

Center Street School - PTA General Assembly Meeting Minutes

When: January 19, 2022

Where: Virtual Meeting

Present: Heather Sutherland, Kelly Mularz, Elizabeth Magana Goldfarb, Jordan Peterson, Laurie Berkowitz, Shalee Tan, Wendy Turk, Andrea Ennis, Madeline Jones, Dr. Monahan, Elina Garcia, Janel Cendak, Emilee Lane, Mary February-Cotrufo, Jacqueline Cruz, Heather Putnam, Shauna Skarin, Elizabeth Magana-Goldfarb

Opening Business

Meeting called to order by President Heather at 6:34 pm.

Motion #1, Laurie: "I move to approve this PTA General Meeting on January 19, 2022 to be held virtually."

Seconded/No Discussion/Approved

Principal Report, Martha Monahan

-Admin has been doing lots of Covid tracing. LJust too much! CSS has had it the worst of all the schools, but HS is catching up because they have to go through all the classes throughout the day. We're on the upswing, and we will get through it. Keep up the positivity. Kids are getting exposed other places and bringing it to school.

-Teachers are doing a wonderful job. 280 requests for Independent Study, out of 750. So teachers are doing lesson plans and independent study. Please share this: please email your teacher and tell them how much you appreciate them. They are tired and done with Covid and working so hard, but they're tired! Also Yvette and Tina. They are appreciated.

-School has Covid tests for any students who are exposed at school.

-Construction- doing a great job despite the rain. Looks great thus far. Thanks to all the families for cooperating with alternative routes.

-Summer school- will be at CSS again this summer. Good for our kids. Front of the school should be open. Intervention summer school again; helps kids who are struggling and they will get that opportunity again.

School Board Report, Emilee Lane

Gave a heartfelt opening! She's excited to be back. Huge family presence in ES schools for many past generations. Encourages people to look at agenda and speak their mind. Board meets every 2nd and 4th Tuesday of the month almost year round. As for the district, not a ton to report. But Emilee will help get any topic addressed. Emilee will come to the meeting and address them.

Construction- tours yesterday to see the space. Will be very beneficial to the school. On track to finish early! Any time in March is good news! MS gym, there will be big equipment coming in for that project. Not just a gym, also assemblies, etc. Moves PE out of the buildings. Then science labs will be redone, etc. Will open so many doors to many programs.

-RSS- demo'd buildings. Newt black tops

-MS- new areas for band and new attractions. All this is being new with this measure.

-Bell schedule change. Governor signed that schools have to have a later start time. At their next agenda, Council will be discussing bell schedules.

-All board info is kept off social media. Cannot be repeated. Reach out if you hear things, etc. Board is approachable and wants to help.

Audit Report, Heather Putnam

Audit Report: January-June 2021

-Fiscal year 1/1-6/30 of 2021, reporting on the audit. There are 3 different audits: two audits, one on PayPal bank account, and Citizens Bank regular.

Citizens Business Main Account- needs to be corrected

Verbiage: "I, Laurie Berkowitz, state that Heather Putnam has examined the financial records of the treasurer of Center Street School PTA Pay Pal account and find them correct for January 1, 2021 to June 30, 2021."

"I, Laurie Berkowitz, state that Heather Putnam has examined the financial records of the treasurer of Center street School PTA Citizens main bank account and find them substantially correct with the recommendations and findings as follows:

In the 6 months, there were four checks paid out, which were only signed by one person. Please make sure to have two check signers on all checks in the future."

-This was submitted and doing things differently (change for the checking account), that she found a handful of checks only signed by one person. Must be signed by 2 people. Checks reviewed, and they are valid and approved, but goes against laws and premises of PTA, must be called out. Going forward, the recommendation of each check has 2 signatures.

-Laurie says that Heather Putnam needs for the dates to be correct for the PayPal accounts and to be substantially correct with the recommendations and findings.

Board Reports

President Report, Heather Sutherland

-Addendum to September Minutes:

(Jordan and I realized we hadn't read or listed what needed to be released in the minutes.)

Released:

- License and permits
- Assemblies
- Run for ed!
- Paypal fee
- Discretionary gift
- Audit fee

Blake Brandes (Feb)

He's ready to come! Assembly in the day, virtual parent night. Monahan will send it out, on web page, day of the event- Zoom link will be posted

Read A Thon

Will be toward the end of February, beginning of March. Working with librarian so parents don't have to worry about a ton. Correlates reading and literacy. Since we went way over our JAT goal, we have more money to put toward (estimated budget of \$150K!) But we still have to stay within our normal budget. Read-A-Thon funds will be just for 4th/5th grade playground. Now even more money goes toward it. Helps us gift out to the teachers and the schools, etc. This helps with big ticket items instead of just holding money. We can do something in a few years.

Motion #2, Shalee: "I move that the 2022 Read-A-Thon funds go toward the playground renovation for the fourth and fifth grade field."

Seconded/No Discussion/Approved

From Monahan: 4th graders are very excited about this playground! Word is getting out. Get kid input for it

Environmental Committee

Heather is on it! Very interesting and fun! Tours happening to look at ways that we can make all the schools more like CSS. This was started pre-Covid, so they're trying to pivot and still be able to do certain things like "stamps on the hand for no trash Tuesdays" etc. Trying to get Richmond's garden back. Monahan is trying to get Mischa out there to teach the kids. Trying to teach kids about recycling and compost needs to start at a young age. If anyone wants to join, reach out! You don't have to be super green to do it.

PTA Council Contribution

-Heather presented to receive funds, and they agreed will get \$10,000 toward the playground
-We don't always take this \$5k because we don't need the money and wanted MS and HS to have it, but this year we want it for the 4th/5th playground. So now \$15k toward it.

-Every school site got \$2,000 for the Books Library/Reading Lab. Will sit down with Dr. Monahan and allot the money toward each area. Council said the principal can decide how to distribute the money.

1st VP (Leadership) Report , Laurie Berkowitz

-Gifting Meeting: meeting postponed. Everyone notified to send in requests for things they want. EX- dishwasher for the teachers lounge during Teacher appreciation when they were redoing the lounge. Zoom link on website the day of.

2nd VP (Family Programs) Report, Andrea Ennis

-Movie Night February

-Postponed from January. Now on 2/4 in the back by TLC. movie TBD, vote closer to the event. Snacks available for purchase. All proceeds go to 4th grade. People bring blankets, chairs, food, etc
-STEAM Night: 4/13 via Zoom so anyone who wants to come can. Mrs. Hoppe will lead this.

3rd VP (Fundraising) Report, London Becs
Absent

Historian, Mary February-Cotrufo
If you want to report hours for volunteering, send her an email. Hours need to be updated every year for federal tax status.

Classroom Programs, Kelly Mularz
Nothing to report. Hopes the holiday parties went well.

Communications/Web Chair, Marli Huie
Absent, Heather reports: send anything to be put on Facebook with a blurb and or image.

Hospitality, Karen Mc Andrews
Absent

Membership, Wendy Turk
We are at 427. Goal is 460

Volunteer Coordinator, Elina Garcia
Nothing to report

Auditor, Rishi Sidhpura
absent

Unfinished Business

Approval of October 2021 Minutes, Jordan Peterson
The minutes approved as presented.

New Business

Honorary Service Committee, Shauna Skarin
Committee created. This is to nominate anyone who has gone above and beyond in the community by 2/4.

Spring P.S. Arts Night / Dance or Art, Mary February Cotrufo
Another art night will happen in the spring, but likely virtual. Trying for an in-person dance night. Maybe something outdoors. But virtual if all else fails. Maybe do multiple ones by certain grades, ex TK -2, etc. Split them up.

Promotion, Kelly Mularz

Motion #3, Kelly: “I move that CSS PTA increases the 5th Grade Promotion Ceremony budget from \$500 to \$1,000 for the 2021-2022 Graduating 5th Grade Class.”

Seconded

Discussion: Promotion- we have \$500 set aside for this (just for on campus CSS) decorations and a treat for participants. In the past, it used to be done in the quad. Last year was done well given the times, did in the Kindergarten play area and was well done. Last year they spent \$450 just for balloons, but that doesn't leave enough for what else is needed. Discussion with Heather, and this is a big class so they decided that the kinder area is a better place than cramming into the quad this year and here on out. Proposing that the board has a line item for all subsequent years for the promotion to be \$1,500. This just gives them a cushion to give them more money. Going off of last year's budget and making this for next year's. (If they go over, the money comes from the class or elsewhere.) \$1,500 might be too much, so maybe we'll aim for \$1,000. So this motion is just for one year, and will be revisited next year.

Money raised- 4th grade rep fundraised so much so the class wouldn't have to pay for anything. Class funds covered it all and rep started early. Ice cream social was the big money maker where they sold their food. Due to covid since everything was canceled that year, PTA covered that amount. Largely falls on rep to decide. For those who can't afford this, sponsorship comes in and helps. Got sponsors to help since things were different that past years. Money rolls over with the class. If they don't spend it, it goes to middle school, and then to high school.

Approved

Nomination Committee, Shalee Tan

Figure out next year's board. 3 or 4 people can do it, no one can do it more than 2 years in a row. Need people to help for next year's slate. Goal is to have a full board/slate. Recruit people to join, ask people who we know that may be a good fit for this. Put in chat if you want to stay/switch/leave. There is a chair, 5 others, and an alternate on the committee. Pretty simple and fast. **Present the slate in Feb so we can post in March or April.**

Motion #4, Shalee: “I move that the 2023-2024 Nominating Committee be: Shalee Tan, Wedny Turk, Kelly Mularz, Andrea Ennis, and Madeline Jones. With Mary February as alternate.

Seconded/No Discussion/Approved

{-Shalee is also working on rewriting the PTA bylaws. Is seeking help if anyone wants to help. Will be submitted next meeting.

-JAT- last of the prizes into the teachers' boxes tomorrow.}

Financial Reports

Financial Secretary, Madeline Jones

-For October, total receipts of \$2,717.50 and zero deposits.

-For November, zero receipts, zero deposits.

-For December, total receipts of \$540, and deposits of zero. Receipts were all Webstore orders.

Treasurer, Elizabeth Magana Goldfarb

-For October, we started with \$61,383.77 in the checking account. Voided 3 checks in the amount of \$1,007.17. We had 70 memberships and donations.

We wrote checks that were ratified. Ended October with \$48,632.87

-Paypal Account- \$4,547.47. Then a transfer ended with \$6,300.77

-For November, we voided 3 checks for \$820. Some deposits and transfers and checks written out. Ended with \$51,968.52.

-Paypal- Amazon Smile, so we ended 11/30 with \$6,022.73

Present December 2021

-No activity in Paypal. Same amount. Checking- voided 3 more checks. Got JAT electronically for \$87,984.50. Wrote checks out, balance as of 12/31 is \$136,281.26

Release rest of budget:

These are the line items we released tonight, total \$77,483.00

<i>Exp - Bank Fees (excluding NSF fees) Expense</i>	<i>\$150.00</i>
<i>Exp - Building & Grounds Expense</i>	<i>\$1,000.00</i>
<i>Exp - Communications</i>	<i>\$1,500.00</i>
<i>Exp - Convention Expense</i>	<i>\$5,000.00</i>
<i>Exp - Installation Dinner Expense</i>	<i>\$500.00</i>
<i>Exp - Leadership Training Expense</i>	<i>\$200.00</i>
<i>Exp - Legislative Action Expense</i>	<i>\$200.00</i>
<i>Exp - Membership Costs Expense</i>	<i>\$250.00</i>
<i>Exp - President's Pin Expense</i>	<i>\$25.00</i>
<i>Exp - PTA Filing Fee Expense</i>	<i>\$100.00</i>
<i>Exp - 4th Grade Fundraiser</i>	<i>\$1,000.00</i>
<i>Exp - 5th Grade Fundraiser Expense</i>	<i>\$1,000.00</i>
<i>Exp - 5th Grade Promotion Expense</i>	<i>\$500.00</i>
<i>Exp - Bookfair Expense</i>	<i>\$4,500.00</i>
<i>Exp - Miscellaneous (Amazon Smile, In-N-Out, etc.) Expense</i>	<i>\$0.00</i>
<i>Exp - Read-A-Thon</i>	<i>\$4,000.00</i>
<i>Exp - Skechers Friendship Walk Incentives</i>	<i>\$250.00</i>
<i>Exp - Gift Class of 2022</i>	<i>\$3,000.00</i>
<i>Exp - Spirit Wear Inventory Expense</i>	<i>\$500.00</i>
<i>Exp - Volunteer Appreciation Event Expense</i>	<i>\$1,500.00</i>
<i>Exp - Art Night Family Program Expense</i>	<i>\$500.00</i>
<i>Exp - Cougar's Patch Expense</i>	<i>\$5,000.00</i>
<i>Exp - Cougars C.A.R.E.</i>	<i>\$250.00</i>
<i>Exp - CSS Scholarships</i>	<i>\$3,000.00</i>
<i>Exp - Gals & Pals Expense</i>	<i>\$4,000.00</i>

<i>Exp - Health-Nutrition-Wellness Committee</i>	<i>\$500.00</i>
<i>Exp - Health-Welfare/Earthquake Supplies</i>	<i>\$1,000.00</i>
<i>Exp - Lit Day Family Program</i>	<i>\$150.00</i>
<i>Exp - Parent Child night</i>	<i>\$4,000.00</i>
<i>Exp - Red Ribbon Week Expense</i>	<i>\$1,500.00</i>
<i>Exp - Reflections Expense</i>	<i>\$1,400.00</i>
<i>Exp - Sacramento Safari Expense</i>	<i>\$500.00</i>
<i>Exp - Scholarship - CSS High School Grads</i>	<i>\$5,000.00</i>
<i>Exp - Sons Night Out Expense</i>	<i>\$4,000.00</i>
<i>Exp - Specialty Class - Special Education</i>	<i>\$500.00</i>
<i>Exp - STEAM Night Family Program Expense</i>	<i>\$1,000.00</i>
<i>Exp - Story Pirates Expense</i>	<i>\$5,300.00</i>
<i>Exp - Student Sing Expense</i>	<i>\$1,500.00</i>
<i>Exp - Technology Fund Expense (BrainPop, etc.)</i>	<i>\$8,000.00</i>
<i>Exp - Room Parent Luncheon Expense</i>	<i>\$1,000.00</i>
<i>Exp - Teacher/Staff Appreciation Expense</i>	<i>\$3,000.00</i>
<i>Exp - Founders Day Expense</i>	<i>\$300.00</i>
<i>Exp - Insurance Expense</i>	<i>\$258.00</i>
<i>Exp - Membership Dues to District Expense</i>	<i>\$0.00</i>
<i>Exp - PTA Council Unit Fee Expense</i>	<i>\$325.00</i>
<i>Exp - Scholarship - Council Expense</i>	<i>\$125.00</i>
<i>Exp - Service Awards Expense</i>	<i>\$200.00</i>

Motion #5, Elizabeth: “I move to release all remaining budgetary items up to the budgeted amount for the the 2021-2022 school year up to the approved budgeted amount.”
Seconded/No Discussion/Approved

Calendar Review

Calendar Posted

Hours

Refer to google drive

Adjournment

Meeting adjourned at 7:38 pm

Absences: Marli Huie, London Reber, Karen McAndrews

_____ date adopted as presented

_____ date adopted as corrected