

## **Bret Harte PTA Meeting Minutes - October 10, 2007**

### **Room 100**

**Attending:** Paula Welch, Anne Warner, Teresa Williams, Shawna Brekke-Read, Chris Vernon, Michael Pendleton, Brenda Hansen, Misty Garrett, Pavan Rosati, Katy Collins, Justin Davis, Karen Ohlson, Pamela Eguchi, David Yungert

**Welcome – Shawna Brekke-Read:** Meeting called to order 7p.m., introduction of attendees and review of agenda

#### **Principal's report - Teresa Williams:**

- Administrative review team: gave many commendations, saw positive changes, FCMAT came 5 year ago and rated facilities, this time made sure that classes were using state adopted texts. Teachers will observe in other classrooms.
- The date of the Annual Title 1 meeting was changed to November 6<sup>th</sup>. Ms. Williams will try to get someone from the district to attend.
- There are two new employees: a conflict resolution employee in 205A and a technology person, Patrick Bender. Mr. Bender does not have a class but will use his time to set up all technology resources, oversee the laptop lab, discard old equipment, and set up the Mouse Squad to show others how to set up computers, fix them, etc.
- Report cards were scanned and teachers are reviewing them. They should be printed on Friday or Monday at the latest. Focus will be placed on students who did not earn a 2.0 in core subjects with parents asked to come in for a conference.
- Each classroom received an emergency survival kit with drinking water, Mylar blankets, high calorie bars, buildable toilets, light sticks etc. They will also be located in the gyms. Work on a disaster plan for the school is in process.
- Current enrollment is approximately 837 students.

#### **Audit:**

- The annual audit conducted by parent volunteer, Pamela Eguchi found the financial records of the Bret Harte PTA to be correct. A copy of the audit form and recommendations were passed out.
- The CD that came due in September was transferred back to the checking account by Lesley Johnson-Gelb.
- A motion to accept the audit was moved, seconded, and carried.

#### **FY07-08 Budget - Shawna Brekke-Read:**

- The budget committee estimated that the only income this year will be from donations for Yosemite of \$12,000 and \$1,000 for Imagine bags
- Expenditures include \$900 for lunch clubs, \$4,000 grant for BH embankment mural of which \$2,000

was contributed by Jean Quan's office

- A deficit budget was proposed for FY07-08. Discussion questions were:
- Do we want to do fundraising for future BH activities or not?
- Do we want to subsidize Yosemite trip?
- Do we want to start a culture of fundraising by the PTA?
- Discussion on ways to spend money and ways to raise money ensued. Ideas were:
- Want to use PTA funds for teacher grants, for lunch clubs and stipends for teachers and portion of Yosemite trip
- \$180 was asked per child last year for Yosemite trip, actual cost was \$375.
- Ideas for possible uses of the Music fund were a chorus lunch club, music festivals and festival entrance fees
- Prudent reserve should be maintained, other schools use 150% of budget for future years
- Fundraising to support the school and enrichment activities.
- Provide food during testing.
- Proposed budget will be available at the next meeting.
- Motion to have BHPTA to act as fiscal agent for Yosemite trip was moved, seconded, and carried.

#### **Yosemite Trip – Anne Warner:**

- \$14,000 total needed for Yosemite trip and \$3,000 has been raised at this point.
- Fundraising started by selling EcoMetro guide at \$20 each with half going to BH. 60 copies sold so far, coupons expire Nov '08. Guides can be purchased from Anne Warner.
- Priority is for eligible students who haven't gone before
- Suggestion that students who have gone to Yosemite present their experiences to classes.

#### **Treasurer – Chris Vernon:**

- \$200 Mini-grant request was received from Caitlin Hughes, 6<sup>th</sup> grade science teacher. She will incorporate the garden as part of her science curriculum on the natural environment. She will restore the oak barrels, buy plants and soil, gloves, and seeds.

The checks approved were:

- #1312, Eva La-PTA Handbook Translation, \$600.00
- #1313, Gerarda Gonzalez-PTA Handbook Translation, \$600.00
- #1314, Shawna Brekke-Read, Samarai Graphix deposit, \$242.50
- #1315, VOID
- #1316, Andy Norton, reimbursement for Website fees, \$25.00
- #1317, Samurai Graphix payment, \$784.06

#1318, Eco Metro Guide payment, \$652.50  
#1319, Yosemite Institute down payment, \$3,357.50  
#1320, National Geographic Bee, \$60.00  
#1321, Scripps National Spelling Bee, \$99.00  
#1322, Shawna Brekke Read, Refrigerator Magnets, \$347.50  
#1323, USPS- bulk mail permit, \$375.00  
\$1,539.14 from various sources will be deposited.

### **PTA Committee Reports:**

#### Outreach and Marketing:

- This is the first year that a flyer was available and translated for information night.
- Six routes were established for volunteers to deliver flyers to feeder elementary schools.
- Presentations will be made at Redwood Heights and Sequoia and contact will be made with Laurel and Allendale.
- 5<sup>th</sup> graders in feeder schools and all GATE 5<sup>th</sup> graders will receive a letter inviting them to come to Bret Harte on information night, Nov. 15<sup>th</sup> at 7pm and to the Castle Walk.
- Three parents as well as student volunteers will act as tour guides for interested parents.

Parent Patrol: Meeting and training for parent patrol to begin on Nov 1<sup>st</sup>.

#### Lunch Clubs and mini-grants – Brenda Hansen:

- \$200 is available for club supplies
- Teacher stipends of \$25 are given per club, per session with a minimum of 10 members.
- Clubs include the card club, knitting club, movie club, cooking club, conversational club, visually impaired club, and possibly a spelling bee club.
- A Mini grant process will be instituted with deadlines and bi-annual availability. There will be some flexibility in the process.

Site Improvement – Work day is October 27<sup>th</sup> from 9-1 p.m., with lunch from 12-1 p.m. Two work days planned: 10/27 for students and parents and the next day for bigger projects. The committee is asking for teacher requests for bigger projects – due on 10/17 and 10/24. Workday will include litter patrol, filling the dumpster, teacher requests and general outside building maintenance. Generally 45-50 participate. Will ask for donations from vendors but need approximately \$500 for supplies. A dumpster was provided by Jean Quan's office. Need volunteers to help pick up and solicit donations.

Academic Excellence – need checks for competitions: spelling bee \$90, math counts \$80, and National Geographic bee \$60 that were approved at last meeting. Teacher contacts needed to help with

preparing students for the competitions. Lunch club would be ideal for this. Ms. Warner interested in the spelling club.

Membership - 3% paper eScript is available from Farmer Joe's. Need person who would be willing to take this on.

**New Business:**

Grant writer needed. Please contact Shawna Brekke-Read if you are interested. She is willing to swap PTA President role for Grant writer role if anyone is interested in taking on the presidency.

Consent calendar moved, seconded and carried.

**Adjournment** - Meeting adjourned approximately 8:30p.m.