

Creative Connections Arts Academy
Parent Teacher Organization Regular Meeting Minutes
Tuesday, December 11, 2012
3:30 P.M. to 5:00 P.M.
Library Media Center – WALERGA Campus

Date Approved: _____

Call to Order: A regular meeting of the Parent Teacher Organization, CCAA, was held in CCAA LMC, North Highlands, CA on December 11, 2012. The meeting convened at 3:38 PM. President Alicia Fuller presiding, Alexandra Manzo taking notes until Tina's arrival @ 4:20PM.

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

Members of the Board absent: none. **Elaine Douglas**, Principal arrived late; **Julia Gordon**, Treasurer, arrived late; **Tina Corben**, Secretary, arrived late.

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

Approval of Minutes: Tina to combine minutes from November closed session and November regular meeting for approval at next meeting.

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

Officers Reports:

President's Report: Alicia reported that a check policy has been created to prevent privacy issues in the future

Community Forum: Arceli Perez requested a scholarship for k-5 students who received free/reduced lunches to attend Ballroom Dancing after school. We explained that paperwork not in place for PTO to give scholarships at this time but maybe in the future. Araceli is going to research what it would take for us to be able to provide scholarships.

Budget report:

1. Discussion to push sponsorship of Race for the Arts and ideas for more participation. This is money that comes directly to us and only four students participated this year. Discussion of registration fee being too expensive.
2. We have had 2x the money going out than what has come into our acct this month. Common Vision will be paid for services rendered. Bounce Houses paid after discount was issued. We won't be using this company again.

Motion made to place a hold on any more funds spent this month and to cap teacher payouts to \$250 until further notice by Valina and seconded by Dale. **Motion carried unanimously.**

3. **Restaurant Nights** presented by Jennifer: Attempting 2nd Wednesday of each month:
 - a. January 16: Togo's/Baskin Robbins bring in flyer and receive 20% of all sales with a flyer.
 - b. February, McDonalds, must have principal and seven-eight teachers work the event.
 - c. March, Round table Pizza (more details to follow)

4. **Ditch the parents** update: did not take place in December but will send out survey for future dates. Possible dates discussed: winter break, president's week, Easter break, or tax time. (Ditch your Deductibles)
 - a. \$10 gets u a four hour time frame during the day or night of activities for children at CCAA. Sorry no babies.

Principal's forum (out of order):

See handout of announcements and sharing of recent events and upcoming events.

Unfinished Business:

1. **Training on school equipment** -Marie is teaching Alicia about sound system this evening. Marie also taught Ms. Emerson how to use youdoo and that teacher taught Ms. Hankin. Let's keep passing these trainings on. Supply costs need to be explored which led to discussion of need to inventory all items PTO has purchased, where those items are stored, how to check out and use those items.
2. **Spirit Ware Sales** (Valina) – Recent order was delayed due to weather back east but all have been delivered. One order unfilled, money must be tracked down → Solution: PTO lock boxes being screwed down this weekend at each site to house future money and orders. Need more promotion of wearing class shirts, which we already do at the middle school and high school level. Suggestion made to have each class design their shirt each year at the beginning of the year, therefore promoting new sales every year. We have a **youdoo**, can we put it to use? Again, questioned **inventory** of machines we have and their whereabouts.
3. **Holiday Shoppe** Fundraiser (Alexandra) -- Penguin Patch supplies already here, just waiting for the event to take place Friday, Dec. 14 thru Friday, Dec. 21st. Parent volunteers already in place. Flyers will be sent home. We will make 10% of our total sales. @ Walerga, set up display, only take pre-orders with money to fill. @Arutas, students may shop and place pre-orders too.
4. **Committees** (Alicia) - form discussed and approved for distribution through email and physical, discussion of processing info once collected, add Fireworks and Craft Fair (with note that East Coast benefits)
5. **December Movie Night** (Alicia and Valina) Top three movies to choose from are Madagascar 3, Polar Express, and Hugo. Have choice that night, hold raffle for all 3 movies as prizes. Snacks will be served/sold during movie. Alicia will announce rules prior to movie start.
6. **Ice Skating Night** -- January 18th at 6pm, Alex will send out flyer first day we return to school.
7. **Parent Student Talent Show** (Alicia) -- Approved flyer for distribution and details to come in January.
8. **Adult Social** (Jenny and Alex) -- Discussed casino night and liquor together exceeds budget so concluded that drinking was a given. Suggestion to look into a comedy night at comedy club or other location that will profit from our liquor sales and we collect ticket sales.

New Business:

1. **Auction** (April 19 – Tina) – Basket theme requests have been sent to teachers, in process of getting responses and sending personalized flyers/emails with each theme. Concern that previous process of soliciting, collecting, tracking donations unknown, unwise for one person to "hold all cookies and the cookie jar". Discussed asking parents for time shares or cabins or services as other auction/raffle items. Decided to keep raffle area with items but do not call numbers, names only and no more than once – need not be present to win. Decided to

keep class baskets as silent auction style. Each teacher to coordinate wrapping of basket (or have class parent do for additional hours), basically teacher hands PTO a wrapped product ready to auction rather than us housing all products and having to wrap everything.

2. Bylaws (Alicia) – Jenn will distribute these to parents through Marie to get approval.
3. Tax Forms – to be completed at break. Suggested to solicit tax advisor from our parent pool??

Announcements: none

Adjournment: January 8, 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 December 11, 2012 regular session was adjourned at 5:00 PM.