



Aspen PFA Meeting Notes - August 9th, 2022 @7:30pm at Alison Friedman's house

ATTENDANCE:

Brianna Allen, Samantha Birg, Dr. Craven, Kiley Duncan, Alison Friedman, Susan Fujimoto, Lindsay Leibin, Mandy Liston, Denise Lucarelli, Colette Noblitt, Jasmine Nottingham, Joy Quick, MM Ranola-Wu, Stephanie Schramm, Claudia Sidoti, Merideth Sullivan, Jackie Wellen, Lanette Worthington

WELCOME

- Meeting called to order at 7:36pm
- Approval of July Meeting Minutes
 - Change: Page 1 – 2/3 of the way down – “Vistante”
 - Motion to approve meeting minutes with the above change for July
 - Brianna Allen motions, Susan Fujimoto seconds – unanimous approval

PRESIDENT’S MESSAGE – Denise Lucarelli & Alison Friedman

Finance notes

- We have a new bank account
 - Redid square account
 - Created Venmo,
 - Benevity and Amgen are updated
 - Go Daddy is also updated
- If you know there is a PFA bank account linked somewhere, please tell us
- Claudia is going to start preparing and working on the audit
 - We have bank statements and the checkbook for Claudia
 - Thanks, Claudia, for working on this with Bryan

School Starting notes

- Thanks, Susan, for hanging the banners for the real estate agents before orientation
- Many people are working on getting the fliers for the welcome packet. Denise & Alison will copy next Monday, so need by Sunday.
- We discussed opting in and out of emails
 - If someone gives us (specifically the PFA) their email, we can add them to the email list

PRINCIPAL’S MESSAGE – Dr. Craven

Good to see you and hope you are having a good summer!

- Notes about the email Dr. Craven sent out today
 - Hope you all received the email
 - We shared that there are five new teachers,
 - New teachers Mrs. Rosenberg and Mrs. Sosa were Aspen students and very excited to be here
 - New Kinder teacher was also an Aspen teacher at one point
 - Mrs. Birg will be a kinder teacher this year

- Please fill out your annual updates or Stacy will hound you
- Working on finalizing on classes
 - 4pm on the Tuesday is consistent in every school in the district for class assignments
- Open campus
 - Neighbors have received letters explaining the upcoming Aspen open campus for after school hours and weekends
 - Jasmine received a letter and believed the campus will only be open on holidays and weekends – not afternoon/evenings of school days
 - The space will be supervised by groups who are also there
 - “Can you share any increased security for childcare?”
 - Unsure, but valid concern. Call Amy Mills about that
- Important upcoming dates
 - Monday, August 22nd @ 3:30pm – Kindergarten Orientation
 - Tuesday, August 23rd @ 9am – New Student Orientation grades 1-5
 - Tuesday, August 23rd @ 10am – TK Orientation
 - Tuesday, August 23rd @ 4-6pm End of Summer Ice Cream Social/Class Placement Distribution
 - Wednesday, August 24th – First day of school!
- Campus Safety – we now have four people, and one is willing to help at the cross walk
- Enrollment is 310

TEACHER’S MESSAGE – Mrs. Birg

A note from Mrs. Poling –

- Thank you for the gift card
- She is looking forward to supporting Aspen in the future.

TREASURER’S REPORT – Colette Noblitt

General Notes

- We didn’t expect any income in July
- Some early checks were cashed so we could close out the old account
- We paid our specialists for May and this month, in September, we will pay them for June
- Expected a net loss
- We are in a great place to start the year.

July 2022 PL Summary

- Beginning Balance July 1, 2022: **\$41,202.25**

Income:

- We reported \$1 income during the month of July; this is a reversal of the \$1 fee to transfer the bank account. No additional income reported, as expected Total Income = \$1

Expenses:

1. We paid \$21.17 for renewal of GoDaddy webhost for PFA website
2. We paid \$4 for bank fees (\$3 for account statement, \$1 for account transfer)
3. We reimbursed \$111.76 for Roadrunner Run (Robyn / Kiley)
4. We paid \$2,621.83 for Specialists
 - Total Expenses = \$2,758.76 (\$21.17+\$4+\$111.76+\$2,621.83)

Net Loss = \$2,757.76

Ending Balance July 30, 2022 = \$38,444.49 (\$41,202.25 - \$2,757.76)

PFA BOARD & COMMITTEE REPORTS/OLD BUSINESS

Programs - Jasmine Nottingham

- Assemblies – See attached document “Aspen Assemblies 2022-23”
- CLU Kingsman Shakespeare Discussion
 - High cost for low student interest - \$1600
 - Program now says its for K-5 – in the past it was just higher grades
 - Can't have them on Fridays
 - Is this the best use of funds?

Ways & Means - Torrie Marsh & Karina Suniga (not in attendance)

Mabel's Labels account set up for fundraising. Aspen PFA will get 20%. Orders ship to your home. Flyer was made and Alison e mailed to Aspen. Copies will be made for packets. (Once a month we can check for donations and once over \$50 check will be mailed to Aspen PFA).

Restaurant night for end of summer dinner and dessert. Ameci Pizza and Tifa gelato. Ameci will donate 20% and Tifa 15%. Changed the date since Ameci's only does Wednesdays. New date Wednesday Aug 30th. Time 5:00pm-10pm. Restaurants are neighbors (Behind Cisco's in T.O) and have a nice outdoor eating area. You can eat inside or outside with family and friends. Wear your Aspen shirt to show school pride and find other schoolmates. We will put gold and purple balloons outside.

(Flyer made. I will email flyer to Ameci/Tifa for approval.

I would like to promote this as a welcome event for TK and Kinder students new to our school. This will introduce them to our restaurant nights and hopefully help them meet new classmates.

Torrie & Karina

eScrip - Stephanie Schramm

- This year our Box Tops goal is \$200, so far, we made \$20ish
- 8/25 School Cents starts
- Sept 1 and later for Thousand Oaks mall receipts
- Shop at Ralphs and Amazon Smile

Membership- Kiley Duncan

- PFA Membership
 - PFA membership going from \$20 to \$25
 - Family will go from \$250 to \$260
 - Individual will go from \$140 to \$145
 - The “donate what you can” will remain
 - All will be on a new and clearer form
- Membership Discussion
 - All the forms are ready to go out
 - We have a thermometer coming back.

- Can we do Venmo and QR code? Maybe on the banner?
- Include why we raise money and what it is going towards
- Perhaps we can let parents opt in or out of PFA emails through Room Parents?

Student Services - Lanette Worthington & Anne Dyer

- We have shirts and we are going to vote about payment.
- Planners
 - Dr. Craven thinks they are at Aspen
 - Everything is preordered
 - If we need more, we can order more but we do not want to get stuck on inventory
 - What if we print labels with each child's name on it and as they purchase a planner their name is put on the planner. That way we know who has and hasn't paid.

NEW BUSINESS

General Budget update before voting:

Anticipated Income		Anticipated Expenses	
Membership	\$8,000	Art Master Supplies	\$800
Corporate Matching	\$4,500	Assemblies	\$5,000
Box Tops	\$200	Field Trips	\$5,900
Script	\$1,000	Science Fair	\$400
Amazon	\$300	Red Ribbon Week	\$300
Road Runner Run	\$25,000	Teaching instruction fun	\$4,950
Restaurant Night	\$2,000	Reading Celebration	\$250
End of Summer Social	\$500	Art Specialist	\$9,000
Sweets and Treats	\$600	PE Specialist	
Photo Fundraiser	\$700	Dance Specialist	\$5,800
Harvest Fest	\$3,000	Membership	\$50
Movie Night	\$400	Esript	\$200
Pancakes with Parents	\$400	Pancakes with Parents	\$250
Science Fair	\$200	Movie Night	\$900
Sock Hop	\$250	Reading Night	\$20
Student Store	\$3,000	Harvest Fest	\$600
Yearbook	\$2,500	Promotions	\$3,000
Dedications	\$300	Sock Hop	\$600
Misc.	\$200	Parent Education	\$0
	\$53,050	Kinder Coffee	\$20
		Ways & Means	\$50
		Room Parent Rundown	\$25
		Appreciation/Teacher events	\$1,000
		Community Care	\$200
		Outdoor learning	\$0
		Bank charges	\$100
		Returned check fee	\$80
		Square	\$275
		Licenses	\$550
		Marketing	\$50
		Tax Prep	\$750
		Certificate of Insurance	\$400
		Misc	\$400
		Student Store	\$4,500
		Yearbook	\$300
		Road Runner Run	\$6,000
		End of Summer Social	\$500
		Restaurant Night	\$50
		Photo Fundraiser	\$700
			\$53,970

This year specialists start early/mid-September which is a whole month earlier and will continue until Memorial Day 2023 – more hours increase the cost

PE

- Required for 200 minutes per 10 days
- The district is providing 60 hours of the required PE instruction time: 200 min per 10 days.
- Dance 60 minutes counts as PE -5th grade doesn't do dance
- We need an additional PE support person; they don't need to be credentialed.

Membership amounts increase

- PFA and parent Support Our School donations (Membership) – Motion is to increase support our school donation to \$260 per family, \$145 per student or \$25 for pfa membership.

Kiley Duncan motions, Brianna Allen seconds, unanimous approval

- There will be a grade level competition for membership

Insurance

- (COI) needed/required now (annual fee \$400)
 - Susan motions for COI and associated fees, Collette seconds, unanimous approval

Pre Budget for:

- Student Store – Lanette Worthington & Anne Dyer
 - Lanette Worthington motions for a \$4,500 student store budget, Lindsey Leibin seconds, unanimous approval
- Movie Night – Kiley Duncan
 - Kiley Duncan motions for a budget of \$900 for movie nights in 2022-2023, Lanette Worthington seconds, unanimous approval
- Ice Cream Social – MM Ranola & Joy Quick
 - Joy Quick motions for \$200 budget for the ice cream social, Stephanie Schramm seconds, unanimous approval
- Harvest Fest – Sheridan Kahn & Merideth Sullivan
 - Merideth Sullivan motions for a \$600 budget for Harvest Fest, Jackie Wellen seconds, unanimous approval
- Assemblies
 - Jasmine Nottingham motion for \$640 to book the BMX assembly, Mrs. Birg seconds, unanimous approval
- Welcome Back Teacher Luncheon
 - Mandy Liston motions for \$500 for the luncheon, Jasmine Nottingham seconds, unanimous approval

Non-Voting Items

- We will have a PFA sign up at the Ice cream social
- Lanette is looking into “Card the Yard” for the first day of school and will donate
- At the end of the ice cream social, please stay and help us chalk back to school messages (like last year)
- We will use the Aspen step and repeat for first day and the Racer costume

Any Other Business (AOB)

Next meeting – September 13th at 7pm in the MPR

End of meeting – 9:44pm