



**Aspen PFA Meeting Minutes**  
**Tuesday, November 9, 2021 7:00 pm – MPR**

**Attendance:**

Brianna Allen, Mr. Craven, Kiley Duncan, Alison Friedman, Susan Fujimoto, Mandy Liston, Denise Lucarelli, Torrie Marsh, Robyn Moshier, Colette Noblitt, Jasmine Nottingham, Colleen Poling, Kamila Schmirlerova, Stephanie Schramm, Merideth Sullivan

**WELCOME**

- Meeting Called to order at 7:05 pm
- Approval of September Meeting Minutes:

Changes:

Under the logo should say "minutes" not "agenda

On page three, under Harvest Fest, change "steaks" to "stakes"

- Kamila motioned to approve, Robyn seconds.

**PRESIDENTS' MESSAGE** – Susan Fujimoto & Denise Lucarelli

We had a great start of the year with two very successful events:

- Harvest Fest – Thank you team! teachers, kids, families all loved the event! In comparison to 2018/2019 the numbers were lower overall but that was made up for in food sales.
- Red Ribbon Week – Thank you team! We especially liked the hands on the gate.

In addition:

- Photo Session – Thank you Denise for organizing sessions.
- Everyone - Thanks for being here.

**PRINCIPAL'S MESSAGE** – Mr. Craven

- Harvest Fest - Echoes the thank you's, it was especially wonderful seeing everyone back together with families. He recognized the work and time that was put into creating such a successful event.

- Red Ribbon Week – heard positive feedback from parents and teachers. Mrs. Poling's class won the prize for recess with Mr. Craven.
- Fifth Graders field trip – today! It was moved to the fall instead of spring so that relationships can build earlier. It was great.
- Los Robles Hospital Hero's Heart award nominees: Mrs. Birg and Mrs. Byington – we are all very proud.
- Tech Teacher – we still don't have one, but technology is being used by the teachers in the classroom.
- Inclusive Schools Week – December 6, planning is being done by staff, reach out to Mr. Craven if you are interested in helping.
- Thank you for the generous birthday gift.

### **TEACHER'S MESSAGE** – Mrs. Poling

- Harvest Fest – Teachers said it was the first-time things felt "normal" and really enjoyed and appreciated all that was done to make that happen.
- Red Ribbon Week – Started out overwhelming for teachers with the materials but that was worked through with modifications and ended up working well and the materials can be used for other years.
- Third Graders – Thank you for money for their field trip transportation.
- Overall – Staff feel connected, Mr. Craven has really brought them all together. They feel supported, encouraged, and grateful.

### **TREASURER'S REPORT** – Augus Harjoto via Susan Fujimoto

#### **Aspen PFA Treasurer Report October 1 – Oct 31, 2021**

**Beginning Balance October 1, 2021 = \$44,334.54**

#### **Income:**

1. We received \$40 PFA Membership dues and \$840 Direct Donation (Support our School) 2.
- We received \$250 Corporate Matching from Amgen
3. We received \$200.68 from Ralph/Kroger
4. We collected \$1,500 for ten (10) slots of photo fundraiser

**Total Income = \$2,830.68 (40+840+250+200.68+1500 = \$2,830.68)**

#### **Expense:**

1. We disbursed \$4,800 (\$15 per student x 320 students = \$4,800) for Teacher Instructional Fund

2. We reimbursed \$111.34 for Family Movie Night (check was lost, cancelled the lost check and a new check was reissued)
3. We withdrew \$200 a Petty Cash for Harvest Fest (petty cash will be re-deposited in Nov)
4. We paid \$3 bank charge for October monthly bank statement
5. We paid \$61.30 for Square Fees
6. We paid \$650 to our Tax Accountant (Berman & Berman) for Year 2020 Income Tax

Filing (Aspen PFA 2020 Income Tax Return has been filed and we also have filed our Charitable Trust for Aspen PFA as a Non-Profit Organization to the State of California).

**Income Tax filing (both Federal and State) and filing the Charitable Trust for Aspen PFA as a Non-Profit Organization are VERY important to avoid IRS penalties and to keep our status as a Non-Profit Organization. Make sure to check with our Tax Accountant.**

7. We paid Coole School \$171.50 for Students Planners

**Total Expense = \$5,997.14 (4800+111.34+200+3+61.30+650+171.50 = 5,997.14 Net Income – Expense = 2,830.68 – 5,997.14 = - \$3,166.46  
Ending Balance for October 31, 2021 = \$44,334.54 - \$3,166.46 = \$41,168.08**

Thank you, Kiley, Stephanie, Alison, Sheridan, Jasmine, Claudia, Amy, Denise, Mia, Valerie, Merideth and all of you for your hard work and contributions to Aspen PFA!

## **OLD BUSINESS & PFA BOARD & COMMITTEE REPORTS**

Photo fundraiser recap – Denise Lucarelli

- It all went as planned with all spots filled.
- We need to cut her a check still
- One issue with a parent not hitting “complete” for their order so the photographer is going to honor the special and the money back to Aspen and schedule a time with the parent.
- In the end, 11 spots for \$150 each = \$1,600 with our share as \$825
- Money for art curriculum

Harvest Festival- Alison Friedman & Sheridan Kahn

- We are tired but grateful for such a fun event!
- Thanks to Melissa Barber and team, 5<sup>th</sup> grade teachers and committee – they did a fantastic job with the bake sale and dunk tank with Mr. Craven.
- Thanks Room Parents for all your work and for many PFA parents for selling tickets, running the sound system and costume contest, balloons, the money and more. It was a big team effort!
- Not a major fundraiser, but 5<sup>th</sup> grade should still get about \$2k

Red Ribbon Week- Jasmine Nottingham, Claudia Sidoti & Amy Martinez

- Echoed all that was shared already.
- We didn't get the flag banner because of shipping cost so we did a balloon ribbon instead.
- Happy to do it again next year.

Jog-a-Thon- Mrs. Poling

- Team met, divided up some tasks and is meeting again next week.
- Meeting with the online platform folks tomorrow
- Shipping costs for shirts are causing an issue but we are working on it.

#### Membership – Kiley Duncan

- Had a \$50 donation but nothing else coming in right now.
- Should we have another push in the spring? Open to ideas
- Patagonia and other matches came in
- \$118.25 check believed to be from Farm Fresh to You

#### School Cents, eScrip, Box Top Game and Incentives- Stephanie Schramm

- We are at \$8,087 and at \$8,500 for a popsicle party.
- Popsicles must be purchased in sets of 48 from food service and the order must go in a week before hand.
- Let's get a cost check on popsicles
- New codes come out on Thursday
- We get a check for April-November so should be about \$7,900 coming into us in December
- School Cents – were in 9<sup>th</sup> place now in 3<sup>rd</sup> – yay! We get 20pts for every \$1.
- We are going to have a toy drive as we get 1000 points per toy.
- Mr. Craven approved having a box out for the toy drive which Stephanie will be responsible for

#### Student Store- Mia Nelson (not in attendance)

- Nothing to report

#### Ways & Means- Robyn Moshier & Kate Martin- Restaurant Night, "Be the Change" fundraiser

- No November restaurant night, lots of places just aren't doing them right now
- Maybe CPK in January
- We always do McDonalds so will definitely get that on the schedule
- Be the Change is. Moved to 2022 after the jogathon

### **NEW BUSINESS**

#### Care and Share Event

- Started last year where we made a paper chain along the fence.
- Dec 6-15
- Working with the local food bank to get a list of what they need

### **Voting Items**

- None

## **Non-Voting Items**

- None

## **Any Other Business (AOB)**

- We turned in all the reauthorization papers to be a booster club through the district. The "auditor" position was discussed and needs to be someone NOT on the executive board, they need to be a committee chair. We will need to change our bylaw language and will need to vote on that coming up and make the change.
- Next meeting – December 14th, 2021
- 7:48pm Meeting Closed