

Jackson Avenue PTO Meeting Minutes

Date: Wednesday, February 12, 2014

Attendees: Alyssa Lopez, Beth Rasmussen, Cathy Finkbeiner, Danielle Hayes, Deborah Fields, Jodi Lenning, Kristen Bulleri, Susana Balderas, Sylvia Guzman, Toni Orr, Tracy Rinella, Trisha Bingham and Virginia Holunga.

Agenda:

1. Opening
2. Reports
3. Old Business
4. New Business
5. Next Meeting

Key Points:

1. Opening
 - Meeting called to order at 7:07 pm by Tracy Rinella.
 - Deborah Fields announced that there is a Special Needs Parent Group that meets every third Thursday of each month. They discuss special needs topics and then have breakout sessions to discuss other individual topics.
2. Reports
 - Principal's Report – none reported.
 - Teacher Report – <Alyssa Lopez>
 - The district is mandating a purchasing order process to decrease cash and credit transactions and reimbursements. A purchase order (PO) is needed for all purchases. There is a list of stores that will accept POs in the local area. Full implementation of the purchase order process will be implemented next school year.
 - For the Spring fundraiser, the teachers can decorate the 60s theme baskets.
 - Treasurer's Report <Trisha Bingham>
 - We currently have a CD from 2005 at Bank of the West that is earning .06% interest. However, if we roll over the funds into a money market account, it will earn more interest.
 - **Beth Rasmussen made a motion to transfer the CD funds to a money market account and was seconded by Toni Orr.**
 - The teacher's budget is currently set to \$25 per student. PTO can either increase the budget or hire an art/fame instructor to cater to each level once a week. Alyssa will bring this topic to the teachers to discuss.
 - There is a request for red rubber balls and tether balls. PTO can either purchase or use Campbell's points for this request.
3. Old Business – <Cathy Finkbeiner>
 - Book fair generated \$6381.84 after tax. Our profit was \$3081.92. PTO gave each teacher \$100 in books this year.
 - Scholastic is asking us to start a book club. They will give us 10 free books if we start a book club or if any teacher hasn't order from scholastic before. The book club entails selecting a book once a week, setting a goal, and meeting to talk about the book. Let us know if there is any interest.

- Box Tops – Beth Rasmussen is taking over for Box Tops. The deadline for submitting box tops and Labels for education is March 1st. We received \$1700 in the Fall submission.
- You can link your Safeway card for 2 ways to 2 earn and elabels for education. We earn points for the labels for education.
- For Family Night Out at Patxi's, we received \$500 in profit.

4. New Business –

- Cultural Celebration & Food Festival <Susana Balderas> -
 - This event will be held on Friday, March 7 at 5-8pm.
 - There will be Mexican and Afghanistan food. Plate and drink will be sold for \$5.
 - There will be entertainment. We have dancers from Junction that charges \$150.
 - **Trisha Bingham made a motion to cover the \$150 fee for the dancers for the Multicultural event and was seconded by Susana Balderas.**
 - We need to determine who will serve food and cleanup.
- Schoola Stitch<Danielle Hayes> -
 - Schoola Stitch is a children's clothing drive. You put gently used clothes in a bag and mail it to the company (postage is covered). Then the clothes get priced and listed to be sold. The profit is then returned back to the school.
 - Croce, Smith, and Charter schools are currently doing this.
 - It was suggested that we do a drive thru in the morning and evening hours to drop off clothing.
- Spring Fundraiser <Tracy Rinella> -
 - The theme was changed to the 60s.
 - Tracy will meet with the spring fundraiser coordinator core group. They will discuss the game and volunteer roles.
 - Tracy to send out a school wide save the date communication.

5. Next Meeting

- Next meeting scheduled on Wednesday, March 12, 2014 at 7 pm.
- Meeting adjourned at 8:04 PM.

6. Action Items

- Alyssa Lopez – To discuss teacher budget increase to teachers.
- Deborah Fields – To send out the Special Needs Parent group website link to Sylvia Guzman to get posted on the PTO website.
- Susana Balderas – To coordinate the food servers and cleanup crew for the multicultural event.
- Tracy Rinella – Send out school wide save the date Spring Fundraiser communication.
- Trisha Bingham/Beth Rasmussen – To review and process the ball request.

Submitted by Sylvia Guzman