

**Robinson Elementary School  
General Session Meeting Minutes  
January 28, 2016 (5:00 pm)**

**Present:** Stacy Myrose, Jennifer Fenton, Natasha Rakota, Monique Bottene, Hilary Mahan, Andrea Hynes, Susan Purdy, Loren Kosmnot, Kirsten Borland, Sarah Elkin, Clare Flynn, Schuyler Chang, Katie Brodtkin, Julie Cordica, Anthony Lanza, Wendy Finster, Nicole Dodson, Julie Tani, Holly Rockwell, Lily Phillips, Jeanne Fratello, Tenley Prince, Christy Phillips

**Also Present:** Jennifer Cochran, Nancy Rosenburg, and Nancy Doyle

**Board Business:**

**Co-Presidents- Jennifer Fenton and Stacy Myrose**

We have already exceeded our anticipated fundraising goals this and have spent 70% of our budget proposed budget.

**2015-16 Budgeted Income:**

	Budgeted	Actual
<b>Parent Party &amp; Auction</b>	<b>\$95,250</b>	<b>\$125,084</b>
<b>Membership &amp; Donation</b>	<b>\$61,300</b>	<b>\$90,575</b>
<b>Scrip</b>	<b>\$15,000</b>	<b>\$ TBD</b>
<b>Family Fun Run</b>	<b>\$19,000</b>	<b>\$ TBD</b>
<b>Book Fair</b>	<b>\$2,700</b>	<b>\$3,046</b>
<b>Tile Wall</b>	<b>\$10,000</b>	<b>\$ TBD</b>
<b>Comm &amp; Bus Partners (Target/Village/Box Top)</b>	<b>\$3,000</b>	<b>\$159</b>
<b>Fifth Grade Fundraisers (gear, ice treats, student store)</b>	<b>\$2,500</b>	<b>\$2,435</b>
<b>Hometown Fair</b>	<b>\$2,200</b>	<b>\$4,801</b>
<b>TOTAL INCOME:</b>	<b>\$210,950</b>	<b>\$226,100</b>

**2015-16 Budgeted Expenses:**

	Budgeted	Actual YTD
<b>Programs</b>	<b>\$196,700</b>	<b>\$92,630</b>
Curriculum	\$11,500	\$7,813
Enrichment	\$32,900	\$7,663
Facilities	\$2,950	\$412
Grants	\$1,500	\$545
Parents	\$6,000	\$1,967
Professional Development	\$6,000	\$0
Students	\$44,150	\$25,263
Supplies	\$59,600	\$29,520
Teachers	\$5,300	\$440
Technology	\$26,800	\$11,678
Prior Year Expense	\$0	\$7,329
<b>PTSA Administration</b>	<b>\$10,850</b>	<b>\$3,215</b>
<b>Community Outreach</b>	<b>\$3,300</b>	<b>\$1,700</b>
<b>TOTAL EXPENSES: (before Cap Imp)</b>	<b>\$210,850</b>	<b>\$97,545</b>

**2015-2016 Proposed Capital Improvements:**

	Budgeted	Actual YTD
<b>Technology</b>	<b>\$60,000</b>	<b>\$ TBD</b>
Digital Citizenship		
HUB / STEAM Room		
Student technology		
Teacher technology		
Supplemental grades		
<b>Campus Improvements</b>	<b>\$20,000</b>	<b>\$3,849</b>
<b>Miscellaneous</b>	<b>\$8,000</b>	<b>\$151</b>
	<b>\$88,000</b>	<b>\$4,000</b>
<b>TOTAL PROPOSED CAPITAL</b>	<b>\$88,000</b>	

**2015/16 Budget Recap:**

<b>Cash on Hand (Beginning of Year)</b>	<b>\$236,508</b>
<b>Budgeted Income</b>	<b>\$210,950</b>
<b>Budgeted Expenses</b>	<b>(\$210,850)</b>
<b>Net Cash Flow</b>	<b>\$100</b>
<b>Budgeted Capital Improvements</b>	<b>(\$88,000)</b>
<b>Budgeted Use of Cash</b>	<b>(\$298,850)</b>
<b>Tile Wall FUN</b>	<b>(\$10,000)</b>
<b>Cash on Hand (End of Year)</b>	<b>\$138,608</b>

**Secretary: Katie Brodtkin**

Requested a motion to approve the minutes from the September 24, 2015 General Session PTSA Meeting. Andrea Hynes made a motion to approve the minutes. Hilary Mahan seconded the motion. No opposition. Motion passed.

**Parliamentarian: Monique Bottene**

A nominating committee has been formed to help to fill the open positions for the PTSA 2016-2018 Board. The group of parents nominated cross all grade levels and will both identify and propose the best-qualified nominees for the vacant board positions. Monique Bottene requested a motion to elect the following candidates for this year's Nominating Committee:

Andrea Hynes (Chairperson) – 4<sup>th</sup> Grade  
Kristen Borland – Kindergarten and 2<sup>nd</sup> Grade  
Tina Testa – 2<sup>nd</sup> and 4<sup>th</sup> Grades  
Jeremy Turner – Kindergarten, 1<sup>st</sup> and 3<sup>rd</sup> Grades  
Wendy Finster – 3<sup>rd</sup> and 5<sup>th</sup> Grades  
Holly Rockwell – 1<sup>st</sup> and 3<sup>rd</sup> Grades

Clare Flynn made a motion to approve the Nominating Committee slate as presented, Christy Phillips seconded the motion. No opposition. Motion passed.

The following positions will need to be filled for the 2016-2017 school year:

- VP Operations (1)
- 2<sup>nd</sup> VP of Student Services (1)
- 3<sup>rd</sup> VP of Character (2)
- 4<sup>th</sup> VP of Membership (2)
- 6<sup>th</sup> VP of Fundraising: Scrip/Retail (1)
- 7<sup>th</sup> VP MBEF Liaison (1)
- 8<sup>th</sup> VP of Communications (1)
- Assistant Treasurer/ Auditor (1)
- Financial Secretary (1)
- Recording Secretary (1)
- Legislative Representative (1)

President: Jennifer Fenton and Stacy Myrose

Our playground equipment needs some repair and/or replacement due to aging and persistent use. We have reached out to the City and the District for help pay for some of these costs, as most of the wear and tear comes from activities that occur after school or on the weekends. This does not include the kindergarten playground. ASkip reviewed all structures including the kindergarten playground. One question raised is if we pay for repairs/replacements would our school be reimbursed by the District? The City right now covers the field and the field maintenance; however Mrs. Doyle is concerned that the structure is tired and ultimately may need to be removed. The fields are an issue at all schools, but playgrounds have not been discussed. More information will be gathered before PTSA members vote on this spending.

**MBEF: Hilary Mahan**

The Annual Appeal deadline has been extended to February 12<sup>th</sup>. We are at 80% participation right now, and would like to get our whole community involved! Every student benefits from our donations so

please encourage all families to give an amount that is meaningful to them. While the number of participants at Robinson is lower than in previous years, our donations are much higher.

**MBX Foundation: Nancy Rosenberg (Director, MBX)**

MBX operates the after school program. It started over 15 years ago here at Robinson. Robinson's enrollment and participation has gone down in the last few years and accordingly Ms. Rosenberg would like to gather information to understand the low enrollment. The program has not been able to fill enough classes and she would like suggestions of how to get the word out more to garner more support. Wendy Finster mentioned that the instructors make a real difference for the kids and the program. Another suggestion was made to develop a Parent Advisory Board at each campus.

**Fundraising: Fun Run**

The 16<sup>th</sup> Annual Fun Run is Saturday March 12<sup>th</sup>. The t-shirt design contest deadline is January 29<sup>th</sup>. Register to walk or run with your child. We are looking for many volunteers to help on the day of the event, as well as with sponsorships. The Fun Run Club will begin on February 9 and will take place every Tuesday and Thursday morning starting at 7:30 am.

**School Safety: Detective Sergeant Paul Ford (Manhattan Beach Police Department)**

Since 1990, there have been 194 school shootings. The most interesting fact is with all of the shootings, there have been no warnings. There have been 13 major school bombings in the United States and 59 acts of terrorism, also without warnings. Mira Costa received 7 bomb threats since December. The school administrators worked diligently with the police department to determine what action was necessary. The Police Department worked directly with the FBI in regards to these threats. This issue is occurring nationwide, not just here in Manhattan Beach. Typically, the police do not recommend shutting down a school unless the need is imminent; however, the decision is ultimately up to the School Administrators. In November 2014, Mira Costa received a threat on Yik Yak which caused the closure of the school. The girl who made the threat was charged and went through the legal process, but because she is a minor the sentence cannot be discussed.

The Police, Administrators, Teachers and Parents are responsible for educating our children about emergencies. The schools should have a plan for every emergency, and emergency drills must be practiced at school.

After the Mira Costa incidents, the school has reviewed their safety and emergency policies and has made changes as needed. One example of that is that all private schools and pre-schools will now be notified of any issues at schools in Manhattan Beach School District.

There is one SRO at the Middle School and one at Mira Costa. They are both armed.

We will practice a lockdown drill at Robinson. During this exercise we expect all doors to be locked within 20 seconds and it is recommended that all students gather in the furthest corner away from the windows. The children will also be instructed on what to do if they are using the restroom or not in their classroom. We have practiced all drills at our school, except for our evacuation drill. Currently Mrs. Doyle is working with Manhattan Beach and Hermosa Beach to determine if our students can evacuate to Hermosa Valley Park in an emergency.

**Meeting adjourned at: 6:47 pm**