

**Robinson Elementary School
General Session Meeting Minutes
September 27, 2018**

Present: Deanne Moore, Kristen Borland, Chelsea Zielin, Susan Purdy, Schulyer Chang, Melissa Kim, Jo Bloomfield, Lisa Meyer, Yea-Ling Chiang, Corina McGovern, Andera Barker, Jeff Yeh, Melissa Iacono, Janeen Caleo, Dana Lupton, Lisa Jadon, Lisa Meyer

Also Present: Jackie O’Sullivan, Lily Phillips, Hilary Mahan, Stacy Myrose, Aida Villalobos-Kerze, Courtney Gustafson, Caroline Moreaux, Camille Checketts, Clare Flynn, Jenny Marashi, Julie Mulholland

PRESENTATION OF 2018-19 EXECUTIVE BOARD

- Co-Presidents: Andrea Barker & Kristen Borland
- VP of Operations – Jeff Yeh
- VP of Student Services – Melissa Kim
- VP of Character – Janeen Caleo & Corina McGovern
- VP of Volunteers – Thuy Pham
- VP of Fundraising – Chelsea Zielin
- VP/MBEF Liaison – Lisa Meyer & Dana Lupton
- VP/Membership – Deanne Moore & Kelly Tran
- VP/Communications – Schulyer Chang
- Treasurer – Susan Purdy
- Assistant Treasurer/Auditor – Mandy Gregory
- Financial Secretary – Jo Bloomfield
- Legislative Representative – Yea-Lan Chiang
- Parliamentarian – Lisa Jadon
- Secretary – Melissa Iacono
- Principal – Jackie O’Sullivan

Secretary: Melissa Iacono

Requested a motion to approve minutes from the General Session Meeting on April 26, 2018. Stacy Myrose moved to approve the minutes. Deanne Moore seconded the motion. No oppositions. Motion approved.

WHAT IS ROBINSON’S PTSA (Parent, Teacher, Student Assoc)

- Coordinates volunteers and funds to support “things” for our school
- Curriculum & Field Trips
- Technology
- Student Enrichment Activities (YAA, Growing Great, etc.)
- Professional Development & Support

MEMBERSHIP: Thank you to Kelly and Deanne for all their hard work on the membership drive. Our early bird member deadline ends 9/28/18.

100% Membership Goal

-\$20/Parent

-\$225/Child (suggested donation)

Become a Premiere Riptide

-Volunteer, Join PTSA, Contribute to PTSA Appeal & MBEF Pledge

-Early Bird Drawing Deadline: 9/28

-Final Deadline: 11/2

2018-19 PTSA Goals

Goals remain consistent and we are committed to them.

1.Cultivate a warm, inviting and productive community for families and faculty to support one another in fostering scholarship, citizenship and character in young people.

2.Develop grateful, compassionate, visionary and courageous students.

3.Encourage innovation, exploration, curious and collaborative discovery in learning.

2018-19 BUDGET

INCOME

•Membership \$88,400

•FUNdraising \$85,150

TOTAL INCOME \$173,550

EXPENSES

•Enrichment \$25,800 (YAA, Cultural Arts, Growing Great, etc)

•Curriculum \$11,775 (Library, Makers Space, Math Olympiad)

•Parents \$ 2,000 (New Buddy Program & Directory Spot)

•Students \$45,250 (Field trips, year books, talent show)

•Staff & Teachers \$ 9,800 (staff appreciation week and prof. devel)

•Instructional Support & Supplies \$27,200 (classroom budgets, resource/speech)

•Office Support & Supplies \$28,000 (classroom/office supplies)

•Facilities & PTSA Admin \$14,450 (playground, riptide pride)

•Community Outreach \$ 9,175 (MBEF, Costa Grad Night)

TOTAL EXPENSES (excl cap & tech) \$173,450

Growing great received a grant to fund a garden for the classrooms.

PROPOSED CAPITAL IMPROVEMENTS 2018-19

•Technology \$69,200 security cameras, monitors, etc.

•Special Projects \$25,000 new trash/recycle cans, shade options

•Prof. Development \$ 1,500 supporting staff at continuing ed

•Riptide Pride \$ 5,000 gardens, ready to plant and beautify

- Enrichment \$10,000 makers space, growing gardens, yoga
- Misc. \$ 5,000 odds and ends that come up

TOTAL PROPOSED Cap. Imp. \$115,700

2018-19 BUDGET RECAP

Income	\$173,550
Expenses	(\$173,450)
Net Cash Flow	\$ 100
Budgeted Cap Improv.	(\$115,700)
Budgeted Use of Cash	(\$289,150)
Cash on Hand Beg of Yr	\$150,000
Cash on Hand End of Yr	\$ 34,300

Andrea Barker requested a motion to approve the budget. Clare Flyn approved the motion. Jeff Yeh seconded. No opositions. Motion approved.

YEAR END AUDIT: Susan Purdy

Per a letter from Kim Barry (CPA) “For the period of January 1, 2018 through June 30, 2018 for the PTSA Bank of America Accounts examination included scrutiny of each cash disbursement and cash receipt listed on the general ledger for the above accounts and affirmed that the amounts listed matched the sourced documents provided and the amounts clearing on the bank statements. The classification of each transaction was the responsibility of the association and although we reviewed the classification for general accuracy we did not suggest reclassifications of transactions or determine if the transactions were classified in compliance with any generally accepted method of accounting. The two identified accounts of the Association are well maintained and organized and had sufficient supporting documentation to support the existence on the books”.

Kristen Borland asked for a motion to approve the year end audit . Stacy Myrose motioned, Jeff Yeh seconded. No oppositions. Motion approved.

PARENT PARTY- OCTOBER 13, 2018 6:30pm-??

Octoberfest is the theme this year.

Robinson’s largest fundraiser taking place at the McGovern residence (for the last time) this year. The band Flash Pants has been hired again for entertainment. They are phenomenal! Party Book will kick off that night. Please spread the word to the younger grades and new families. Raffle tickets on sale for Edina Kiss necklace online and the night of the event.

Lets Build Our Robinson Community Together...

- Become a Premiere Riptide by 11/2
- Volunteer
- Join and Support Robinson’s PTSA

- Pledge your support of MBEF
- Sign up for the **Weekly Wave** – Be in the know

PRINCIPAL'S UPDATE-

Jackie O'Sullivan expressed her thanks to the PTSA for all of their support, hard work and dedication.

School Safety Plan-

Comprehensive School Safety Plan was presented and 4 copies were handed out for members perusal. However this plan should be kept somewhat confidential. It's a work in progress as the district is still working on the verbage they want to use for active shooter drills. District trained every teacher a few months ago on CPR, Emergency Response/wound care and active shooter training, The hands only CPR will be taught to kids 3rd grade and higher. The drills/procedures listed in the safety plan will be practiced throughout the year. The school also has a new visitor badge system. Any person coming into the school must scan id to check in and receive a badge with their photo. If a person comes in with a criminal record the system flashes red to alert staff. Would like to enforce a nut-free allergy policy campus wide as we have students who have life threatening nut allergies. Drop off has been very disorganized and frustrating as parents continued to park and leave their cars in areas that are for pick up and drop off only. This is being addressed and further discussions and ideas on how to remedy this issue are in the works.

PBIS/Positive Behavioral Intervention System-

You reward positive behaviors so you don't have to discipline bad ones. 4 B's/4 major themes and citizenship. BE Safe, BE Kind BE Respectful, BE Responsible. Teachers talk about these in the classroom and Principal will do a lesson each month in every classroom about these themes. We also have a card system, ie: green card, (good behavior) yellow card (warning) , red card (more serious, visit to principal) etc.

Question asked whether kids have been trained in active shooter event. Kids have not been trained on active shooter drills. First of all this type of drill is referred to as a lockdown. The directions in a lockdown of this type are to run, hide and fight . As this may scare the kids, the teachers are trained and not the kids.

There was more discussion regarding aggravation about the drop-off circle and parents not following the rules by parking (leaving their car) in the drop off circle which is supposed to be loading only. A few suggestions given to remedy but still a work in progress.

Library has been in dissaray as there is no space on campus and overflow has been pushed to the library. Every room, closet, storage area is being used. However the principal is going to get some parent help to get the library back in order for students to have a quiet space to read.

Coffee with the Principal once a month on Fridays . Handout given.

MBEF: Hilary Mahan Exec Dir of MBEF

No slideshow presented. Wanted to open a more personal conversation regarding funding, what it entails and what questions there are. Donations are up 30% right now at Robinson. Great amount of participation. Passing the parcel tax was a huge feat, however the district still needs MBEF and continuous funding to support the programs MBUSD has. Strong programs do not come from state funding they come from our community and ours is a strong one that needs to continue to be strong in supporting our education foundation. It takes a HUGE community effort. MBX supports programs like Model UN and other boosters, the Bond Measures are going toward upgrading facilities and campuses. MBEF cannot support these entities but they fund staff salaries as well as many other district wide programs and still need a strong community to donate and support these budgets.

Meeting Adjourned: 9:18am