

# Portola Springs PTA

## General Assembly Meeting

### **Date, Time, and Location:**

**Meeting called to order by:** Amanda Otsuka @ 8:30am

### **Pledge of allegiance**

### **Teacher's Report:** Mrs. Allen & Mrs. Smith

1. PTA is supporting our art program and they are excited to start it in September through October
2. Chromebook carts are going around classrooms and are already being used
3. Excited about PTA pledge drive

### **Grizzly News/Principal's Report:**

1. Enrollment is 941
2. Completed all of updates to campus early
  - a. 3rd parking lot
  - b. Solar panels
  - c. Villas (building I-sixth grade)
3. 4 teachers selected to earn a one-to-one carts in classrooms
4. New English Language Arts adoption process
5. Goal as a staff this year is creating innovative spaces

### **Introduction to board members**

### **Secretary's Report:**

1. File Meeting Minutes from September 6, 2017 PTA Executive Board Meeting
  - a. Amanda: Are there any questions regarding the minutes? (If not), I motion that the minutes from the September 6, 2017 PTA general meeting will be filed.
    - i. Mimi: I second
    - ii. Marjaneh: There is a motion to file the minutes from the September 6, 2017 PTA Executive Board meeting. Any discussions? All in favor? All oppose? The motion has been passed. The minutes will be filed.

### **Treasurer's Report: (Mimi)**

1. Concluding 2016-2017

- a. Check report from May 19, 2017 to June 30, 2017 contains checks 1404 to 1426 for total of \$3868.23
  - i. Mimi: Are there any questions regarding the checks report? If not, I motion for the association to ratify paid bills for check number 1404 to check number 1426 in the total amount of \$3,868.23 from May 19, 2017 to June 30, 2017.
  - ii. Amanda: I second
  - iii. Marjaneh: There is a motion to ratify paid bills checks numbered #1404 to 1426. Any discussions? All in favor? All oppose? The motion has been passed.
- b. Conclude 2016-2017
  - i. budget to actual report reflects earnings of \$127,519.54
  - ii. expenses of \$122,587.32
  - iii. cash balance forward of \$49,215.82
- c. No questions so the report will be filed for audit

## 2. Budget to Actual Report for 2017-2018

- a. Budget shows cash balance forward of \$49,215.82
- b. Budget reflects a projected earning of \$166,720
- c. Projected expense of \$198,635
- d. Mimi-Are there any questions or corrections regarding the 2017-2018 Portola Springs PTA Budget? (If not), I motion for the association to approve the Budget.
  - i. Amanda: I second
  - ii. Marjaneh: There is a motion to approve Treasurer's Reports ending November 16, 2016. Any discussions? All in favor? All oppose? The motion has been passed.

## 3. Treasure's report:

- a. Shows checks written and deposits made from July 1st to September 14th, 2017
  - i. Are there any questions regarding the checks report? If not, I motion for the association to ratify paid bills for check number 1427 to check number 1456 in the total amount of \$6,640.98 from July 1, 2017 through September 14, 2017.
    - 1. Amanda: I second
    - 2. Marjaneh: There is a motion to ratify paid bills checks numbered #1427 to 1456 . Any discussions? All in favor? All oppose? The motion has been passed.
- b. Shows 5 deposits from July 1st to September 14, 2017 totaling \$768.70 and PayPal deposits totaling \$16,747.70. Are there any questions regarding the deposits?
  - i. Marjaneh: The report will be filed for audit

#### 4. Financial report

- a. Shows our current standings to date. Any questions regarding the financial report?
  - i. Parent-"how much money do we earn from amazon?"
    1. Mimi-"2 programs
      - a. Amazon smile gives us .5%
      - b. Amazon Shop and earn gives us 6% and has already earned us \$348
  - ii. Parent-"can we see the income and financial report"
    1. Marjaneh-yes, we can provide a hard copy
  - iii. Parent-"can we move the link on the PTA website to a more visible Location on the PTA website
    1. Yes
- b. Please sign up for the Ralphs program
  - i. Marjaneh will post on the PTA website and Mrs. Bricker will email blast the parents links to all programs
- c. More PTA information coming out through room parents
  - i. Parent-"Is there a box tops timeline?"
  - ii. Marjaneh-"Yes, Nicole Best is in charge and it goes throughout the year

#### 5. Approval to pay necessary bills from 9/15/2017 to 11/16/2017

- a. Mimi: I motion to Release Funds to pay ordinary bills from September 15, 2017 to the next PTA meeting on November 16, 2017 as budgeted per 2017-2018 PTA budget.
  - i. Amanda: I second
  - ii. Marjaneh: There is a motion to Release Funds to pay ordinary bills from September 15, 2017 to the next PTA meeting on November 16, 2017 as budgeted per our 2017-2018 PTA budget. Any Questions? All in favor? All oppose? The motion has been passed.

#### **Auditor's Report: Marjaneh**

1. Provided copies of the previous audit
  - a. It was a good clean audit
    - i. I motion to approve the Portola Springs PTA January 1, 2017 to June 30, 2017 audit.
    - ii. Mimi: I second
    - iii. There is a motion to approve the Portola Springs PTA January 1, 2017 to June 30, 2017 audit. Any questions? All in favor? All oppose? The audit will be filed with the Irvine PTA

### **President's Report (Marjaneh)**

1. Topics from PTA presidents meeting
  - a. Building capacity in the schools
  - b. Measure E continues to make improvement in our schools
  - c. IPSF has registration open for their 3 events
    - i. We have a parent interested in heading one of the programs at Portola Springs

### **Pledge and Membership Report (Nancy)**

1. Membership goal is 386 members, currently have 123 members
  - a. Students will receive prizes in class
2. Pledge goal this year is \$50,000
  - a. Currently earned \$10,025
3. Parent question-"can you talk about big projects"
  - a. Grade level PE is biggest item, \$40,000 program
  - b. Segerstrom arts program for tk-3, \$5200 program
  - c. Lunchtime activities
  - d. Technology grants (chromebook carts @ \$10,000 each)
  - e. Electronic marquis
  - f. Current project- shade structure
4. Parent question-"how do you decide on the projects and how the money is spent?"
  - a. Marjaneh-the board is elected from PTA members and we talk to the community and find out what is needed and desired then find out if there is a way to put those projects in the budget
5. Parent question-"How do the other members have their voice heard?"
  - a. Marjaneh-"Becoming members of the PTA gives you a voice"
  - b. Principal Bricker- We welcome any ideas that parents and the community have, then we take them out to the board and discuss
6. Parent questions-"How do we have more time to process agenda and ideas of PTA Meetings"
  - a. Principal Bricker- We can include an email to state ahead of time the topics of discussion
  - b. Marjaneh will include on social media

### **Review of past events:**

- A. Chic-fil-A dine-out was a success

### **Upcoming events and announcements:**

1. PTA Communications via social media

- a. On website there is a Back to school packet with a waiver that must be signed for students attend all PTA sponsored events
  - b. New and upcoming events will be posted on the website
2. Movie night will be Friday, September 29th
3. Reflections program-theme "Within Reach"
  - a. Children have received flyers
  - b. Everyone who turns in an submission will receive a recognition
  - c. If you have questions there is a direct email
  - d. All submissions must have a form, please look online for guidelines
  - e. Dates to collect will be Friday October 13th, Wednesday, October 18th and then the due date of Friday, October 20th
  - f. There is a video on PTA website to show previous entries
4. Spirit wear sales- ends 10/16
  - a. Final deliveries should come next week
  - b. New design coming in spring
5. Red Ribbon Week -10-23 to 10/27
  - a. To include anti-bullying this year
6. Book Fair- 10/2-10/6
  - a. Please volunteer
7. Candy Drive- 11/2-11/6
  - a. Operation gratitude, collect and package to send to the troops
  - b. Kids will be given a small prize for each donation
8. Shade structure and electronic marquis
  - a. Shown projected image 40x40
    - i. Estimate range is \$40,000-\$50,000
    - ii. Might take a year or 2 to raise funds
    - iii. Parent question-"how do we maintain it"
      1. The structure has a long life but plans are in place to budget for maintenance
9. Parent question-"Are there any afterschool programs offered?"
  - a. After school enrichment programs (ACE) will hopefully start in October
    - i. will be run by parent volunteer Lan Soo

**Meeting adjourned at 9:27am**

**Minutes compiled by: Amanda Otsuka**