

Neil Cummins PTA

Minutes of 2008-2009 Board of Directors Meeting

Thursday, August 28, 2008, 8:20 am

NC Volunteer Office

Attendees: Cathie Guthrie President; Julia Ritter, Executive Vice-President; Karen Bond, Vice President; Sarah Notter, Vice President; Jamie Bueman, Vice President; Susan Christman, Secretary; Ann Trunko, Treasurer; Debbie Arnowitz, Financial Secretary; Monica Malone, Parliamentarian; Pam Bittner, Auditor, Marilyn Clark, Principal, Michele Walker, Vice Principal, Valerie Pitts, Superintendent

Meeting Notes

Call to Order: President Cathie Guthrie called the meeting to order at 8:21 a.m.

Review of Agenda

Superintendent's Report: Valerie reported that things are quiet at the District right now. She apologized for having to move the PTA Containers to Hall due to the need for two new classrooms at NC. Enrollment, enrollment, enrollment. School Board is in the midst of Facilities Planning and is in discussions as to what they are going to recommend. Their considerations include the need for new construction as well as repairing/upgrading existing facilities. She explained that enrollment projections continue to be elusive. As far as going out for a bond, there will need to be a well-planned PR campaign. Our Bonding Capacity as a district is \$22-23 million. Option Board is focusing on is reconfiguring the NC site to accommodate upper and lower campuses. Building at San Clemente is double the cost of building on NC campus. They are also considering the ramifications of going out for a bond that requires 55 vs. 67% voter approval. A Bond that seeks and is approved by 55% -are restricted funds, whereas a 67% is more flexible. She stated that we would need 9 new classrooms by 2012 district wide. However, there is more room for portables at Hall and it is possible that the District offices could/would be converted to classrooms. Ideally 5th grade would move back to NC however, but not if enrollment continues to increase. There are other issues to consider including potential federally mandated Pre-K, other growth issues. May want to not use up entire bonding capacity in the case that enrollment hits 2,000 and we need some flexibility to respond in 5-10 years.

Police Station Bond: this is a flat tax, per parcel. Will be \$100 for 40 years. They are going out for 67% of the vote. Depending on how much the construction costs will be, the funds may also include supplemental services if there are extra funds.

Pam made a motion to for the PTA Board to officially endorse the Police Bond Measure E. Carolyn seconded the motion. Motion carried. (See addendum below.)

Principal's Report: Marilyn reported that we are off and running with the new school year. Our current enrollment is 741 students. We have additional staff including, two kinder teachers, two 2nd grade teachers and new special education staff. STAR test results have not been reviewed. Money has trickled in towards the School Supplies fund the goal is \$2,400 and The Foundation has agreed to cover the difference if there is a shortfall.

Vice Principal's Report: Michele reported that she and Marilyn have visited all but 10 of the classrooms to give their start of the year introductions. She let us know that they have doubled the yard duty in the morning.

Treasurer's Report: Ann reported that we closed the year-end account with \$27,155.00. She provided an overview of last year's budget. Income producing activities from last year included: Spellathon-\$25,000, and the Lunch Program- \$55,000. Expenditures included: Field Trips-\$12,000; Classroom and Art Room Supplies- \$26,000; Storage Container-\$5,000. Ann passed out the Proposed Budget for 2008-2009 school year, which will need to be approved at the General Membership meeting next week. Tighter controls will be implemented this year on money collection and deposits they must be handled in a timely fashion. Reimbursement forms will be available in the Volunteer Office.

Looking forward to this school year we anticipate income as follows: Hot Lunch projection \$71,000 (approximately 51k of this is profit from the program itself and 20k from government subsidies), and the SpellaThon goal is \$25,000. She highlighted the following anticipated expenditures: Art funding-we are funding the art supplies for the Art Portable, and re-stocking the Classroom Art bins. \$7,600. Playground Equipment, \$3,000. Marilyn has a spending budget of \$7,000. Ann noted that we increased the budget for many items including: Assemblies and Field Trips (which includes the 4th grade overnight). Teachers annual fund for classroom supplies vary according to grade level e.g., the 3rd and 4th teachers get a little more for fine arts projects. We have combined the Teacher's classroom, field trip and art funds so that they can spend according to need. Science and Music got an increased amount to supply their programs (each have been allocated 1k).

Per Classroom Allocations for supplies, field trips, 3rd/4th special fine arts project: K – 2nd- \$900, 3rd - \$1150, 4th-\$850 plus subsidizing balance of Gold Country Trip.

Teachers will be asked to explain at Back To School night that the \$40 that we have asked for will also be spent towards classroom supplies and they will not have "wish lists".

Approval Items: Karen made a motion to approve minutes from 06-03-08 meeting. Monica seconded the motion. Motion carried.

Discussion Items

By Laws: Monica will retype and distribute Bylaws to all Board members and report on revisions at October Board meeting.

Lunch Program: Cathie reported that approximately every 5 years our lunch program is audited by the State. The reason we are overseen by the State is that 1.) We receive reimbursement from the state to provide lunches for free and reduced kids. 2.) State Department of Education, Food Services has jurisdiction over the program.

Last year's government subsidy was approximately 21k and we pay the school district approximately 12k to administer the program. There is an annual surplus of \$10,000 to the PTA.

Cathie reported that approximately every 5 years our lunch program is audited. Last year we were audited and the State's "findings" included the following: District cannot contract with an organization without taking contract out to bid with other districts and

If the District is taking in funds in excess of cost of food, the excess funds are to be poured back into the lunch program/food services. Valerie stated that several Marin school districts are looking into revising Federal rules to exempt our district and others from these requirements.

We are moving forward with our PTA lunch program and the "Bid" process is ongoing. We anticipate that the District will accept the bid and move forward.

Calendar Items –Julia passed out the PTA 2008-2009 Events Calendar. She explained that separate groups share the use of the Gymnasium including CM Rec Dept, After School programs and PTA.

Adult Education: Sarah was approached by the Foundation to have the author of Raising Cane speak at one of our General Membership meetings in February. The consensus was that the proposed date in February would probably not work for the NC PTA calendar, as it is too busy during that time of year. It was suggested that the Foundation ask the Hall PTA if they would take this on.

Open Committee Positions & Coupon Book- Jamie provided an update on the open committee positions that include Sign Changer and Spirit wear. Filled positions include: TV Turnoff week, Jen Reidy; Safe Routes, Monica Malone and Shoshana Fleischman will help sell, Spirit wear. (Need person to do ordering). Membership update: PayPal is up and running. Family memberships are up by 13% as compared to this time last year.

Coupon Books-completed coupons returned to Jamie will be put in a file in the Volunteer Office for VP's and Committee heads to pick up. All volunteers should be contacted and receipt of their coupons confirmed.

Communications VP- we need to fill the position vacated by Linda Henn. Cathie is filling her "shoes" until a replacement is found. The duties include: District breakfast, Backpack Mail, Sign Changer, Website oversight, Pink E-newsletter, and Kindergarten Registration.

Web Updates – Ann is challenging the Board to a contest to rename the PINK. All entries must be submitted to her by September 10th.

2007-2008 Goals – any additions or comments are welcome.

Foundation: Karen Bond will attend September 8th Foundation Board meeting.

Adjournment: Meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Susan Christman

Secretary

PTA ENDORSEMENTS-POLITICAL CAUSES/ CAMPAIGNS

ADDENDUM: Here's the information Cathie received regarding PTA campains/ parcel tax endorsements

Hi, Catherine.

PTA's can endorse parcel taxes and other initiatives as long as they follow certain guidelines, which can be found in the PTA Toolkit. For example, your PTA members must vote to support the effort. I've pasted below some information from the PTA Toolkit that you might find helpful.

--Tim

School Bonds and Other Ballot Measure Campaigns

PTAs may be asked to help secure the passage of a school bond *or local parcel tax *election or to participate in campaigns to pass or defeat other election ballot measures. Unit, council and district PTA may participate in these efforts when the board and/or membership have voted to support such a campaign.

PTAs can be most effective by:

- Taking an active role in planning the campaign.
- Providing personnel to inform the community (speakers, etc.).
- Developing and/or distributing available campaign material—but not by using student help, unless permitted by the school district (California State PTA Legislation Policies and Procedure No. 11, 4.2.5k, 126).
- Making use of radio, TV, and print media, including newsletters, editorial board visits, letters to the editor, and other communication resources such as PTA e-mail and Web pages.

LEGAL GUIDELINES FOR CAMPAIGN ACTIVITY

The California State PTA and all of its constituent organizations are classified as tax-exempt nonprofit organizations under the federal Internal Revenue Code Section 501(c)(3). State and federal laws place certain requirements and restrictions on lobbying and election-related activities and expenditures by such organizations. A PTA that participates in influencing or attempting to influence specific legislation or voter action for the passage or defeat of any ballot measure must comply with both the federal IRS regulations and the California state laws and reporting requirements.

California law establishes procedures and requirements for filing reports on election campaign expenses. A PTA that participates in a campaign to pass or defeat any ballot measure must file a report with the State of California Fair Political Practices Commission (FPPC) if its total campaign expenditures (including both monetary and in-kind con-tributions) reach \$1000 or more. Most PTAs are unlikely to have expenditures high enough to require reporting under California law, but it is wise to carefully account for all PTA expenditures made for any legislative purpose. Contact the district PTA president or the State office if there are questions about how the California reporting laws might affect the PTA.

To retain its IRS tax-exempt status and continue to receive tax-deductible contributions, a PTA may not participate in any type of political campaign or other activity on behalf of or in opposition to a candidate for any public office or devote more than an insubstantial part of its activity and expenditures to influence the outcome of ballot measures and other legislation (School Bond and Other Ballot Measure Campaigns 4.3.3, 129). The IRS regulations do not define "insubstantial," but it is generally interpreted to mean five percent or less of the organization's total expenditures and activities.