



BAY LAUREL PFA

PARENT FACULTY ASSOCIATION

Bay Laurel PFA Board Meeting Minutes August 6, 2018

Meeting called to order at 08:25 AM

President's Updates

- 2018-2019 PFA Calendar is on Google Drive, please send updates to Dalia Mitchell.
- School Supply Sorting Day is taking place Friday August 17, 1-4pm in the MPR. We still need help. High school students can sign up to help if they need community service hours. Carrie Brenner or Debbie Buxer will sign off on their community service forms.
- Registration Day layout is ready. Remind ALL chairpersons to sign up. Spirit Wear, Birthday Book Club, and AFD chairs will all be there. Make sure part/all day covered with respective chairs.
- TK/Kinder Picnic: Sunday 8/19 4-6pm at Calabasas Hills Park. Not everyone needs to there, but if you are attending make sure to RSVP on the Evite. We will have Book Club, Spirit Wear, AFD, and a Volunteer Recruitment Table.
- Parent Welcome & Volunteer Sign-Up Breakfast: Wednesday, August 22nd, 8:15-10:00 AM in the MPR. After school programs and other enrichment programs will be there.
- New Newsletter was emailed out yesterday. New look, called the "Dolphin Digest". Expect to see in Inbox. Check email spam folder first, if you did not receive it, please email Dawn or Julie Nowfar-Rad.
- New Parent Group on Facebook. Let Dawn, Alan Lazar, or Amelia Damborg (admins for the group) know if you need to be added. Private page, more public items (like community restaurant fundraisers) on Elementary school page. Private group events can't be shared.

Principal's Updates

- Music teacher interviews this week, received very qualified candidates. Working on securing a candidate that can also run an elective choir/instrumental program.
- Art program curriculum is being worked on by teachers. Put out call for parent volunteers to help. All teachers are credentialed to teach art and want to feel supported. Developing teacher capacity. Outlining consistent program TK-5.

- Office opens Wednesday 8/8/18.

Treasurer's Updates

- Treasurers training for committee/event chairs coming up on 9/25/18 in the MPR at 8:15am.

Executive Vice President

- 2018-2019 Calendar in on the Google drive. Send any changes to Dalia.

Administrative Vice President

- SignUpGenius is posted for Registration Day. Requesting PFA Board Members be in charge of a table for the day. Need ushers to help move line along and direct people where to go. If you have a preference, sign up on the SignUpGenius. If everyone on the PFA Board volunteers that day, we will be okay.
- President – Looking into getting laptops for the AFD table. Jayne Polan will send out an email from MySchoolAnywhere with a button to click to confirm your family information for the school's online directory. Can also pay for AFD via PFA's online PayPal store. 3rd grade and up get assigned laptop. Acceptable use agreement is currently on paper (lot of pages), looking for electronic way to send.
- To get know everyone, Debbie will put together a "PFA roster" with everyone's name, picture, short bio, and send out.

Secretary

- Let us know if any new board members need a folder. Can contact the previous board member if needed. All updated files on the Google drive.

Volunteer Coordinators

- Any Chairs missing for events? Training new room parents, want to make sure to have every chair and board member for training.
- Possible chair for Step it Up, Jen Jacoby. Step It Up would be the Jog-a-thon replacement, school dance. Also, chairs needed for Family Fun Day, Teacher raffle (kids are teachers for a day). Yearbook liaisons, Arts committee, and Red Ribbon Week.
- Send contact information for any event chairs to Jasmine.
- First meeting for room parents: Tuesday, September 4th, 8:30 AM in MPR

Fundraising Social

- No new updates

Fundraising

- Family Fun Day. Discussion for Adult Fundraiser. Hoping to do it this year, Gala and silent auction, perhaps during holidays. This makes money for other

schools. Dana agreed to help with auction if we do it. Round Meadow does this for "Milestone" years.

- Discussion for Community Discount Cards delivered this week. Will be available for purchase and are good until 8/31/19. Can keep using the same one. Will start selling at kinder picnic. \$10/ea. We make \$5 on each one. There are cards for other areas, submit order forms by 9/14/18. Will be also selling at registration day, can be split with birthday book club/Ralphs/AFD.
- Restaurant Fundraisers. The Stand's Back to School Sunday 9/16 8-10, Tickets sold online. See PFA website. \$14/per person regardless of age.
- Discussion started about the possibility of a Gala for Bay Laurel, combined with a silent auction. Dana Shafran (parent, not board member) was present – helped run gala event at Dixie Canyon, stated that they were able to raise a lot of money. Parents paid thousands for their family name to be on the auditorium, or to sponsor other buildings around campus. Dana and Michelle Mironer have a committee lined up to help out with this event. Thinking late March or early April to hold the event

School Spirit

- Spirit Wear has been ordered for fall. Currently have a lot of adult merchandise in the spirit wear room in MPR, so we're not ordering new merchandise (with the exception of Staff tshirts). We will have adult sized spirit wear available for pre-order/pre-pay only. A few novelty items such as squishies will be sold this year (Principal's note: leave at home).
- Movie Night taking place Friday, 9/14/18, start time is approximately 6:30, movie will be announced night of. Dawn Goldfarb and Lindsay Strull are doing it, no chairs. Camp Keystone will be providing the movie screen and foodie booths, like last year. New this year: we will take pre-orders for food to avoid lines, all people have to do is pick up at the foodie booths.

5th grade Student Services

- Working on 5th grade events.

Communications

- Corporate sponsorships. Can't have any more banners due to safety. Many said will sponsor again once we get electronic marquee. Marquee was \$16,000. Paid with credit from the district from overpayment for aides. Also paid with over budget from 5th grade donating for the Marquee.
- New marquee about same size as footprint of current one. Has many features, including cloud-based updating. If you can do PowerPoint, you can update the marquee. Currently same pricing as 2017-18 sponsorship levels. (\$1500 online and banner, \$1000 banner, \$500 website and newsletter). Consistent with other schools in area. On screen rotation will depend on how many we have. Looking to renew 2017-18 sponsors. Dawn sent an email on July 30th, if you have contacts at any of the businesses listed, please provide

an introduction or email the Sponsorships Team. Please reach out to businesses.

- New parent coffee 9/11/18 07:45-08:30 in the MPR. Heather Carter, our school counselor, will be there and working with new kids transferring to the school.
- Email Amelia if you know any business interested in sponsoring Bay Laurel. CalaKids is interested. Email baylaurelsponsorships@gmail.com.
- Yearbook – 2 chairs secured (Marie Risis, Rachael Buechler), hopefully everyone will be included for all grades. We are recruiting for a Yearbook Liaison for EACH grade. Email will go out to get class historians to make sure each child will be included in yearbook.

Special Programs

- Not present. No updates.

Traffic and Campus Safety

- Replacing emergency backpacks with new supplies.
- Remind parents to place local contact on registration cards in case of emergency.
- Teachers to staff carline on scheduled date.
- They are signed up already. Carline starts right after Labor Day 9/4/18. The first 2 weeks please help out. Anyone from PFA can help.

Principal's Security Update

- Banners down, additional cameras were installed, and new monitor in office. Lockdown kits.
- Parents want to know what was done, summary. Dedicated blast or email just for security.

Meeting concluded at 10:32 AM

