

Spring Creek Matanzas Charter PTA Executive Board Meeting Minutes  
**Wednesday, July 20, 2011**

**Attendees:** Angie Harrison, Kelly Mackura, Katherine Benton, Sunnie Robles-Schmidt, Tina Paradise, Dina McCarthy, Kelly Lister, Emily Davis, Tracy Calmer  
**Meeting began at 6:10pm.**

## REPORTS

### Principals' Report

- Kelly reported that all principals met with new superintendent, **Dr. Casey D'Angelo**. Kelly and Emily both feel he has good focus and perspective.
- Kacey Rush had her baby, Harper Lee. All are well. She will be out until January (a long-term sub will be in place). **Kelly will send a congrats card from PTA.**
- Judy, garden coordinator at Matanzas, is not fulfilling her contract for next year. Kelly Lister asked us to please put our feelers out for someone who would be interested.
- 3<sup>rd</sup> and 4<sup>th</sup> grades will have Mac book carts! Yea!
- Spring Creek will have new playground equipment for 1<sup>st</sup> and 2<sup>nd</sup> graders (focused on upper body fitness elements). More tetherball poles are being put in and basketball hoops are being lowered. Working to have all grades at recess at the same time but playing in different "zones".
- Nancy Henry accepted a position in Bennett Valley and Tom South resigned. An enthusiastic, new Kindergarten teacher has been hired, Melissa.
- Citlalli will not be back immediately at the beginning of the school year.

### Treasurer Report of Expenditures

- Sunnie presented Current Profit&Loss Report.
- Sunnie expressed concern that field trip reimbursement process has duplicate paperwork coming to her and needs to be revised. She also was concerned that some grade levels used their allotted 1000.00 while others (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>) did not (and parents were still asked to pay some out of pocket).
- **Kelly L., Emily, Sunnie, and office managers will meet to revise this process.**
- PTA has approx. \$17,000 left in checking account.
- Sunnie expressed need to revisit how teacher stipend is distributed. All teachers save receipts and give to Sunnie at once for total amount (vs. smaller receipts and multiple smaller checks being written). **Emily will email teachers to let them know to save receipts from the summer and save receipts until totals 100.00.**
- **Sunnie was reinstated as Treasurer by voice vote. If other new parents are interested, Sunnie will work with them for the following year.**
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## EVENT UPDATES/UPCOMING EVENTS

### Walk-a-thon Update/Planning – Sunnie

- Concerns still regarding Kindergarten participation and safety of students during event and at end.
- Negative 200.00 at end of event, did not earn money this year.
- Need to hire a person to promote/excite kids to get their lap donation sheets filled out!
- Teacher/PTA liaison for event?
- Tina will contact Bill to see if he can assist for this school year.
- Group agreed to hold 2011-2012 Walk-a-thon on October 14<sup>th</sup>, 1-5pm.
- **Sponsor Thank Yous still need to be sent out. (Katherine?)**

- Angie shared that Proctor Terrace PTA has set aside funds from each walk-a-thon to purchase their own assets (jumpies, popcorn machines, canopies, etc.) PTA storage on campus?

### **Welcome Back Pasta Feed – Tina**

- September, 9, 16, and 22<sup>nd</sup> possible dates. (9-23 = no school/teacher work day)

### **Calendar Outline 2011-2012 -- Tina**

- Check out calendar on [springcreekmatanzas.org](http://springcreekmatanzas.org)
- Spring Creek Back-to-School Night = Monday, August 29, 6:30 – 8pm (possibly changed to 6 – 7:30pm)
- Matanzas Back-to-School Night = Tuesday, August 30, 6 -7:30pm
- Cherrydale Fundraiser = 1<sup>st</sup> Week of October
- Entertainment Books Fundraiser = August 22<sup>nd</sup> – September 2<sup>nd</sup>
- Walk-a-thon = October 14<sup>th</sup>, 1-5pm
- Winter Workshop?? (Check in with Ali and who else can help?)
- Bring back Grandparents' Day/Special Visitor Day (with Book Fair?)?? What about underrepresented families?
- Class posting party??
- Emily wants to put together a Year-At-A-Glance for families/school community.

### **Budget meeting -- Tina**

- Wed, August 10<sup>th</sup>, 6:30pm in Matanzas Library
- Tina will send current budget/expense report via email. Please make notes of concerns, changes, thoughts for this school year's budget. Begin brainstorming via email (Kelly suggested doing this via our Google group?).
- Be ready to put a working budget together for August meeting. Budget will be voted on by general session at September's meeting.
- Emily wants to put garden back as a line item/expense in budget (vs. having it added in with science). Then have all fundraising be centralized versus doing garden fundraising separately.

### **PTA training thru 14th District (Sunday, August 7<sup>th</sup>, 10am – 2pm)**

- Kelly is signed up to attend.

### **Drama Program (contract and costs) – Tina**

- Print own scripts = 1.00 less per student (Yes, we will do this.)
- Principals voiced concern over cost (\$12,000).
- Principals and PTA agreed to move forward using Bridget's program in all grade levels.
- Voice vote approved \$20.00 per student max (with some possible additional negotiating by Tina). (This money will come from 17,000 remaining and will be discussed/revisited next year.)
- Bridget should be free to advertise her program at the sites.

## FUNDRAISING

### New Fundraiser (Entertainment Books) -- Tina

- Entertainment books will be delivered to the school sites directly (1 book per student).
- Each student will be sent home with a book to sell/purchase and a letter explaining fundraiser details/prizes. Books cost \$30.00 and school gets 50% of each sale.
- Fundraiser ends Friday, September 2<sup>nd</sup>.
- Tracy and Liz will do PR with kids at Wed Opener and Cheetah Cheer Assembly Wed, August 31<sup>st</sup>
- Need to coordinate letters and books being distributed to each class and collecting money/forms. Who?

### Escrip – Liz

- Flyer will be distributed to Kindergarten parents to sign-up for escrip.
- Tracy and Liz will have a table for sign-ups at Back-to-School night at both sites.

### Fundraising Others

- Emily has a volunteer who can contact restaurants and get those fundraisers on the calendar. Volunteer will make sure Tracy is the point of all contact.

## MISCELLANEOUS

- Google group (entire membership/executive board/usefulness) – Kelly will send out again and see how it feels for everyone as a mode of communicating.
- Need to communicate to families and teachers in August (at beginning of school year) the 3 main fall fundraisers (walk-a-thon, cherrydale, and entertainment books). What is being asked, when and what is due, and the importance of this money being raised. (Back-to-School Night, Kindergarten Orientation, Thurs folder)
- Welcome to PTA Kinder parents – Tracy, Liz and Tina will possibly go to Kinder orientation August 16<sup>th</sup> at 10:30am – 11:30am.
- Angie asked that parents be asked to save Box Tops at Back-to-School/fall events.
- How do we improve follow-through/communication after we leave meeting? Kelly proposed having a section of the minutes that clearly states who will do what. Hmmmm....

### Approval of the 5-12-11 Minutes

- A voice vote approved 5-12-11 minutes.

***Meeting adjourned 8:35pm.***