

PFA Meeting Minutes
5/8/18

Meeting called to order by Season Skuro at 8:35 AM

**Notes transcribed by Dawn Sue-Dare & Season Skuro due to both secretaries being absent.*

April Meeting Minutes Approval:

- Motion made to approve minutes from the 4/10/18 meeting made by Katie Greco.
- Motion seconded by Jasmine Motazed.

President's Updates:

- Carnival – thank you to the Carnival chairs and all of the parent volunteers who made carnival such a success this year.
- Thank you to the Staff Appreciation Week chairs and volunteers – looks like they have a fun week planned for all of our teachers and staff. The front of the school looked like a flower market this morning and many teachers remarked how much they loved the flowers.
- Note that we have a PFA Planning and Recruitment Breakfast being held on 5/16/18 in the MPR. This will be held from 8:00-9:30 AM. This event will be held in collaboration with SSC (School Site Council) and will hopefully help us lock in some new chairs for the 2018-19 school year.
- PFA Budget Review/Voting Meeting scheduled for Tuesday, 5/22/18 @ 8:15-10:00 AM in the MPR.
- The PFA New Board Installation/Volunteer Thank You Breakfast will be on Tuesday, 5/29/18 @ 8:30AM. Location to be confirmed – most likely in the MPR.

Principal's Updates:

- Thank you to the carnival team and all carnival parent volunteers for a wonderful carnival. Experience was that this was a wonderful, community-building event, in addition to being a fundraising event.
- School planning (Single Plan for Student Achievement) worked on by staff and SSC (School Site Council) will now go from Spring to Spring. Additionally, plans will be made not only for the coming school year; but additional plans will also be made for up to 5 years in the future.
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- Coffee with the Principal – next and last one for the 2017-18 school year on June 5th. 8:30AM in the Library.

Treasurer's Updates:

- Carnival profit so far (final numbers not completely calculated yet) is approximately \$6K+
- Update on Jog – per Carrie Waxberg, we are still waiting on some outstanding checks, totaling approximately \$495. Unofficial total for Jog this year is \$26K+
- Last check request dates are 5/21 and 6/5 – after those dates, only district bills will be paid. Few exceptions are the

No Teacher Updates – Absent/Sick

Executive VP (Dawn & Dalia):

- We have created a draft of the PFA Calendar for 2018-19, posted on Google Drive at this link: <https://docs.google.com/spreadsheets/d/1dc2Jfe06R-UCaOEF87vRSIWtKeGLPlyFcX9YnnAFTz0/edit?usp=sharing>
- Announcement of some back-to-school dates for the 2018-19 school year:
 - The Journeys/Kinder Welcome Event will take place Sunday, 8/19/18 from 4:00-6:00PM at the Calabasas Hills Park. Wendy Gordon & Samantha Barnett (incoming Kinder parents) have stepped up to co-chair the event. Planning is already underway.
 - Back-to-School Night for Journeys/Kinder is Monday, 8/20/18, from 5:30-6:30 PM.
 - Registration Day is Tuesday, 8/21/18 from 3:00-6:00PM. Will have registration time slots by alphabet, not grade level.
 - First day of school is Wednesday, 8/22/18; PFA Welcome Breakfast for Parents will be from 8:00-10:00 AM in the MPR.
 - Back-to-School Night for Grades 1-5 will be Thursday, 8/23/18 from 5:45-7:30 PM.
 - Hoping to put a “Back-to-School Ice Cream Social” with Jeni’s on the calendar for 2018-19, similar to what was scheduled this year. Alexis mentioned that we should ask them about rolling up the Jeni’s ice cream truck(?) instead of going to the Commons; she stated she saw it at the Calabasas Film Festival.
- New fundraising event for back-to-school – Pancake Breakfast at The Stand Calabasas. Tickets will be \$14/person (inclusive of online ticketing fees). Event is scheduled for Sunday, 9/19/18. Promotion of this event needs to start over the summer.

AVP (Katie):

- School supply update - Friday prior to the First Day of School will likely be School Supply Sorting Day. Unlike last year, packs will NOT be sent home with the children at Back to School (J/K) or Registration Day (grades 1-5). Instead, hope is to get class lists from Cortina/office so that the packs can be sorted and distributed by teacher. Alternative is to sort by grade level and have the lead teachers sort and distribute (worst case scenario). Specifics are TBD. Each year we strive to make processes better, smoother and easier.
- School Supply Pack Sales Dates will be promoted soon. Flyers and emails will be going out in the next week or so. All orders will be done online though EPI. NO extra packs will be ordered. Last year, we got stuck with extra packs. If parents don’t purchase the packs online, then they will get the lists and have to shop for the items on their own.

Fundraising – Social:

- Total this year for Party Book is about \$12,885; per Carrie Waxberg, we still have \$125 pending (expired credit cards).

Fundraising:

- Brief update on Carnival. Everything ran smoothly. It was a tremendous amount of work. We did not get enough parent volunteers and some booths were not staffed. Can’t continue to have a carnival if we can’t get parents to commit to helping staff and run it. The PFA board agreed that this is more of a community building event than a fundraising event since the total raised is in the \$6K mark and quite low compared to other key fundraisers like Jog, etc.

- We will explore putting Carnival on hold and look at other fundraisers that could make more money and allow us extra funds to be used towards art, music, stem, etc.
- To be discussed further in the Budget Voting Meeting.

School Spirit:

- Staff Appreciation Week is this week. Lots of nice things planned.

Student Services – Absent/No Updates

Special Programs & Curriculum Enrichment:

- Open House – Art Trek Art Show in the MPR. May need parent volunteers to help hang the butcher paper in the MPR.
- Art/Music – will go into more info in the pre-budget review meeting.

Communications:

- Still have sponsorships trickling in for this year. Almost at \$21K for the year. Looking for a co-chair for Yearbook next year and we seem to have found a few interested people based on a FB post we put up last week.

Secretary – Absent/No Updates

Traffic/Safety:

- No updates.

Meeting adjourned at 9:20 AM

PFA Pre-Budget Meeting
5/8/18

Need to figure out new events to host for Bay Laurel in lieu of Carnival. Discussions that we do not want to do Carnival again in 2018-19.

Discuss whether or not we are going to do Auction; discuss what we will replace it from a budget standpoint.

Volunteer positions – need to have a “Carnival Chair” for each classroom (should go on the list of classroom volunteers that teachers present at Back to School Night).

Special Interest & Curriculum:

Art Trek – recommendation is that we move forward to 2x per month for parent-led docent lessons (vs. 1x per month as we did in 2017-18).

District Art Teacher @ Chapparral –