

**Creative Connections Arts Academy**  
**Parent Teacher Organization Regular Meeting Minutes**  
**Tuesday, January 8, 2013**  
**3:30 P.M. to 5:00 P.M.**  
**Library Media Center – ARUTAS Campus**

**Date Approved:** \_\_\_\_\_

**Call to Order:** A regular meeting of the Parent Teacher Organization, CCAA, was held in CCAA LMC, North Highlands, CA on January 8, 2013. The meeting convened at 3:32 PM. 1<sup>st</sup> Vice President Valina Combs presiding, Tina Corben, secretary.

Members of the Board in attendance were: **Valina Combs**, 1<sup>st</sup> Vice President; **Alexandra Manzo**, 2<sup>nd</sup> Vice President; **Tina Corben**, Secretary; **Julia Gordon**, Treasurer; **Jennifer Bourgeois**, Parliamentarian; **Dale Owen**, Parent Volunteer Coordinator; and **Jen Mizuno**, Faculty rep.

Members of the Board absent: **Alicia Fuller**, President and **Gary Brooks**, Faculty rep. **Elaine Douglas**, Principal arrived late.

Community Members present: Marie Rousseau, Jenny Moore (Mariah, Emerson), Janel Berchielli

**Approval of Minutes:** December 2012 regular meeting minutes for approval at next meeting. November 2012 Minutes reviewed by all members present. No changes brought forth.

**Motion:** moved by Alexandra and seconded by Dale Owen to approve the minutes of November 2012 Regular Meeting Minutes. **Motion carried unanimously.**

**Principal's Forum:** Ms. Douglas arrived late, this item moved to later in agenda.

**Officers Reports:**

President's Report: none.

**Community Forum:** none.

**Budget report:**

1. Updated Budget Overview – all teacher funds frozen, due to lack of funds raised so far.
2. **Restaurant Nights** – Alex booked first one and flyer approved with addition of "Proceeds benefit teacher class/exploratory budgets" (Togo's Jan 16, must have flyer for us to receive 20% of sales all that day). Jenn will advertise on FB page. Working on McTeacher Night for February.
3. **Ditch the parents** -- tabled

**Principal's forum (out of order):**

Upcoming new parent information nights announced and invitation to be present: Jan 16 @ Arutas for K-5 and Jan 17 @ Walerga for 6-12<sup>th</sup>. The 2013-14 School Plan is in beginning stages with our School Site Council (which has recently expanded to include high school with 10 members since we now have HS)

### ***Unfinished Business:***

1. **Spirit Ware Sales** (Valina) – Feb 1 is next order. Discussion of “back to basics” colors for next year (purple, black, white)
2. **Holiday Shoppe** Fundraiser (Alexandra) -- \$350 made on Penguin Patch. Discussion of success at both sites. Renew now, we get 5% extra with ability to cancel at any time by Oct 2013 with no penalty. Board directed Alex to do so.
3. **December Movie Night @ Arutas** – Concern expressed regarding unsupervised students on playground, more staff/volunteers needed at doors to supervise this, once in cafeteria, stay in cafeteria.
4. **Committees** – forms in teachers’ hands right before Winter Break, should have gone home. Alicia said it will also go electronically.
5. **Ice Skating Night** -- January 18th at 6pm, flyer approved with addition of “pay at the door” and rink’s address to be made.
6. **Parent Student Talent Show** (Feb 1, Alicia) – Initial flyers sent, to be sent electronically as well. Suggestion to make clear how one is selected for show, establish guidelines.
7. **Adult Social** (March 9, Jenny and Alex) – Bull riding/Cowboy Western theme @ Gibson Ranch discussed, \$600 rental, permits needed, more time needed. Julia tentatively proposed Laugh’s Unlimited comedy night, Sun March 10 – not firm yet. We take door, they take bar proceeds. Committee favors looking into this idea and saving Gibson Ranch for next year.
8. **Auction** (April 19 – Tina) – Reviewed themes received from teachers, flyers sent both with teacher and in school loop. Guidelines set for basket creation: smaller is better, give starting bid around \$10-20, keep value around \$50 but do not list value on basket, a few large baskets ok and put some small baskets (maybe if class collected many items, create one big for silent auction and one small one for raffle table). Marie to meet with Tina to discuss/set procedure of documenting donations.
9. **Bylaws (Jenn)** – Jen got the email today, will complete task.
10. **Tax Forms** – still in progress

### ***New Business: none***

### ***Announcements:***

1. Concern rose regarding outside groups/parents wanting to do fundraising. Traditionally PTO established to help facilitate funds in timely manner with less restrictions and with overall goal to not drain our parents by overlapping fundraising, discussed adding guidelines/policy to CCAA planner/website. Tina will draft this for next meeting.
2. Concern rose regarding electronics use during Winter Performance and interference with microphone systems. Possible solution: before EVERY performance, make announcement to put all devices in AIRPLANE MODE to avoid this.

***Adjournment:*** February 12, 2013 at 3:30 PM and the ARUTAS Campus CCAA LMC, North Highlands, CA were fixed as the time and place of the next regular meeting. The January 8, 2013 regular session was adjourned at 4:42 PM.