

PTSA Board Meeting Minutes – November 14, 2012

The meeting commenced at approximately 6:30 at SES auditorium.

The following people attended the meeting:

Dana Buhl, Kim Jarvis, Elizabeth Levi, Cindi Carrell, Dan Keppler, Eric Herr , Amy Kliener, Heidi McNamee, Matthew Latterell, Holly (Safety & Resilience committee), Jolee (Jason Lee School), Moira, Corey Kilcullen, (Kilcullen Engineering), Laurie, Ricardo

A motion was made and seconded to approve the minutes from the October meeting. The Board approved the minutes by a unanimous voice vote.

1. Safety and Resilience Committee Report

Corey gave a report on the status of the SSaVE project and seismic upgrades at SES. The project is moving forward, and the group is working on a list of deficiencies from the assessment that occurred last summer. That assessment involved a group of 14 volunteers that conducted a walk-through of the building and examined structural and non-structural elements of the building.

Dana gave some additional background about how the project started and the intent to use donated expertise. Corey is committed to do this project at SES and at other schools. Amy gave overview of discussions with PPS representatives.

Corey summarized some of the deficiencies in the SES building:

- Parapets need bracing over some fire exits.
- Interior clay tile walls need to be braced or removed.
- Light fixtures need bracing– drop ceiling and plaster in fixtures could fall, especially in stairways
- Library shelving needs proper bracing screws added.
- Classroom with lab needs heavy equipment to be fastened to walls.
- Corner stressing needs to be examined– lower priority.
- Wood trusses and framing in gym needs to be connected to walls.

Corey and the committee are going to start pricing all these different elements. They are looking for another engineering firm to assist.

Elizabeth discussed the issue of this being a pilot project to potentially expand to other schools. Dana noted that SES is not on the high priority list for bond measure upgrades. Some of the needed SES upgrades we could do using volunteers. Jen Solm at PPS has been working with the committee on the project. Dana discussed the need to prioritize the fundraising effort to meet the \$25k matching grant. The committee raised \$1700 from the disaster dinner.

2. Teacher Appreciation

Amy relayed a request for organizing food for teacher appreciation during a teacher planning day. Cindi gave an estimate of what we could spend. Kim discussed some of the volunteer logistics.

3. Relationship with Jason Lee School

Amy and Jolee discussed ways to continue to build the relationship between SES and Jason Lee that could benefit both schools. Jason Lee student population offers a diverse perspective for SES students. Approximately, 75% of Jason Lee students are nonwhite and interacting with the school could help promote a wider perspective for SES students. Jason Lee is located in a higher poverty area with a limited ability to fundraise. Amy would like to have some regular events that involve both schools, such as we have done with the Taste and Move-a-Thon. Amy suggested we start something in the 4th grade so we have interactions in the 3-4-5 grades. Jason Lee recently put in garden beds with fundraising help from SES. Amy is hoping to have garden ambassadors from the SES sustainability program.

Jolee mentioned that hiphop is important in the lives of Jason Lee students and they have incredible dancers at Jason Lee. SES students might be interested to see Jason Lee's 2nd graders dance and experience how deep hiphop is in that community. Ricardo mentioned that he is a documentary filmmaker and might be able to be involved in promoting this in some way.

Cindi talked about after school enrichment programs as a possible way to involve Jason Lee. It was mentioned that Jason Lee had successful carnival last year. Cindi suggested that perhaps Jason Lee could become involved in the SES seed sale by selling the seeds to Jason Lee at cost or under some other arrangement.

Amy mentioned a new curriculum in the middle school involving the environmental and decision-making issues connected with the location of the landfill and jail. This is related to the middle school urban planning unit. The Board engaged in a discussion of relationship building with Jason Lee and publicizing it to SES parents

Matthew discussed the involvement of Jason Lee in the Taste and other fundraising opportunities such as giving trees or craft sales. Moira noted middle schoolers could do service around this. Eric mentioned having goldfish bowl with pencil to contribute to teacher's classroom or to particular focus. Jolee mentioned that Jason Lee recently received \$1,000 for basketball hoops. She discussed the possibility of enlisting help for grant writing.

Amy outlined the need to think outside the box and have more opportunities for service learning in connection with the Jason Lee relationship. Elizabeth stated that she believes SES students would enjoy doing do service learning with Jason Lee. Amy noted that we have a chunk of money in a Young Audiences fund and could maybe be used to for enrichment activities with Jason Lee. She also suggested joint PE classes.

4. Treasurer's Report

Cindi reported that Chena is stepping down as treasurer because of her work and the time commitment. Cindi agreed to be acting treasurer. Normally a person is prohibited from serving as an officer longer

than 2 two consecutive years. This requirement would be satisfied here because there has been a period in which Cindi has not been treasurer. Cindi asked for a motion to formalize her role.

- Motion: To appoint Cindi as acting treasurer with a recommendation to the general membership that she be approved as treasurer in the January general membership meeting in January. The motion was seconded passed by a unanimous voice vote.

Dan raised the issue of whether the treasurer job is becoming too time consuming for a volunteer treasurer and whether PTA should consider paying for bookkeeping services. Cindi stated that the new bookkeeping software has helped streamline things. She also noted that our insurer, AIM has said we can't have funds handled outside school. So the solution may be increased automation and use of technology. Also she suggested many the treasurer duties are not the types of thing that you could pay someone to take care of. Dan highlighted the importance of having someone carefully monitoring PTA funds.

Cindi asked for a separate motion to make her a check signer.

- Motion: To add Cindi as a check signer on the Umpqua Bank accounts. The motion was seconded and passed by a unanimous voice vote.

Cindi discussed the status of our 990 tax return, which would normally be due November 15 but we have an extension from the IRS. She also gave notice that we have added three more people to the list of people handling scrip sales and funds: Chris Martin, Beth Azar, and Karen Robinson

An annual audit is being done by Heather and will be completed shortly. In Sept PTSA approved a grant to SES' foundation account of up to \$10K to support middle school. Of that only \$9 has been grant and only \$2k has been used so far on middle school coordinator.

Cindi passed around the current balance sheet and P&L statement. She discussed the balance of scrip funds. Scrip is always difficult to deal with from an accounting perspective. It appears that harvest faire actually made money. The Back-to-School Ask has recorded about \$19k. She discussed the budget to actual report, which shows we've got \$4,600 in the discretionary fund.

5. Fundraising

Matthew gave a recap of fundraising. He noted that \$5k came in since Amy wrote her letter about the back-to-school ask. We also got 8 more PTA memberships. The updated Back-to-School Ask amount is about \$23,100. Restaurant events continue to bring in funds: \$480 at Hawthorne Hophouse night and \$547 at Pizzicato night. Cosmic candy shop is having a fundraiser day, as is Straight From New York Pizza.

Matthew gave an overview of the Taste of Sunnyside. It will have live music, 5-6 party boards, a silent auction with 75 items including use of a beach house, arts and crafts tables, a wish list, and giving tree. It will feature many of same tastes: Zupan's desserts, arepas, Laughing planet.

We will have little glasses for the bar, donated kegs, and wine. John Kennedy of Great Wine Buys will provide a wine toss. The event is on the second floor of the renovated Yale Union Laundry building.

Matthew raised the idea of a citrus fruit fundraiser. Purchasers would buy a box of citrus fruit. We could piggyback with Jason Lee. He also discussed the wreath and poinsettia sale.

Matthew discussed the Read-a-thon and possible recruits to train for the future. The plan is to have another guest reader and to provide teachers favorite reading list to all kids. They are looking for prize donations of items like digital cameras, kindle readers, and Amazon gift cards.

6. Announcements and Miscellaneous

It was mentioned that Beth intended to publicize the after-school program at Hosford. It's a middle school enrichment program.

There was a discussion of volunteer needs to build a new covered bike parking and eco roof .

The meeting adjourned at about 8:36 p.m.