

Friends of Farallone

PTA Board Meeting Minutes

September 7 2004

Board Members Present Marian Lacey, Carol Joyce, Deb Silveria, Diane Purucker, Chris Bazzill, Dolores Goulet, Barbara Capers, Deanna Barnes, Mitzi Glasson, Mike Bachicha, Theresa MacNaughton

Others Present: Pat Davison, Dave Mell

- I. Call to Order** The meeting was called to order at 7:10 pm.
- II. Approval of Minutes** Carol Joyce requested that the Board review the proposed new format of the minutes which are in a narrative format. She indicated this would allow those who cannot attend the meetings to follow what the decisions the PTA made at the meetings and why. Deb Silveria made a motion to approve the August minutes in the new format. The motion was seconded and unanimously passed.
- III. President's Report**-Marian Lacey advised the Board that she was adding a new item to the agenda to allow her to report to the PTA on a regular basis. She began her report by thanking the parents who have stepped forward to fill open positions on the PTA: Jacqueline Williams, Oceans Week: Tena Watts, Yearbook; and Theresa MacNaughton, Newsletter Editor. She introduced Dave Mell, who is considering the VP of Finance/ Fundraising position. She noted that envelopes had been distributed for the Board to renew their PTA memberships.
Next, Marian advised the Board of a Tuesday morning meeting to discuss integrating the Spanish speaking parents into the school and PTA. Marian attended the meeting along with Mike Bachicha, Josefina Infanzon, Lynn Muth, and Lisa Fahrbach. They discussed creating a bilingual PTA position and Marian and Josefina are still looking for someone to fulfill this role; identifying bilingual or Spanish speakers in each classroom to work with the class room representative; and developing a phone tree to contact Spanish speaking families.
Marian asked volunteers to keep track of their hours working on PTA matters and report them to Deanna Barnes on a monthly basis. Deanna indicated that she would email reminders.
Marian noted the coffee on the first day of school was a success, but underscored the need to have a bilingual member of PTA because we were unable to communicate with some of the parents who attended the coffee. Marian requested that Deb Silveria, corresponding secretary, write a general thank you to the Sheriff for their presence when the students were arriving at school for the first few days. Finally, Marian asked who would be interested

in attending training by the 17th district in the near future and the feasibility of holding the training at Farallone View. She learned that not all area schools have a PTA which may affect the location of the training.

IV. Principal's Report-Mike Bachicha expressed his support for the Tuesday morning meeting that Marian had discussed. He indicated that the school year was off to a good start. He noted that new books for language arts had not arrived, but the teacher's books were available and the classes were proceeding. The new books were purchased from funds that limit choice, but Mike expressed confidence that the program including the extra materials available would be a success. Mike updated the Board on the number of students in the school. He indicated that the kindergarten classes had 5-6 students who had not reported to school. They were trying to locate the students; however, without additional students, changes to classes may be required. A final decision will be made by Friday, September 10, 2004. There is no longer a waiting list and the final number of students will be close to last year. Finally, Mike reiterated that test scores were positive as he discussed at Back to School Night. He stated that parents should be receiving the results by mail this week or early next week.

V. Treasurer's Report-Dolores Goulet provided a Balance Sheet and Expense Report, noting the balance of \$23,751. Dolores noted that an outstanding check of \$10,000 to Cabrillo School District had not been cashed. Pat Davison explained that the check had not been delivered to the District because of a requirement that it be presented at a Board meeting. Discussion regarding the nature of the check and the need to reissue the check resulted in a motion to direct Carol Joyce to research the minutes and report the basis for issuing the check. The motion was made by Diana Purucker, seconded and unanimously passed

VI. Ongoing Business

A. Budget Pat Davison continued the discussion of budget issues begun at the July meeting by reviewing open issues: Art Program was adjusted by 11% to anticipate the cost of benefits for the contract to avoid a shortfall at the end of the year; teacher classroom supplies was adjusted to include a higher number of students, but in light of the Principal's report, it was decided to leave the per student allotment at \$15 resulting in a proposed budget of \$7570; Fifth Grade promotion luncheon reflects a carryover from last year; Library funds includes subscriptions and is necessary despite the book fair to allow the purchase of books from a variety of publishers; music salary is adjusted for the same reason as the art program; Field Trip funds were raised because of an overrun last year. Diana Purucker suggested that field trips cost could be addressed by asking teachers to charge an additional amount per child to compensate for children who can not pay for a field trip. After discussing the impact of this request, Deb Silvera made a motion that in the PTA letter to teachers regarding

classroom supplies, a suggestion be included to ask for more than the actual cost of the field trip per student to reduce the cost to the PTA for scholarships. The motion was seconded and unanimously passed. As a result the proposed field trip budget was lowered from \$1300 to \$900. Pat advised that Web of Life is not a PTA obligation and the amount reflects a carryover from ice cream sales. The ice cream sales are conducted by the teachers. There was discussion about whether the ice cream sales would continue this year. It was decided that if the teachers were not continuing this fundraiser the PTA should consider taking over ice cream sales. Pat reviewed the Income Proposal for 2004-2005 year noting that an additional fund raiser was included in the spring to cover an anticipated deficit. The Board noted that grants were being pursued and additional funds may be available from last year. After Pat's review, a motion was made by Deb Silveria to adopt the Proposed Budget for 2004-2005 as amended and recommend the Proposed Budget for approval by the general membership at the October meeting. The motion was seconded and unanimously passed.

- B. Update on Membership Mitzi Glasson said that the membership drive will begin with an article in the newsletter followed by packets going home with the students on Friday. She indicated that she would directly approach kindergarten parents to educate them about PTA. Mitzi suggested that the dues be lowered to \$5.00 to attract more members. Carol Joyce noted that the bylaws state the dues will be \$6.00. After some discussion, a motion was made by Mitzi to lower the dues to \$5.00 and include the change in the upcoming revision of the bylaws. The motion was seconded and unanimously passed.
- C. Update on Open Positions-Marian Lacey indicated that she had been approached by Dave Mell regarding the VP-Finance/Fundraising. She asked Dave if after talking to Pat Davison and listening to the budget presentation he would accept an appointment to the position. Dave accepted the appointment upon unanimous consent of the Board. Mitzi indicated that a high priority is filling the Holiday Bazaar Chair
- D. Babysitter for General Meetings Marian noted that offering babysitting is vital to a productive general meeting; however, she is unaware of anyone who is available. There was discussion regarding requirements. Marian indicated she would research the requirements and requested everyone try to find a source.

VII. New Business

- A. Pumpkin Festival Update-Mitzi advised the Board that FOF's application was late; however, the Festival is interested in expanding its game area and may consider a late application. She indicated her idea was to have a rubber ducky game where everyone wins a prize based on the number in the bottom of the

rubber duck they select. Her prize selection includes pressed pennies with the pumpkin festival and year. The cost will include buying the rubber ducks and prizes. Mitzi made a motion that if the application to run a game booth is accepted that the PTA is authorized to spend funds not to exceed \$1000.00. The motion was seconded and unanimously passed. Mitzi also updated the Board on the cost of penny pressing machine and her efforts to raise money for all the schools with these machines. Finally, Mitzi suggested the Board consider a plant sale as a spring fundraiser. The Board responded enthusiastically and decided to discuss the matter further at the November meeting.

- B. After School Coordinator Update-Barbara Capers advised the Board that all after school programs will continue except for clay art. She indicated that PTA owns the kiln so there is a chance someone else will teach the class. Also, a new music class will be offered. The class will teach students how to play the recorder and is taught by Amanda Hahn. Lastly, a game club will be offered. The club will be supervised by volunteer parents. A flyer will out shortly with the dates and times for the classes. It was noted that an independent group will be offering science adventures after school.
- C. Gift Wrap-Pat Davison noted that everyone should have received packets last week and they are due on September 24th.
- D. Programs and Events Update-Chris Bazzill updated the Board on setting up teachers with their new contracts. Susan Carkeek will be adding kindergarten art, but Mike advised that there is a conflict between the morning class times and the core curriculum hours. As a result, some teachers have opted out of art. Chris was unaware of the conflict and will discuss the matter with Susan.
- E. Wine Walk-Pat Davison advised the Board that tickets are on sale at the escrip table for \$20. At the event, the tickets will cost \$25. The event is September 25th and volunteers are needed.
- F. Program for October General Meeting-Marian indicated that the budget will be presented to the general membership and Mike agreed to discuss STAR test results at the October meeting

VIII Adjournment

The meeting was adjourned at 9:07 pm