



Aspen PFA Meeting Minutes- March 14th, 2023 @7pm in the MPR

Call to order at 7:08pm

**ATTENDEES**

Brianna Allen, Shane Craven, Alison Friedman, Lindsay Leibin, Mandy Liston, Denise Lucarelli, Torrie Marsh, Colette Noblitt, Joy Quick, MM Ranola-Wu, Stephanie Schramm, Claudia Sidoti, Kira Wagner, Jackie Wellen

**WELCOME**

Approval of February Meeting Minutes

Mandy motions to approve  
Brianna seconds

**PRESIDENTS' MESSAGE** – Denise Lucarelli & Alison Friedman

- \* Still talking about Roadrunner Run – final amount raised is \$40,748. Prizes and experiences have been completed. Please submit receipts ASAP if you need. Waiting for invoices from Nutrition Services for a final tally. About to close shop there, but great job fundraising.
- \* We held a special exec board meeting to discuss Shakespeare for an assembly – the motion was made to approve the assembly and pay extra money to have it was passed. The assembly will be on April 6<sup>th</sup>. The Topanga Canyon group will come for the 2nd-5<sup>th</sup> graders. They will be giving experiences and a show. Mrs. Byington is working with the teachers directly, as PFA we do not need to do anything. It will be super turnkey. They have shows during the summer that are magical so that's recommended as well!
- \* Family Reading Night was a total hit and congrats to Kamila and her team! One of our favorite nights of the year and everyone had a good time. The popcorn machine works so that's exciting!
- \* The Principal Coffee happened last week so thanks to all who attended!
- \* Women in History is still happening!
- \* The Diaper Drive is in full force – we are collecting diapers and wipes until March 24<sup>th</sup>. We will drop it all off on the 26<sup>th</sup>. The diapers and wipes are going toward Conjeo Community Outreach – it's our way to give back.
- \* Tomorrow night we are eating at Chipotle! People can order online, and we will get 33% back!! Let's all go!
- \* Everyone send in yearbook pictures and dedications if you have a fifth grader. MM working hard on this!
- \* We spoke to Mrs. Byington about the student who passed away who was an Aspen student. The mom was a past PFA President so we donated \$100 from our Share and Care line item to go toward an account that they will use to build a bench and garden here at the school. Mrs. Byington is working directly with the family. Nothing for us to do, but we do want to raise

awareness. There's a tree out in the front of the school that already has the student's mom's name on it so they will build a bench around that tree.

\* Teacher's lounge update from Kelly and Karina! We have a list of what more they want! Teacher gift cards were given out at the last staff meeting and the teachers were incredibly happy and stunned – their jaws were on the floor at the amount! They are extremely appreciative!

\* Couple of reminder notes: according to the bylaws, we must put out agendas 24 hours in advance so if you have a voting item or something to discuss please get that info in as early as possible. Also, in our budget there is an expense line and there's a profit line, but they don't exist on the same line item so they don't cancel each other out. So please be aware of that difference.

### **PRINCIPAL'S MESSAGE** – Dr. Craven

\* Mrs. Birg is in Santa Barbara watching her son play volleyball so she's not here but sent a HUGE thank you for the gift cards! The teachers were truly shocked, and some have even already spent it. Also, they were thankful for the copy of the books that were part of Family Reading Night from Danny Jordan!

\* Thank you for Family Reading Night event – there was lots of positive feedback!

\* In terms of the Outdoor Learning Space, one of our planning individuals already has a price on, and put orders in for, cement to build benches and the stage, etc. There are significant delays across the board with materials of course, but the cost will be about \$22K just for that.

\* No school Friday! On Saint Patrick's Day!

\* 4<sup>th</sup> and 5<sup>th</sup> Human Growth and Development videos will be shown on 3/24. They will be showed in the classroom first and then a Q&A.

\* So PFA has been paying for a PE Specialist, but he is leaving as of March. Kids will still be getting PE with Coach K, but we aren't funding it anymore. With the timing being so late in the year, teachers do not feel we need to bring in someone new before the year ends this year.

### **TEACHER'S MESSAGE** – in Santa Barbara!

### **TREASURER'S REPORT** – Colette Noblitt

#### **February 2023 PL Summary**

Beginning Balance February 1, 2023: **\$63,650.11**

#### **Income:**

1. Received Corporate Matching from Capital Group and Edison for a combined \$130
2. Roadrunner Run brought in \$5,290 in Feb (a combination of signs, sponsorships and direct donations); check for the Online Donations was received in March and will be reflected in next report, but total income is right about \$42K!
3. Pancakes with Parents brought in \$605 via Venmo, plus an additional \$7 in cash (\$612) for a total of \$1,459
4. Bank Fee Credit to our account of \$40

Total Income in February = \$6,072 (\$130+\$5,290+\$612+40)

**Expenses:**

1. Paid \$479.36 for 3<sup>rd</sup> Grade Music Field Trip (musician and music books)
2. We paid for Art, PE and Dance Specialists: \$4,115.46
3. Reimbursed for Pancakes for Parents supplies: \$139.05
4. Reimbursed \$423.52 for the Teacher's Welcome Luncheon
5. Charged \$40 in Bank Fees; charges were reversed for a net \$0
6. Paid \$5,530.34 for Roadrunner Run Expenses (Start Up Fee, Sponsor Banners, Tshirts, Backpack Buddies, Costumes, Silly String, etc!)
7. Utilized \$1,373.06 of the \$10,000 donation toward Movie Night Supplies (screen, projector, DVD player, popcorn maker)

Total Expenses in February = \$12,100.79

(\$479.36+\$4,115.46+\$139.05+\$423.52+\$40+\$5,530.34+\$1,373.06)

**Net Loss = \$6,028.79**

**Net Gain YTD = \$17,816.63**

**Ending Balance February 28, 2023 = \$57,621.32** (\$63,650.11 - \$6,028.79)

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

- Assemblies - Jasmine Nottingham. The Science Fair date is now 4/26. Captain Bob's Robotics assembly is on 3/23.
- Stephanie Schramm - eScrip. With School Cents, we are currently in 5<sup>th</sup> place. We won a \$200 bonus last month for having the most receipts! Hoping for \$1100 this year. They are doing the screen recycling again so we will put a box out again. With Ralphs, we are at \$349.17 in quarterly donations. At this point, approx. 42 families have signed up for it. The last month for Amazon Smile money was March. For Chipotle we don't have to send in receipts, but they will just count the total we get from the night and count that towards School Cents. We've had good publicity around that restaurant night!
- Ways & Means - Torrie and Karina. Hopefully it doesn't rain on our restaurant night!
- RoadRunner Run recap (2/10) - Lanette Worthington and Mandy Liston. Thank you to everyone who helped. We made a good amount of money – and if anyone wants to sign up for next year, feel free! There's a google doc that has all the information in it for anyone who wants to take over. The teachers just don't want it in February again ideally. March is preferable/requested.
- Family Reading Night recap (3/3) - Kamila Schmirlerova. Great success! Extra books were donated to the Thousand Oaks Library. The popcorn machine worked great – you just need to make sure to start early since the capacity of the machine is small. \$20 to get the popcorn and oil for the entire event – let's put that as a note in the machine. \$160 for cookies, water

and popcorn! Cookies ran out quickly. Drinks ran out, too. Taylor made \$41.20 from her sales of the Sensory Books and she's more than happy to run it next year!

- Women in History - Alison Friedman. Going well – the girls are almost ready to present. We tentatively planned for 3/24 but can't do that date now because of the Human Growth videos. Somewhere in the next two-ish weeks we will do it. The schedule and track of the day is laid out already. The girls have their parts mostly all memorized – they have costumes and props to go with it and it's been so fun! I will totally do this again if everyone likes it. No cost to it which is good – but it's important messaging. The girls are worried about messing up, but no one is reading a script so no one would even know if they did – just talk about it like you are talking a movie! I've been telling them to just say what you know!
- Teacher Appreciation Week - Jackie Wellen. The theme is "Galaxy!" "Blast Off" day one with door decoration. Second day is "Rise and Shine" breakfast – XYZ breakfast place would like to sponsor – can we put their name on the marquee outside? (Answer was yes!) "Sun-sational" lunch ideally from Wood Ranch to double dip on the receipts as well. "Meteor Shower Your Teacher with Coffee and a Morning Treat" on Thursday. Friday is "Rocket Recharge" where parents donate classroom supplies or gift cards from your Teacher's Wish List. Would love a budget increase for this event when we get there.
- Sock Hop (3/24) - Sheridan Kahn. This one has been easy! We've got the prizes, hired Lisa, the dance instructor extraordinaire. Brianna made a Sign-Up Genius for day of decorations. Hopefully we can come in early on Friday to start decorating instead of waiting until after school. We will need help that day! Dr. Craven asked that we let Stacy know if we need set up things in the MPR early. Can the kids play outside during the event too? Answer was that parents just must supervise!
- Science Fair (4/19). New date is 4/26!
- Yearbook – MM Ranola-Wu. A draft version was sent around. I've been emailing teachers the proof sheets to check names, get more photos, etc. We've sold 41% of what we need to buy already... We had purchased yearbooks for teachers' way in the past, but we don't do it now. A teacher asked if the PFA would consider it. MM to send a survey asking teachers about their interest. 4/24 is the last day to submit yearbook pages and final buys. We have to buy 176 so we can buy the extras to resell at the end of the year. We will have a table set up at the June 14<sup>th</sup> -5<sup>th</sup> grade promotion (MM's BIRTHDAY!). Just know that if we buy books for teachers this year, we will need to do it moving forward so make sure we want it. (Dr. Craven noted that a lot of other schools give them out too). We need more 5<sup>th</sup> grade photos – I have hundreds of photos from Roadrunner Run and the Harvest Fest so hopefully someone can go through those.
- Nominating Committee – Kamila Schmirlerova and Brianna Allen. For next year, we will need: President, 3<sup>rd</sup> VP, eScrip, Parliamentarian, and Auditor. We have a secretary, someone for Ways & Means. We also need to figure out Hospitality soon because the ice cream social is day before school starts. That job is heavy at the beginning and then there is almost nothing after that.

## NEW BUSINESS

### Non-Voting Items

### Voting Items

- Increase to Teacher Appreciation Week funds. Hopefully restaurants can provide a discount on their end. Just for breakfast, we need to cover for 40 people – this includes teachers, office staff, custodians, etc. Jackie is looking for an Increase to \$1,500 on top of the remaining \$423. Budget increase to cover breakfast, lunch, materials and a gift for all teachers, staff and on site. Mandy moves to make a \$1500 increase to budget. MM seconds. Motion passes with no opposition.
- Science Fair Fundraising. Skip because Jasmine is not here. Talk about next meeting.
- Science Cart – same.
- Increase Student Store Fund – we buy planners now for next year. The number of planners we need exceeds the budget by \$98.75 so Colette is requesting a \$100 increase for the Student Fund for those planners. Mandy seconds motion. Motion passes with no opposition.
- RRR Budget (t-shirts) – Aspen paid \$2500 for t-shirts for the Roadrunner Run. We got \$2000 in profit but that's a separate line. This amount is a \$2K budget item that we didn't budget for as an expense. Colette motions to increase expense line by \$2K. Stephanie seconds. Motion passes with no opposition.
- Increase Vote for Art Specialist – We need an amount to cover the rest of year – we calculated \$25/hour instead of \$33/hour. The amount is \$5,735.51. Colette motions to approve. MM seconds. Motion passes with no opposition.
- Increase Vote for Roadshow – We would need to pay 10 extra hours to be able to have the Roadshow. Open House is in the classrooms this year, so no need for the Roadshow necessarily. People would like an Art Show during Open House time – in the hallways or wherever. May 19<sup>th</sup> is Open House. We would just need \$87.55 for the Art Show. Maybe possible to move the Art Show to the Science Fair night and make it more STEAM? Jackie votes to move the money for an Art Show. MM seconds. Motion passes with no opposition.

### Any Other Business (AOB)

Meeting called at 8:42pm

Next meeting – April 4th at 7pm in the MPR