

Country Springs Elementary
PFA Meeting 2022-23
~ November 8, 2022 Minutes ~

Attendance: Jennifer Holtkamp, Lisa Viray, Catharine Lee, Rebecca Ahn, Regina Henry, Jeremiah Henry, Priscilla Roman, Nicole Tabatabai, Lauren Ramos, Cristy Lares, Irene Rickman, Monica Hyland, Anna Arceo, Tiffany Schusler, Cyndy Chowtham, Marie Bonovitz

Call to Order: 8:37 am

Review/approval of October 11th Minutes: 1st: R. Ahn, 2nd: L. Viray, Ayes: All,

President's Report: Jennifer Holtkamp

- Traffic cones
 - 6 cones were ordered & have been delivered
 - Rebecca will make signs
- Surplus

Principal's Report: Mrs. Hyland

- 11/8: Report Cards go home
- Grand Slam Awards:
 - K: 11/16 @ 8 am
 - 11/17: Grades 1-3 @ 8 am
 - 11/17: Grade 4-6 @ 9:15 am
 - Criteria for award will be changed beginning 2nd trimester
- MVP Award: 12/14, Yi's class performing
- 11/18: 2nd Grade Heritage Day
- 11/21 – 11/25: Thanksgiving break
- 11/29: 6th Grade Science Camp
- Mrs. Osman is turning 80. Will have a celebration before Winter break
- Ms. Lindy will be retiring at the end of December. Will also have a celebration. TBD
- 12/8 (Thursday): 4th Gr Performance
- 12/7 (Wednesday): performance for the students
- Safety Committee Meeting
 - Participated in the Great American Shakeout
 - Realized items need: Every class a safety aid kit, bucket
- HITS has been postponed until late January or early February
- ELOP Survey (Enrichment Learning Opportunities) will be distributed to parents next week
 - Geared towards EL, TK, K students but other students will be invited after TK & K grades are assigned

Assistant Principal's Report: Mrs. Davies *(Not present)*

Faculty Representative: Mrs. Irene Rickman

- Wishlist:
 - 2nd grade: Scholastic News \$117 per class
 - Per Mrs. Hyland, might have already ordered Scholastic news for 2nd grade
 - Accelerated Reader \$1599 (school fee) they think
 - 4th grade: Scholastic News
 - Mrs. Hyland will get a quote
 - Kindergarten: A color printer for the pod
 - Will get a quote
 - 5th grade: Flocabulary
 - Mrs. Hyland will get a quote
 - 1st grade wanted to say thank you for the Scholastic News they received!
 - Vacuum cleaner for every pod (7 pods plus 1 for Art room, total 8)
 - Mrs. Trueman inquiring if can be reimbursed for MVP performance. Per Lisa, reimbursement can fall under "Performing Arts."
- Everyone thought another Duplo machine would be awesome!
 - Per Mrs. Hyland, staff should be making less copies
- Big items: Backdrop, Risers, Sound system
 - Mrs. Hyland will look into price

1st VP: Alison Ninofranco *(Not present)*

2nd VPs: Suzanne Desouki, Grace Noe, Rebecca Ahn

- Last prize reward: TBD
- Will have 89 students receiving reward

3rd VP: Priscilla Roman and Nicole Tabatabai

- Fun Run to be on the date as planned

4th VP: Catharine Lee

- Family Dinner Night: Red Robin
 - Tuesday, November 15th at 5pm - 8pm
 - Highlight: 6th grade
 - Teachers requested to have Family Dinner on Wednesdays, but Red Robin has a weekly Wednesday event.

Treasurer's Report: Regina Henry

- Account balance and activity

October 2022

Beginning Balance	\$ 85,320.06	
Deposits	\$ 31,968.24	21k 6th Grade Funds, 9k Fall Fundraiser
Withdrawals	\$ 7,828.14	4.5k Program Services, 2.7k Prior Year Exp
Ending Balance	\$ 109,460.16	

Less: Adjustments		
Prior Year Surplus	\$ 36,243.40	No additional expenses identified
6th Grade Funds	\$ 22,297.84	Significantly higher than prior year
Startup Fund	\$ 15,000.00	
Additional Reserve	\$ 15,000.00	
<u>Outstanding Checks</u>	<u>\$ 2,627.55</u>	Checks from prior year were reissued
Total Adjustments	\$ 91,168.79	
Available Balance	\$ 18,291.37	

- It was clarified that 6th graders did not have Science Camp the past two years
- The federal and state tax filings for the school year 2020-2021 were filed on October 13, 2022.
 - Received confirmation
- The federal and state tax filings for the school year 2021-22 were completed and filed on November 5, 2022.
 - Has not received confirmation
 - Invoice received from CPA \$550
 - Over \$600 service need a W9
 - Will meet with CPA again in January.
- YTD Actual vs Budget: File is available and will provided monthly. (See attached file)
 - Lisa suggested to use software fund for Scholastic News
 -
- Microsoft License: I applied for Nonprofit Staff Pricing for Microsoft 365 and was awarded 5 licenses through October 27, 2023 for free.
 - If you are in need of the software as part of your role with the PFA, please let me know and I can assign a license to you.

Auditor: Open

Financial Secretary: Gracie Enriquez (Not Present)

Parliamentarian: Lisa Viray

- No items to report

Historian: Roberta Lin, Suzanne Desouki, Vivian Ro, and Tiffany Schusler

- Submitted pictures from Literature Day

Hospitality: Suzanne Desouki, Rebecca Ahn, Catharine Lee

- No items to report

Book Fair Coordinator: Cyndy Chowtham

- Book Fair wrap up
 - Closed out sales \$7,360.89
 - Online shopping: Says \$0 at this time, but might not update until books are shipped
 - \$1,800: unspent E-wallet
 - \$350.89 Scholastic dollars
 - At the end of the Book Fair, each teacher received books
 - Two students were chosen to receive gift bags from Scholastic

Spirit Wear Coordinator: Cristy Lares

- Orders have been delivered
- Spirit wear items have been organized
- Will follow up with Mrs. Hyland re: ordering new cabinets

Room Parent Coordinators: Hana Chen, Iona Kuk, and Juni Lau *(Not present. J. Holtkamp reporting)*

- Suggest allowing more volunteers at the party
 - 2 volunteers per classroom activity station / 3 volunteers per grade level activity station
- Room Parent team members who help with planning the party shall have priority if they would like to help on the party day.
 - Most of our Room Parent teams consist with 3-6 parents.
- We also need to give volunteer opportunities to parents who can only help at party day.
- On Literature Day, there were parents who wanted to help with the class party, but they couldn't because of the 5-volunteer limit.
 - By increasing the number of volunteers in the class at the party day, we can prevent the exclusion of parents who want to help.
 - We can still keep the rule that a parent can only sign-up to help with one party at party day.

4th Grade Coordinator: Cristy Lares and Anna Arceo

- Fourth graders getting ready for their play, "A Night at Club Rockstar"

5th Grade Coordinators: Suzanne Desouki, Catharine Lee, Rebecca Ahn

- No items to report

6th Grade Coordinators: Lisa Viray, Alison Ninofranco, Hee-Seon Lyu

- No items to report

Art Palette Coordinators: Lina Kim and Rebecca Ahn (Not present. L. Viray reporting)

- We purchased more glaze for the Art room.
- The new clay has arrived.

Old Business/New Business

- December 13th: Next PFA Meeting
- December Snacks: Lina Kim, Grace Noe, and Alison Ninofranco

Adjourn: 10:07 am