

**Robinson Elementary School
General Session Meeting Minutes
April 27, 2017**

Present: Deanne Moore, Wendy Finster, Janeen Caleo, Valerie Lemmon, Susan Purdy, Chelsea Zielin, Stephanie Schroeder, Kristen Borland, Lily Phillips, Clare Flynn, Corina McGovern, Tasha Rakota, Stacy Myrose, Jen Fenton, John Jackson, Geraldine Pepemehmetoglu, Stephanie Kou, Loren Kosmont, Andrea Barker, Lisa Jadon, Eric Kjellberg, Jo Bloomfield, Andrea Hynes, Amy Digaro, Ruthie Weissenborn, Melissa Davis

Also Present: John Jackson and Jen Cochran

Secretary: Deanne Moore

Requested a motion to approve minutes from the General Session Meeting on January 26, 2017. Kristen Borland moved to approve the minutes. Lily Phillips seconded the motion. No oppositions. Motion approved.

Audit Approval: Kristen Borland

An independent audit review was conducted by Kim Barry, CPA from July 1, 2016 through December 31, 2016 for the PTSA's Bank of America account. After careful scrutiny of cash disbursements, Ms. Barry found our records to be well maintained, organized, and with sufficient documentation to support the various financial transactions reported by our PTSA. Clare Flynn moved to approve the audit. Andrea Barker seconded the motion. No oppositions. Motion approved.

PTSA Board Update: Jen Fenton & Stacy Myrose

Robinson's PTSA supports the "things" at our school. Specifically, because of parents, teachers, our staff and even our students we have an array of books in the library, STEM projects, and classrooms with comprehensive CGI materials that assist in Common Core curriculum. Many of our field trips and off campus expenditures are covered by PTSA. Students in K-5 have use of iPads and Chromebooks. Our Young At Art docents and Cultural Arts Residents have brought incredible projects to our classrooms, we have a new white picket fence surrounding a garden, alternative seating in many classrooms, and even dance classes with a DJ at lunch.

2016-2017 Budgeted Income:

	Budgeted	Actual YTD
Parent Party & Auction	\$97,250	\$129,268
Membership & Donation	\$77,000	\$102,099
Scrip	\$ 7,000	TBD
Family Fun Run	\$19,500	\$11,751

Book Fair	\$ 3,200	\$3,529
Community & Business Partners (Village Runner/Box Top)	\$ 3,000	\$2,717
Fifth Grade Fundraisers (Gear/ice treats/student store)	\$ 1,000	\$2,323
Hometown Fair	\$ 2,700	\$4,013
TOTAL INCOME	\$211,150	\$255,700

On September 22, 2016 we approved this operating budget for the 2016-2017 school year; however we exceeded fundraising expectations and received additional PTSA donations, as well as matching gifts during our membership drive! Note: Scrip projected income is not available yet and the biggest change from our last General Session is Fun Run income, which was an amazing event but did not do as well as we had anticipated. The committee has already started brainstorming ideas on how to reach more participants next year.

2016-2017 Budgeted Expenses:

	Budgeted	Actual YTD
Programs	\$197,375	\$111,269
Curriculum	\$10,075	\$8,049
Enrichment	\$29,850	\$3,699
Facilities	\$ 2,850	\$313
Grants	\$ 1,500	\$20
Parents	\$ 1,700	\$1,626
Professional Development	\$ 4,000	\$0
Students	\$37,900	\$35,993
Supplies	\$58,300	\$41,331
Teachers	\$ 4,800	\$2,262
Technology	\$46,400	\$14,725
Prior Year Expense	\$0	\$3,251
PTSA Administration	\$10,925	\$3,956
Community Outreach	\$2,750	\$7,471
TOTAL EXPENSES (before Cap Imp)	\$211,050	\$122,696

Explanation of Expenditures:

Curriculum –We are on target with spending for this category.

Enrichment – As illustrated, we have not yet spent much of which was budgeted for student enrichment. Several factors go into this YTD total, including Young At Art, which is large amount and we are still waiting for many of those invoices, and the

Cultural Arts invoices, which will also trickle in as many of the residencies finish later this spring.

Professional Development – Much of this is occurring through the District and with the support of MBEF, so unlike last year where we spent more during the implementation of Common Core, we have not accrued any expenses this year.

Teachers – Staff Appreciation is in May and we will be utilizing the allocated funds on our teachers and administration like we do every year.

Technology – We are required to pay the District \$100/student for technology; however we have not been billed for all of our purchases this year. The number currently presented represents our first installment of technology payments per the agreement, as well as maintenance.

2016-2017 Proposed Capital Improvements:

	Budgeted	Actual YTD
Technology	\$20,000	\$21,791
Campus Improvements	\$30,000	\$12,394
20th Anniversary Celebrations	\$ 1,000	\$5,746
Sportsmanship Activities	\$10,000	0
Professional Development	\$ 1,500	0
Resource Development	\$ 800	\$450
Miscellaneous	\$10,000	\$2,440
TOTAL CAPITAL IMPROVEMENTS:	\$73,000	\$42,841

Remember, funds raised in excess of our operating budget are allocated to proposed capital improvements. These numbers have not changed significantly since our last meeting. Campus improvement slightly increased because a few teachers replaced their chairs.

2016/2017 Budget Recap

	Budgeted	Actual YTD
Income	\$211,150	\$255,700
Expenses	\$-211,050	\$-122,696
Net Income	\$100	\$133,004
Cap Improvements	\$ (73,300)	\$ (42,821)
Use of Cash	\$ (284,350)	\$ (165,517)

Odyssey of the Mind – Represents the journey of discovery while participants use creativity and natural abilities to solve the program’s challenging problems. Congratulations to Robinson’s team members who earned First Overall in their division: Bridget Ballantine, Callie Boren, Hunter Gregory, Chloe Hynes, William Kiely and Jonathan Voskuilen. The PTSA would like to cover the \$3000 entrance fee for our 6 problem solvers. Accordingly, on behalf of our Executive Board, we request a motion to allocate \$3,000 to the Odyssey of the Mind World

Finals. Kristen Borland moved to approve allocation. Tasha Rakota seconded the motion. No oppositions. Motion approved.

2017/2018 Interim Budget – This is a preliminary and conservative budget based on previous year’s expenditures. Adoption of the interim budget allows Robinson PTSA to provide vital funding during the summer until the final budget is approved in September at our first General Meeting for the 2017-18 school year.

2017/18 Interim Budget (July 2017-September 2017)

Curriculum	\$3,500
Enrichment	\$4,000
Fundraising	\$9,100
Organizational & School Infrastructure	\$6,360
Special Projects	\$4,000
Student Services	\$2,100
Summer Professional Development	\$3,500
Technology	\$25,000
TOTAL	\$57,560

Curriculum - Includes PTSA spending for our library, classroom teaching supplies, and even additional support for our math programs.

Enrichment - Typically covers the necessary costs to set up, schedule, and plan the Cultural Arts residencies we provides for our students in grades K-5. Please note, for the past several years Robinson received additional support to cover the costs of these enrichment activities from a Don Knabe Grant. That grant is no longer offered, thus the PTSA will likely see additional expenses in this category when we move to approve the final budget in September.

Fundraising - includes expenses needed to begin our annual Membership Campaign, paying for the Kinder Ice Cream Social that occurs before school begins, and even putting down deposits for our incredible vendors who help make the Parent Party a huge success.

School infrastructure - Covers office supplies, server upgrades as needed, and any costs affiliated with the transfer of our current website to the Edlio platform, the new online server that will be utilized by all MBUSD schools.

Special Projects - Encompasses maintenance on campus that is outside of the District’s responsibility.

Student Services - Includes set up costs for both yearbook and Young At Art.

Summer Professional Development - During the summer, some teachers like to attend professional development workshops and this amount allows our educators to have the opportunity to learn new ways to teach our kids.

Technology - We prefer to replace or repair our technology while the students are not using the devices and the only time that happens is during the summer. This ensures that all smart boards/sound systems/lightspeds/etc. are in good working order by the start of the school year. We will also have a better idea of enrollment

numbers during the summer, so if we need to supplement or replace devices for grades 3-5, we are able to do so.

Requested a motion to approve the 2017 Robinson PTSA Interim Budget as presented. Lily Phillips moved to approve the Interim Budget. Gereldine seconded the motion. No oppositions.

Membership Vote: Jen Fenton and Stacy Myrose

The nominating committee was instrumental in creating a fantastic Executive Board slate that will serve the needs of our community very well. The 2017-18 proposed slate consists of:

- Co-Presidents Andrea Barker & Kristen Borland
- 1st VP – Operations Matt Luce
- 2nd VP – Student Services Lily Phillips
- 3rd VP – Character Wendy Finster
- 4th VPs – Membership Jen Fenton
- 5th VP – Volunteers VACANT
- 6th VPs – Fundraising Chelsea Zielin & Janeen Caleo
- 7th VP – MBEF Liaison Geraldine Pepemehmetoglu
- 8th VP – Communications Loren Kosmont
- Treasurer Stacy Myrose
- Asst. Treasurer Susan Purdy
- Parliamentarian Lisa Jadon
- Financial Secretary Clare Flynn
- Recording Secretary Deanne Moore
- Legislative Representative Johanna Bloomfield

VP of Volunteers – Vacant (According to our bylaws, vacant positions must be filled by the Executive Board–elect.)

Requested a motion to approve the the 2017-18 Executive Board slate. Clare Flynn moved to approve the slate as presented. Lily Phillips seconded the motion. No oppositions.

Principal Update: John Jacksn

There have been many highlights throughout the year including assemblies focusing on kindness, courage, mindfulness, and sportsmanship. We also participated in several community service activities, including the Skechers Pier-to-Pier walk, Operation Gratitude, Holiday Toy Drive, Soles4Souls, and a book drive for Access Books.

Regarding SBAC testing, we will no loner utilize API scores, rather a Dashboard that takes into account many factors such as attendance and graduation rates.

MBUSD loses approximately \$1.5 million dollars each year because of our low attendance rates. We encourage families to keep students in school as it is essential for their learning.

DLR was the architect firm selected to work on elementary school projects under Measure C. The original proposal is being used as a baseline only and there will be community involvement to determine the vision for each school.

End of Year Celebration: On Thursday, June 15th from 1pm – 3 pm, directly after school, we will have an end of year celebration (replaces SummerFest) with food trucks and entertainment, where students can sign yearbooks and say goodbye.

Parent Party: Save the date for our Annual Parent Part and Auction on Saturday, October 14, 2017

Riptide Happenings in April/May

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| • SBAC Testing Dates | April 3- May 31 |
| • Earth Week | April 24-28 |
| • Staff Appreciation Week | May 1-5 |
| • Talent Show Rehearsal/MCHS | May 15 |
| • Talent Show/MCHS | May 17 |
| • School Site Council Meeting | May 23 |
| • No School – Memorial Day | May 29 |
| • Reading Assessments (Min Day) | May 30 |
| • Volunteer Luncheon | May 31 |

Riptide Happenings in June

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| • Reading Assessments (Min Day) | June 1 & 2 |
| • Walk Through California (4 th Gr) | June 6 & 7 |
| • Alumni Breakfast | June 7 |
| • Spirit Assembly | June 12 |
| • Irish Dance Performance (2 nd Gr) | June 12 |
| • 5 th Grade Culmination/Party | June 14 |
| • Last Day of School | June 15 |
| • Summerfest Party | June 15 |

Meeting Adjourned: 9:29 am