

**Robinson Elementary School  
General Session Meeting Minutes  
April 26, 2018**

**Present:** Deanne Moore, Clare Flynn, Susan Purdy, Kristen Borland, Chelsea Zielin, Susan Purdy, Stacy Myrose, Schulyer Chang, Melissa Kim, Geraldine Pepemehmetoglu, Jo Bloomfield, Lisa Meyer, Yea-Ling Chiang, Wendy Finster, Jen Fenton, Corina McGovern, Andera Barker, Lisa Tanita, Erica Yerke, Jeff Yeh, Katy Yeh, Caroline Moreaux, Melissa Iacono, Janeen Caleo, Loren Kosmont

**Also Present:** Jackie O’Sullivan

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**Secretary:** Deanne Moore

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

**Audit Approval:** Stacy Myrose

An independent audit review was conducted by Kim Barry, CPA from July 1, 2017 through December 31, 2017 for the PTSA’s Bank of America account. After careful scrutiny of cash disbursements, Ms. Barry found our records to be well maintained, organized, and with sufficient documentation to support the various financial transactions reported by our PTSA. Clare Flynn moved to approve the audit. Jeff Yeh? seconded the motion. No oppositions. Motion approved.

**PTSA Board Update:** Kristen Borland & Andrea Barker

Robinson’s PTSA supports the “things” at our school. Specifically, because of parents, teachers, our staff and even our students we have an array of books in the library, STEM projects, and classrooms with comprehensive CGI materials that assist in Common Core curriculum. Many of our field trips and off campus expenditures are covered by PTSA. Students in K-5 have use of iPads and Chromebooks. Our Young At Art docents and Cultural Arts Residents have brought incredible projects to our classrooms, we have a new white picket fence surrounding a garden, alternative seating in many classrooms, and even dance classes with a DJ at lunch.

**2017-2018 Budgeted Income:**

	Budgeted	Actual YTD
<b>Parent Party &amp; Auction</b>	<b>\$44,750</b>	<b>\$64,139</b>
<b>Membership &amp; Donation</b>	<b>\$84,950</b>	<b>\$83,922</b>
<b>Scrip</b>	<b>\$20,000</b>	<b>TBD</b>
<b>Family Fun Run</b>	<b>\$12,000</b>	<b>\$15,846</b>
<b>Book Fair</b>	<b>\$2,700</b>	<b>\$2,863</b>

<b>Community &amp; Business Partners (Target/Village Runner/Box Top)</b>	<b>\$2,000</b>	<b>\$1,855</b>
<b>Fifth Grade Fundraisers (Gear/ice treats/student store)</b>	<b>\$500</b>	<b>\$6,432</b>
<b>Hometown Fair</b>	<b>\$0</b>	<b>\$1,647</b>
<b>TOTAL INCOME</b>	<b>\$166,900</b>	<b>\$176,734</b>

**2017-2018 Budgeted Expenses:**

	Budgeted	Actual YTD
<b>Programs</b>	<b>\$</b>	
<b>Curriculum</b>	<b>\$10,775</b>	<b>\$6,519</b>
<b>Enrichment</b>	<b>\$23,300</b>	<b>\$10,867</b>
<b>Facilities</b>	<b>\$ 2,850</b>	<b>\$2,560</b>
<b>Grants</b>	<b>\$ 1,500</b>	<b>\$100</b>
<b>Parents</b>	<b>\$2,000</b>	<b>\$1,139</b>
<b>Professional Development</b>	<b>\$ 4,000</b>	<b>\$1,413</b>
<b>Students</b>	<b>\$43,100</b>	<b>\$29,214</b>
<b>Supplies</b>	<b>\$56,200</b>	<b>\$35,554</b>
<b>Teachers</b>	<b>\$5,300</b>	<b>\$519</b>
<b>Prior Year Expense</b>	<b>\$0</b>	<b>\$6,831</b>
<b>PTSA Administration</b>	<b>\$9,600</b>	<b>\$4,654</b>
<b>Community Outreach</b>	<b>\$8,175</b>	<b>\$8,603</b>
<b>TOTAL EXPENSES (before Cap Imp)</b>	<b>\$166,800</b>	<b>\$107,973</b>

**Explanation of Expenditures:**

**Curriculum** –We are on target with spending for this category.

**Enrichment** – As illustrated, we have not yet spent much of which was budgeted for student enrichment. Several factors go into this YTD total, including Young At Art, which is large amount and we are still waiting for many of those invoices, and the Cultural Arts invoices, which will also trickle in as many of the residencies finish later this spring.

**Professional Development** – Much of this is occurring through the District and with the support of MBEF, so unlike last year where we spent more during the implementation of Common Core, we have not accrued any expenses this year.

**Teachers** – Staff Appreciation is in May and we will be utilizing the allocated funds on our teachers and administration like we do every year.

**Technology** – We are required to pay the District \$100/student for technology; however we have not been billed for all of our purchases this year. The number currently presented represents our first installment of technology payments per the agreement, as well as maintenance.

**2018-2019 Proposed Capital Improvements:**

	<b>Budgeted</b>	<b>Actual YTD</b>
<b>Enrichment</b>	<b>\$20,000</b>	<b>\$5,012</b>
<b>Riptide Pride</b>	<b>\$5,000</b>	<b>\$2,559</b>
<b>Professional Development</b>	<b>\$1,500</b>	<b>\$995</b>
<b>Special Projects</b>	<b>\$15,000</b>	<b>\$15,638</b>
<b>Technology</b>	<b>\$59,300</b>	<b>\$2,618</b>
<b>Miscellaneous</b>	<b>\$15,000</b>	<b>\$9,265</b>
<b>TOTAL CAPITAL IMPROVEMENTS:</b>	<b>\$115,800</b>	<b>\$36,087</b>

**2018/2019 Interim Budget** - This is a preliminary and conservative budget based on previous year's expenditures. Adoption of the interim budget allows Robinson PTSA to provide vital funding during the summer until the final budget is approved in September at our first General Meeting for the 2018-19 school year.

**2018 Interim Budget (July 2018-September 2018)**

Curriculum	\$3,500
Enrichment	\$4,000
Fundraising	\$10,000
Organizational & School Infrastructure	\$6,000
Special Projects	\$5,000
Student Services	\$2,000
Summer Professional Development	\$1,500
Technology	\$25,000
<b>TOTAL</b>	<b>\$67,000</b>

**Curriculum** - Includes PTSA spending for our library, classroom teaching supplies, and even additional support for our math programs.

**Enrichment** - Typically covers the necessary costs to set up, schedule, and plan the Cultural Arts residencies we provides for our students in grades K-5. Please note, for the past several years Robinson received additional support to cover the costs of these enrichment activities from a Don Knabe Grant. That grant is no longer offered, thus the PTSA will likely see additional expenses in this category when we move to approve the final budget in September.

**Fundraising** - includes expenses needed to begin our annual Membership Campaign, paying for the Kinder Ice Cream Social that occurs before school begins, and even putting down deposits for our incredible vendors who help make the Parent Party a huge success.

**School infrastructure** - Covers office supplies, server upgrades as needed, and any costs affiliated with the transfer of our current website to the Edlio platform, the new online server that will be utilized by all MBUSD schools.

**Special Projects** - Encompasses maintenance on campus that is outside of the District's responsibility.

**Student Services** - Includes set up costs for both yearbook and Young At Art.

**Summer Professional Development** - During the summer, some teachers like to attend professional development workshops and this amount allows our educators to have the opportunity to learn new ways to teach our kids.

**Technology** - We prefer to replace or repair our technology while the students are not using the devices and the only time that happens is during the summer. This ensures that all smart boards/sound systems/lightspeeds/etc. are in good working order by the start of the school year. We will also have a better idea of enrollment numbers during the summer, so if we need to supplement or replace devices for grades 3-5, we are able to do so. Every Kinder will have an IPAD for next year. There is a new plan to add Chrome books to 3<sup>rd</sup> grade and will now stay with them to 5<sup>th</sup> grade.

Requested a motion to approve the 2018 Robinson PTSA Interim Budget as presented. Jen Fenton moved to approve the Interim Budget. Geraldine Pepemhetaoglu seconded the motion. No oppositions.

**Membership Vote:** Kristen Borland and Andrea Barker

The nominating committee was instrumental in creating a fantastic Executive Board slate that will serve the needs of our community very well. The 2017-18 proposed slate consists of:

- 1<sup>st</sup> VP – Operations                      Jeff Yeh
- 2<sup>nd</sup> VP – Student Services              Melissa Kim
- 3<sup>rd</sup> VP – Character                        Corina McGovern & Janeen Caleo
- 4<sup>th</sup> VPs – Membership                  Deanne Moore & Kelly Tran
- 7<sup>th</sup> VP – MBEF Liaison                  Dana Lupton & Lisa Meyer
- 8<sup>th</sup> VP – Communications                Schuyler Chang
- Treasurer                                    Susan Purdy
- Asst. Treasurer                            Mandy Gregory
- Financial Secretary                        Jo Bloomfield
- Recording Secretary                      Melissa Iacono
- Legislative Representative                Yea-Ling Chang

Requested a motion to approve the the 2018-2020 Executive Board slate. Stacy Myrose moved to approve the slate as presented. Jen Fenton seconded the motion. No oppositions.

**Principal Update: Jackie O'Sullivan**

**Introduction** – Feeling very lucky to be here with all the support at the school and a great example was Pride Day,

**Measure MB – Jen Fenton**

Vote Yes on Measure MB we get little to no funding from the school. This will keep our schools strong for a strong community. We need volunteers and we need the support to pass this parcel tax. Our volunteers are going door to door getting face to

face interaction making more of an impact than the phone banks that were done in the past for the bond measure. You can volunteer as a Turf captain, answer the e-mails, put up a yard sign, endorse the measure, & vote yes.

**End of Year Celebration:** Carnival Celebration

**Parent Party & Auction:** Saturday, October 13<sup>th</sup> 2018

**Riptide Happenings in April/May**

- **Staff Appreciation Week** **May 7-11**
- **Talent Show Rehearsal/MCHS** **May 14**
- **Talent Show/MCHS** **May 16**
- **Strings Performance** **May 21**
- **Recorder & Band Performance** **May 22**
- **Alumni Breakfast** **May 23**
- **No School - Memorial Day** **May 28**
- **Reading Assessments (Min Day)** **May 29 & May 31**
- **Volunteer Luncheon** **May 30**
- **Pages In-Store book fair/El Gringo** **May 31**

**Riptide Happenings in June**

- **Reading Assessments (Min Day)** **June 1**
- **Spirit Assembly - Scholarship** **June 12**
- **5<sup>th</sup> Grade Culmination/Party** **June 13**
- **Last Day of School (Min Day)** **June 14**
- **End of year Party** **June 14**

**Meeting Adjourned: 9:11am**