

Creative Connections Arts Academy
Parent Teacher Organization Regular Meeting Agenda
Tuesday, October 9, 2012
3:30 P.M. to 5:00 P.M.
Library Media Center – Arutas Campus

Date Approved: November 13, 2012

Call to Order: A regular meeting of the Parent Teacher Organization, CCAA, was held in CCAA LMC, North Highlands, CA on October 9, 2012. The meeting convened at 3:32 PM. President Alicia Fuller presiding, Tina Corben, Secretary.

Members of the Board in attendance were **Alicia Fuller**, President; **Valina Combs**, 1st Vice President; **Alexandra Manzo**, 2nd Vice President; **Tina Corben**, Secretary; **Jennifer Bourgeois**, Parliamentarian; **Dale Owen**, Parent Volunteer Coordinator; and **Gary Brooks**, and **Jen Mizuno**, Faculty Representatives.

Members of the Board absent: **Julia Gordon**, Treasurer; **Elaine Douglas**, Principal, arrived late.

Community Members present: Marie Rousseau, Janel Berchielli (Tyler, Hankin), Jenny Moore (Mariah, Emerson), Lillian Acosta (Alexandra DCosta, 9th), Araceli Perez (Sofia, Emerson), Doris Velazquez (Victor Aguilera, Brooks), Lauren Svoboda (Chloe, Williams)

Approval of Minutes: Minutes not reviewed by all members at this time, approve at next meeting.

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

Officers Reports:

President's Report: none

Community Forum:

- Araceli Perez
 - Asked on behalf of Mrs. Evans, who wants keyboards, stands, headphones. Board suggested talk to Mr. Seaton and also Jennifer will talk to her about using donorschoose.org
 - Described class given through Sacramento Philharmonic. Mrs. Evans offered to teach recorders and with Philharmonic, busing may be a cost, tabled until more information gathered/presented.
 - Suggested possible extension of current East Coast trip to perform at Carnegie, board suggested to take this opportunity to Mr. Seaton or other staff members who have performing groups to organize,

Budget report: given by Marie

- Updated Budget Overview: Accounts affected – buyout program \$300 short of what we projected, much better than last year
- Bounced checks list and process reviewed. Process modeled after district response to lost text books or library books. First attempt email, 2nd attempt email, letter home noting budget code to hold records, fourth: phone call, fifth: collections agency. Two weeks given between steps. Most checks have several deposit attempts.
- Entertainment sales= \$7515, over goal but still need to pay for prizes
- Actually made money on Sept PTO skate night, even though flyers did not reach high school as much as we wanted
- Expenditures – classroom budgets, operations
- Presales (money floating in classrooms) concern addressed – lock box in both offices needed, so teachers and office staff can just stash sealed PTO envelopes there until PTO can deal with it. Marie/Alicia will purchase.

Principal's forum (out of order):

- STAR celebrations at next K-5 awards, teachers were asked to list those
 - who have scored 100% ELA or Math STAR test;
 - those who have crossed the performance bands;
- SSC newly elected members announced/introduced
- ELAC parent committee representing our second language learners, working on creating and organizing a parent center at Walerga site to aid other parents
- Last Monday Principal chats at Walerga evening 5pm saw a lot of family representation, worthwhile to have each month!
- Parking concern at Arutas
 - Ms. Douglas has observed 3 waves: 2:35 parents waiting at doors, 2:45 wave of cars, 2:55 wave of cars
 - Recommendation: if you have an older sibling, please be a part of the 2:55 wave
 - Parents needed to help escort and watch for safety of all; suggestion made to close off the parking lots at a certain time with a monitor to let staff/disabled in/out
 - ½ sheet information sent out with expected procedures
 - Do not leave car unattended in parking lot area
 - Do not have students walk to car alone

Unfinished Business:

1. Training tabled to November
2. Bylaws review tabled until November 13 meeting, making last hour closed session to go over revisions, tax info, etc. Start the legal documentation review once a month to not lose our 5013c organization status.
3. Entertainment book incentives: Alicia will package students' prizes (vouchers for lunch) and 10/19 student lunches at Arutas; Jamba Juice vouchers at Walerga; Ice cream to teacher for party date to be determined by teacher.
4. Spirit ware: Order form passed around, discussed moving lettering on sweatpants from thigh to knee with smaller size letters; PE program only required purchases (basketball shorts \$10 and \$10 for purple shirt maybe for next year), Plan to get order forms out in October, orders will be submitted October 19th, Nov 14th, Feb 1st. Teachers please push every Friday wearing spirit ware; Discussed feasibility of housing a student store; however sizes are unknown, orders cannot be sent in one at a time, keeping inventory on hand = storage issue and fronting the money to purchase

Motion made to approve the spirit ware order form and sale procedures outlined above by Alex Manzo and seconded by Jennifer Bourgeois, Motion carried unanimously.

5. Horror Movie Night Snack bar update: things we asked for have been donated or we have on hand already, still need soda, ice, hot dogs, Jr. High candy bars can sell their own boxes of candy bars to sell at this time, some staff will be there to chaperone (Marie, Tina, Gary)
6. North Highlands Jubilee: Booth activities – face painting, line art, spin art, spinning wheel of prizes, \$100 dragon tats purchased for give away prizes, vouchers (carnival wristband, carnival tickets, auction raffle tickets, pancake breakfast). Volunteers needed to help Alicia there that day. Some issues with Volunteer Spot
7. Carnival Committee meeting will be held tonight at Walerga from 6-8pm.

8. Pancake Breakfast (taken out of order): Deanna, head cafeteria, cannot be there. Juanita is available; Wendy will call Nutrition services to clear that. Tina will double check that kitchen is listed on craft fair usage form. Flyer approval: typo caught, otherwise approved. Craft fair snack bar will start afterwards

New Business:

1. Holiday Shoppe emails – Alex will chair, approval to go forward, more information needed at next meeting
2. Garden work by Common Vision: Invoice and payment discussion; Alicia feels the work is not finished and ready or as we specified to be dug into ground; Alicia will ask speak to John and Common Vision to itemize their invoice before labor payment is made.
3. Venues for Adult Social
 - Last year spent less than \$500, made approx. \$2000, about 100 tickets sold
 - Found \$1000 minimum for outside venue only
 - Alex will look into alcohol on our site specifics, focus to raise large amounts towards larger purchases
 - Looking into using outside company to run and promote
 - Committee needed, many already signed up at picnics, will be headed by Alex and Jenny Moore, permission to start, starting budget \$1200 out of Support the Arts fund, money made goes back to this fund

Motion made to give organizing and decision making for the PTO Adult Social Night to the committee headed by Alex Manzo and Jenny Moore, with a starting budget of \$1200 out of the Support the Arts fund (also where the money will be deposited) by Valina Combs, seconded by Jennifer Bourgeois, **Motion carried unanimously.**

Announcements: none

Adjournment: November 13, 2012 at 3:30 PM and the WALERGA Campus CCAA LMC, North Highlands, CA were fixed as the time and place of the next regular meeting. Also the December meeting will be held at Walerga, and the October 9, 2012 regular meeting was adjourned at 5:11 PM.

TINA HUGHES-CORBEN
Secretary

NOVEMBER 13, 2012
Date of Approval