

PTA NAME: Juana Briones Elementary School PTA  
 TYPE OF MEETING: Executive Board Meeting  
 PLACE: PTA President’s House  
 DATE: August 16, 2019  
 MINUTES RECORDED BY: PTA Secretary  
 MINUTES APPROVED: Pending approval, vote next Executive Board Meeting Sep 09, 2019

*Please refer to Agenda for details, lists, schedules, etc.; below minutes follows numbered Agenda*

<b>Minutes</b>	
Attendance	See below.
Call to Order	By Ginnie Noh at 7:25pm
1. Approval of Agenda	Moved by Ginnie N., Seconded by Disha C., no opposed, MOTION APPROVED
2. Appointment of Parliamentarian	Appointment of Parliamentarian, Candice Wheeler. Moved by Ginnie N., Seconded by Lakshmi M. no opposed, MOTION APPROVED
3. Executive Board Meeting Schedule	Moved by Ginnie N., seconded by Disha C., no opposed, MOTION APPROVED
4. General Membership PTA Meetings Schedule	Moved by Ginnie N., seconded by Lakshmi M., no opposed, MOTION APPROVED
5. Ratification of Appointment of Officers	Moved by Ginnie N., seconded by Kalee W., no opposed, MOTION APPROVED
6. Corporate Status and Banking Update	Ginnie N. and Lakshmi M. gave thorough update - in summary previous board members from prior years were removed as Key Executives and Assignors on bank account, replaced with current board members. See agenda for list of names. Vote was not taken on resolutions in this section of the agenda, to be next meeting. VOTE POSTPONED
7. Corporate Record Keeping	Ginnie N. led discussion on past policies, and meeting requirements. Lama raised concern about confidentiality and security of PTA financial documents stored. Ginnie suggested a subcommittee be formed to look into this issue. VOTE POSTPONED
8. Treasurer Report	Lakshmi and Ginnie spoke about Hospitality Budget, suggested cap at 5%,

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	as well as evaluating last years expenditures and making a new budget plan for 2019-2020. We are currently 26,063USD in the red, and need to look at a way to limit expenditures and increase funds.
<p>9. Expenditure Approval – 5114 Teachers Fund 9. (cont.)</p>	<p>Ginnie and Lakshmi spoke on \$12,000 PTA General Membership approval of 5114 Teacher’s Fund at last general meeting in May 2019. However expenditure will be about \$12,500 (\$600 per returning full time teacher and \$800 for each new full time teacher, and \$300 for part-time teachers). Teachers will be reimbursed for expenditures.</p> <p>Additional budget items were discussed in relationship to this fund, but not included in this fund, including Air Conditioner for Room 18, Childrens Theater Budget, Mystery Science program budget, Ms. Levy’s Assemblies, Junior Museum.</p> <p><u>Childrens Theater</u> – Ginnie moves to approve \$1500 as a separate line item. Vote tabled to review accounting rules. VOTE POSTPONED</p> <p><u>Mystery Science Program</u> – Ginnie said \$500 for unlimited use by the entire school, and 75% of teachers requested to use this program for classrooms. Ginnie moved to approve expense, seconded by Disha, no opposed. MOTION APPROVED.</p> <p><u>Junior Museum</u> - Ginnie propose increase from 3 sessions per class to 5 sessions per class for Junior Museum to support no outside science teacher. Lama suggest required line item against curriculum support STEM, including Junior Museum. Lakshmi said \$10,000 total for curriculum support. Ginnie moves we approve budget for Junior Museum and Mystery Science. Lakshmi seconded. No opposed. MOTION APPROVED</p> <p><u>Music Teacher</u> – Lama proposed we go over budget by \$300 to accommodate commitments made to music teacher, however there are two part time music teachers, so if each will receive \$300 we will exceed \$12,000 budget by \$12,800. <i>Needs further discussion.</i> Ginnie proposed Teachers Fund Section tabled to next meeting. VOTE POSTPONED</p>
<p>10. Unfinished Business</p>	<p><u>Spectra Art Update</u> - Ginnie spoke on parents telling Katy at Gen meeting to keep Art program. Heewon explained Pie budget given to Katy is discretionary fund, Katy will decide how to spend discretionary fund, and it has been decided to keep weekly Art classes at Juana Briones.</p> <p><u>VTP Update</u> – Ginnie spoke on current VTP students are allowed to stay at Briones until 5<sup>th</sup> grade promotion, but this does not grandfather in for VTP family, ie younger siblings not yet enrolled at Briones.</p> <p><u>Scholarships Terminated</u> – Ginnie spoke on Kids Club after school scholarships being cut</p>
<p>11. New Business</p>	<p><u>Library Budget and Book Fair proceeds</u> - Lakshmi and Heewon spoke on this. Lakshmi discussed Library Budget , it was \$2500 but spent \$3000. Lakshmi noted the only money Library gets is from PTA. Heewon spoke that Book Fair proceeds can be used toward Library. Lakshmi said Librarian</p>

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11. (cont)	<p>requests cash out profits from Book Fair. Librarian requested cash to pay for author events, possible combine with author events at other schools such as Barron Park Elementary. Ginnie suggests we give allocated \$3000, and plan to give \$4000 profit from Book Fair. All agreed we need ideas to get more books in library, and/or support the cataloger.</p> <p><u>Hospitality Clarification</u> – Ginnie and Lakshmi spoke on why hospitality expenditures need to be capped at 5% of total budget, in line with PTA rules.</p> <p><u>Fronting Teacher Expenditures</u> – Ginnie makes motion to dismiss, seconded by Lakshmi, no opposed. MOTION PASSED</p> <p><u>New Accounting System</u> – Lakshmi proposed new accounting system, reviewed possibilities, including 3dcart online store - \$11.99 monthly QuickBooks - \$300 annually, PTAEZ accounting plus webstore - about \$249 annually. Ginnie proposed we use CPA in line with other local PTA organizations. VOTE POSTPONED</p> <p><u>New Full time Nurse</u> – Ginnie asked Lama to speak on ideas for new full time nurse. Lama suggested hand washing and nutrition and proper hygiene for 3rd- 5<sup>th</sup>, Candice suggested to collaborate with garden, healthy foods, etc. Ginnie proposes we add a line item \$500 budget for Health and Wellness, ask nurse what she needs. BUDGET APPROVAL NEEDED AT GENERAL MEETING.</p>
12. Approval of New Accounting System	See 11. New Business above
13. Approval of New Communication System	Ginnie updated on MySchoolAnywhere is being cancelled. Constant Contact is only way to send out e-news, so cannot get rid of it. Further discussion needed. VOTE POSTPONED
Meeting Adjourned	8:46pm by Ginnie Noh

Adopted: \_\_\_\_\_

Secretary: Kalee Whitehouse

PTA Executive Board Meeting Attendance Record

1. Ginnie Noh, Co-President
2. Lakshmi Muralidharan, Treasurer
3. Kalee Whitehouse, Secretary
4. Candice Wheeler, Parliamentarian
5. Ana Eng, Communications/Publicity
6. Disha Chopra, Fundraising/Ways and Means

7. Lama Rimawi, invited guest no voting capacity
8. Heewon Park, invited guest no voting capacity
9. Amelia Tung, invited guest no voting capacity
10. Kendra Rosenberg, invited guest no voting capacity

Absent board members

1. Gaya Bhaskar, Co-President
2. Elaine Heal, Auditor
3. Ryan Pilat, Historian
4. Laurie Beyer, Community Activities
5. Katy Bimpson, Principal
6. Tom Culbertson, Teacher Representative