We also did some looking into other record and found things that assisted previous auditing to correct them as well.
- Big kudos to Heather and Elizabeth for their amazing organization.

**MOTION #2 Laurie: I move to approve that Heather Putnam has examined the financial records from January 2020-June 2020 and finds them to be correct."**

**Seconded/No Discussion/Approved**

### **Principal Report, Martha**

- Looking for a porch parent to keep people from congregating at front of school. Hoping to find someone for each class
- Have CASP assessments for 3th-5<sup>th</sup> graders that state testing is planned
- Report cards may be different than expected; some may be stronger and some may be lower. They are working on intervention to make sure by next year there is no learning loss. Kids are resilient and trust that kids will be catching up
- Had El Segundo SWAT team at the school today to come through campus and look at layout in case there was ever an incident on campus. They will be ready if there is ever an incident on campus. New relationship. May be doing some tactical practices while the kids are not on campus
- Looking at circle driveway to make it safer. Upgrading library so looking at renderings. Chain link fence will be upgraded
- Thank you for the monthly treats

### **School Board Report, Dieema Wheaton**

- Update from the January 12 meeting. ED! Gave an update and said they reached half their goal with \$400,000. Summer Academy will be opening from June 14 – July 6. Adult Ed academy is up. Took a vote to pause in-person learning for TK-2<sup>nd</sup> until February 1, which came from the Los Angeles County Health order.
- Regular meetings are on YouTube
- Next meeting on January 26

### **Teacher Report, Sandee Montrose**

- Was a hybrid teacher and was great to have children to come back. They were very excited every morning. Had almost 100% participation with their class. Appreciate the pause, due to concerns over the safety. Doing best to introduce back to classroom learning. Appreciate the monthly gifts and the incentives
- Starting to put together the bistro again. Excited to see what it will look like

### **Financial Reports**

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

- In December we had receipts \$4,365.07. \$0 deposits. Paypal final amount \$729.09 and was transferred to bank account. Totem totals were \$66

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

**MOTION #3, Elizabeth "I move to ratify checks 5200-5222 in the amount of \$6,316.39"**

**Discussion: That's November and December together**

**Seconded/All in Favor/Approved**

- November: Citizens balance was \$77,222.13, had uncleared checks of \$873.14; ending balance of \$76,348.99.
- November; Citizens PP: \$797.74 no outstanding transactions
- December: Citizens Checking Ending \$73,292.56; outstanding checks of \$1,261.14. ending balance of \$72,031.42
- December PP: ending balance \$3,030.22. No outstanding transactions, so also register ending balance

**MOTION #4: Elizabeth: "I move to increase the welfare/earthquake expense from \$350 to \$2,000"**

**Seconded**

**Discussion: We increased because every 5 years we have to buy water for the kids on campus in case of earthquake. This was the year, so \$1,000 went to water. Also went through to confirm items were not expired.**

**All in favor/Approved**

**MOTION #5: Elizabeth, "I move to increase the 4<sup>th</sup> grade fundraiser expense from \$1,000 to \$1,300"**

**Seconded/No discussion/Approved**

**MOTION #6: Elizabeth, "I move to increase office supply expense from \$1,000 to \$1,700."**

**Seconded**

**Discussion: We renewed the PTA phone app, which is \$1,000 for the full year. Next year will add as a new line item.**

**Approved**

**MOTION #7: Elizabeth, "I move to increase the book fair expense from \$6,300 to \$8,300."**

**Seconded/**

**Discussion: Since we are combining book fair and Read-a-Thon, wanted to confirm there was sufficient budget for both of them**

**Read-a-Thon fundraiser with the book fair fundraiser**  
**Approved**

- Budgets have not yet been updated for virtual, but will be releasing funds.

**MOTION #8: Elizabeth: “I move to release the following**

**Office supplies, \$1,700**  
**Earthquake and safety: \$2,000**  
**budget line items:**  
**Convention expense \$5,000**  
**Installation dinner expense \$500**  
**President’s pin: \$25**  
**PTA Filing Fee Expense: \$100**  
**4<sup>th</sup> grade ICS Food Expense: \$1,000**  
**5<sup>th</sup> grade fundraiser expense: \$500**  
**5<sup>th</sup> grade promotion expense: \$500**  
**Book fair expense: \$8,300**  
**Ice Cream social expense; \$8,000**  
**Cougars Run – Running Club Expense: \$750**  
**Gals and Pals: \$4,000**  
**Gift Class of 2021: \$3,000**  
**Lit Day Family Program: \$150**  
**Reflections Expense: \$1,400**  
**Sacramento Safari Expense: \$500**  
**Scholarship – CSS High School Grads: \$5,000**  
**Sons Night Out Expense: \$4,000**  
**STEM Night Family Program Expense: \$1,000**

**Seconded/No Discussion/Approved**

**President’s Report, Heather**

- We need to increase Jog-a-Thon expense. We created a line item in October for water bottles, but did not release them. Increased Jog-a-Thon budget, so now bringing it to general

**MOTION #9: Laurie, “I move to decrease water bottle line item from \$8,000 to \$5,500.”**

**Seconded/All in favor/Approved**

**MOTION #10 Laurie, “I move to increase Jog-a-Thon budget from \$8,000 to \$10,500”**

**Seconded/All in Favor/Approved**

- Book fair will be virtual. Sarah is working with London and Jessica and will make an amazing book fair. March 8 – 12
- Sarah: Thinking of possibly moving to beginning of March as there is a two-week. They may move it back for the Read-a-Thon. Will meet with virtual fundraising contact tomorrow.
- We will be having a STEM night in April and Mrs. Hoppe will do it for us. She will come up with creative experiment virtually. May do it as two separate nights, similar to Art Night

- Have an honorary service chair – Shauna Skarin. Honorary service gives awards to people and need everyone to nominate people.
- RSS is doing Valentine Grams as friend grams. They are \$5
- Our ICS chair is moving, so we no longer have a chair. ICS will be slimmed down this year. Will discuss with Dr. Monahan about how we can do it this year.

### **1st VP Report, Laurie**

- Doing Story Pirates. Date is February 1 during school. Teachers will have assemblies. Story Pirates create a story out of their ideas.
- March will have a Night portion of it and will pick work from the kids and present it. Parents will log in to watch the presentation with their children

### **2nd VP Report, Heather**

- PTA and PSArt offered two Art Nights. Was successful and sold out. Was great having fun family events
- Decided not to have Reflections ceremony. Center St. received a medallion and gift card. All 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> graders received an Amazon gift cards. 8 CSS students moved forward to 33<sup>rd</sup> District level.

### **3rd VP Report, London**

- Have 4 fundraisers to report profit on. Doing well all things considered. 4<sup>th</sup> grade cookies raised \$126.20. Holiday grams for 5<sup>th</sup> grade \$1,377.14. Stuft Pizza Night \$350. Jog-a-Thon \$31,056.25. Next big fundraiser is the Read-a-Thon/Book Fair.

### **MOTION #11:Shalee, “I move that we combine Read-a-Thon with Book Fair for 2021 school year.”**

#### **Seconded/All in favor/Approved**

- Stuft Pizza was a night they hosted a portion of their proceeds for a single night.

### **Historian Report, Molly**

- No updates

### **Classroom Programs Report, Andrea**

- No updates

### **Communications Chair, Karen**

- No updates

### **Hospitality, Heather**

- Gifts for teachers and staff; January is dropped off and February is filled. If you want to contribute, you can go to the website

### **Membership, Wendy**

- Doing a membership drive for January. Will be raffling off 3 gifts: CSS swag and gift cards. Please encourage friends to join. Will do a Facebook Live on PTA page to announce winners. If you are already member, you will be entered. Family members will get extra entries. Drive will end January 31 and drawing will be two days later.

### **Volunteer Coordinator, Kelly**

- No updates

**Parliamentarian, Shalee**

- Oversee nominating committee. Have a large PTA and a lot of jobs to fill. We are lucky that many people have agreed to stay in their roles, but we can shift people around. If you have. We need a nominating committee to fill these roles.

**MOTION #12 Shalee, "I move that nominate the following people for this year's nominating committee to help elect CSS PTA for the 2021-2022 school year be as follows Andrea Ennis, Kelly Mularz, Lynda Carson, Molly Reichle and Katie Velardo with first alternate as Laurie Berkowitz."**

**Seconded/All in Favor/Approved**

**Unfinished Business**

Will update minutes for date from 2010 to 2020.. October are approved with that single change.

Meeting adjourned at 7:28pm

\_\_\_\_\_ date adopted as presented

\_\_\_\_\_ date adopted as corrected

Zoom Meeting

View

Heather Sutherland

Abigail Velardo

Wendy Turk

10 Tommy Ennis

Karen McAndrews

Heather Putnam

Sandee Montrose

Kelly Mularz

Dr. Martha Monahan

Dieema A. Wheaton

25 Olivia Tan

Shauna Skarin

Laurie Berkowitz

Molly Reichle

Lynda

Kingston Gary

Connecting to audio ...

Janel Cendak

Jacob Gayer

Heather Curtis

Karrie Carpenter

Unmute

Stop Video

Participants 22

Chat

Share Screen

Record

Reactions

Leave

Type here to search

6:34 PM  
1/20/2021