

**Dianne Feinstein Elementary School PTA
Minutes of the General Assembly Meeting
“Working Together”**

Date: 9/09/2009

Version: Approved on 10/14/2009 at GA meeting

Call to Order:

President Zintl called the meeting to order at 6:30 PM.

EB Attendance (*Italic text indicates presence at meeting*):

Colby Zintl, President
Christine Busnell, Vice President
Tammy McMillen, Assistant Vice President
Erik Rapoport, Assistant Vice President
Liz White, Secretary
Clift O’Byaw, Treasurer
Alexis Rand, Assistant Treasurer
Paul Stein, Historian
Peter Udovch, Auditor
Rich Gonzales, Parliamentarian
Michelle Chang, Principal
Liz Isaacs, Community Building Chair

Agenda Item:

- I. Welcome! Introductions & PTA meeting format (Colby Zintl, President; Rich Gonzales, Parliamentarian)**
 - A. The EB members introduced themselves.
 - B. President Zintl and Parliamentarian Gonzales reviewed the format of the PTA meetings which included where families could get information as well as where documents are posted.
 - C. Please visit the following web sites for more information
 1. DFES School Web Site (please see links located on left side of web site):
 - a) <http://sfportal.sfusd.edu/sites/feinsteines/default.aspx>
 2. Second District PTA (our district):
 - a) <http://www.sfpta.org/>
 3. California State PTA web site:
 - a) <http://www.capta.org/sections/management/secretary.cfm>
- II. PTA Business**
 - A. Review & Submit Minutes from last PTA Meeting (Liz White, Secretary)**
 1. Minutes were not yet available.
 2. **Motion:** President’s motion to move minutes of 2008-2009 final EB meeting to the next GA meeting, 10/14/2009 at 6 PM, passed (26-0-0). Note: format is (Approved, Declined, Abstention).
 - B. Principal’s Update (Michelle Chang, Principal)**
 1. The 2009-2010 school year started off smoothly.
 2. Joining the PTA gives members the right to vote on items that have an impact to our school community. Together we can make the school better. Please try to take an hour out of your busy week to volunteer some time for the school.
 3. The official 10 day count was yesterday (9/08/2009). We have 432 students in the school - only 5 less students than expected. Head count determines district school site budget. A preliminary budget has been submitted.
 4. The district is expected to have 30 million dollars less for the 2010-2011 year. The 2010-2011 budget cuts have the potential to negatively impact teachers, class sizes, and programs. The *Community Action Network (CAN Do!)* is in place to get the word out quickly so that the school can take action.
 5. Back to school night is Thursday 9/17/2009. The school is offering multiple sessions for those of you who have more than one child.
 6. Thank you for coming. We’re off to a great start!
 - C. Financial Reports (Clift O’Byaw, Treasurer)**
 1. Our tax payments are current and the next payment is due in November 2009.

2. We have 3 new check signers from the PTA Executive Board and all of them met with Wells Fargo.
3. The starting balance for the PTA 2009-2010 year is \$105,961.
4. With the 2009-2010 budget approval we can start writing checks for teacher's classroom expenses.

D. Presentation of Bills (Cliff O'Byaw, Treasurer)

1. Since the PTA is presenting the 2009-2010 budget to the families tonight, we'll hold off on the presentation of bills until the next GA.

E. Audit Report (Rich Gonzales, Parliamentarian)

1. The Audit is done twice a year - once halfway through (in January) and again at the end of the school year. The end of year audit took place on June 8, 2009.
2. The Auditor goes through the books, looks at every check that has gone out, who the checks went to, what they were for, verifies expenses were properly dispersed, and deposits were made. The Auditor also verifies that no monies were electronically transferred out of the checking account.
3. The Auditor looks at the disbursements that were approved by the general committee and that monies were dispersed properly.
4. Audit report highlights:
 - a) Balance as of June 8, 2009 was \$112,000.
 - b) Outstanding checks: 8k outstanding as of 6/12.
5. **Important: If you get a check, please cash it within 60 days, otherwise your expense will have to be resubmitted to the EB.**
6. Role of the PTA is to coordinate the distribution of funds for the DFES kids.
7. **Motion:** President's motion to to approve the 2008-2009 Audit report passed (33, 0, 0).

F. Summary report of first EB meeting and Budget meeting minutes (Liz White, Secretary)

1. First EB Meeting, Wednesday 8/26/2009, Highlights:
 - a) Introductions were made, reviewed the PTA code of conduct
 - b) New PTA Bylaws 2009 are out, set date to review and update ours
 - c) 2010-2011 budget cuts have potential to negatively impact teachers, class sizes and programs Community Action Network (CAN-Do!) in place to get the word out.
 - d) Reviewed the PTA calendar:
 - (1) GA/EB meetings are the 2nd and 4th Wednesday each month respectively
 - (2) GA/EB meetings are "open house" anyone can attend
 - (3) PTA membership gives you the right to vote
 - e) Distributed the 2008-2009 budget and set a date for a budget review
 - f) Brainstormed:
 - (1) Why we joined?, What we hoped the PTA would accomplish?, What we could achieve within the next 1-2 years? Something for all PTA members to think about.
 - g) Motions - passed
 - (1) Peter Udovch as Auditor
 - (2) Liz Isaacs to continue as Community Building Chair
2. Budget Meeting, Wednesday 9/02, Highlights:
 - a) The 2008-2009 Budget was reviewed line by line.
 - (1) "Big Ticket" line items (over 1k) were discussed first followed by "Small Ticket" line items (under 1k).
 - (2) Motion passed to approve the budget, at the EB level, with discussed changes.
 - b) President Zintl will presenting the budget details to the GA later in the evening for PTA GA members to vote on, so the budget details will be discussed during her agenda item.

G. Presentation & Vote on 2009-2010 PTA Budget (Colby Zintl, President)

1. We have \$105,000 as our starting 2009-2010 budget. The President asked all attendees to review the distributed paper copy of the budget and to ask questions on on any items. Note: The items following in this section represent the questions and discussions that followed:
 - a) **Computers and Services: What is it for?**
 - (1) PTA laptops - need to buy 2 laptop computers - one for the Treasurer EB member and another the the Auction committee. The software used by the Treasurer is QuickBooks and the Auction software is proprietary (but very needed to run and track items and monies for our Auction event). Has anyone looked into GoodLink (web server or cloud) to host information? The Tech Committee are looking into ways to store data in a central location. Please note that the Auction and Quickbooks software are tied to the Microsoft Windows Operating System and not easily transferrable to a shared location. However PTF (or "print

ready” version of documents generated from these software applications can be shared in a web accessible “cloud”).

- (2) We have 60 computers in the school - most of them don't work and run on outdated software. The EB budgeted \$7K for the Technology Committee. However, the Technology Committee is not to spend any of these monies until their **Technology Strategy plan is reviewed at the next EB meeting on: Wednesday 9/23/2009, 6 PM**, in the Art Room. Please again note that the EB meetings are Open House, meaning anyone can attend. However, only PTA members can vote. So please join the PTA so that you have the power to vote!
 - (3) Computers assist with learning and kids can learn how to use a computer. It is not clear how dominant the technology role is for a kindergarten classroom versus a 5th grade classroom.
 - (4) The Technology Committee budget also could mean: projectors, electronic white boards, or a digital camera (or something similar).
 - (5) Is it possible to use the laptops for other uses? Need to make sure that data is secure and we will investigate this.
 - (6) Safe in principals office to hold lots of laptops, for sharing.
- b) Why aren't we showing our revenue?**
- (1) We have not yet had a Fundraising Committee kickoff meeting yet but will share this information after the kickoff. Strongly encourage people to come to a fundraising meeting.
- c) A lot of companies will match employee donations, is this something that is encouraged?**
- (1) At the Fundraising Committee level we're encouraging families to partake of matching donations. Some corporations match only in a limited time window and the Fundraising Committee will take this into account.
- d) What is LSP?**
- (1) LSP stands for Learning Support Professional. Both the PTA and SSC helps fund this position so that this person can be here full time. Please refer to the LSP handout brochure available at this meeting for further details.
- e) What are Teacher Expenses?**
- (1) This is an allotment of money for each teacher/classroom. Nets out to at present to \$500 per teacher/classroom.
- f) What is the SSC?**
- (1) School Site Council. The SSC budget runs on average at \$1.8M - not determined yet for 2009-2010 year (99% of these monies go to teacher salaries).
 - (2) The PTA and SSC are trying to put together a combined budget.
- g) Will the Annual Fund have an opportunity to pledge (i.e. \$10/mo.)?**
- (1) We are in the process of putting together the annual fund letter. Oct 13, 2009 will be the first meeting. Please come to the Fundraiser Committee kickoff as well!
- h) Does all of the money raised at this school, stay at this school?**
- (1) 99% does. We pay membership dues to the State PTA. PTA yearly member dues are \$10 (3.50 goes to the state PTA, 6.50 goes to the DFES PTA). To donate to the DFES PTA write a check, payable to "DFES PTA" and give it to Judy in the main office.
- i) Can I donate directly to a classroom?**
- (1) You can direct money to all classroom purposes (via the PTA) but not directly to a specific classroom. PTA distributes monies amongst all of the classroom. We're trying to elevate our entire school community. However, you can donate classroom supplies to a specific classroom.
- j) Can certain line items be tweaked after the budget approval?**
- (1) Yes, they would be reviewed at both the EB and GA meetings.
- k) Motion** by President Zintl to approve reviewed budget passed (33,0,0).
- H. Discuss and share the PTA Calendar: Vote on Proposed Programs, Projects, and FundRaisers (Colby Zintl, President)**
1. We will post a PTA Calendar to the PTA web site. Attendees please be sure to pick up a copy of the "dates to remember" calendar.
 2. SSC meetings have not yet been finalized - an update will be sent.
 3. **Motion** by President Zintl to approve the items in the "dates to remember" calendar passed (35,0,0).

I. Unfinished Business (Colby Zintl, President)

1. None

J. New Business (Colby Zintl, President)

1. Please feel free to bring an idea or something new to the GA. Be sure to talk to the EB about it.
2. For example: Consider **funding an after school language program**. How do I get this program going?
 - a) Identify the ambassador to that program.
 - b) Exploratory committee - find out our options. Consider GLO?
 - c) Discuss with EB, keeping with stated with goals and objectives.
 - d) Bring it to the GA for a vote and further discussion.
 - e) Anyone who wants to start a new committee or new program then please contact Colby Zintl.
 - f) This after school language program could be a part of the Diversity Committee.

K. Announcements (Colby Zintl, President)

1. Thank you to Leesa Boles and Tammy McMillen for planning and decorating for this meeting.
2. We're thinking about hosting a Space Night for kids, contact Colby Zintl to find out how to get involved.
3. **Next PTA EB meeting: 9/23/09, 6 PM, Art Room**, we'll be reviewing the Technology strategy plan and how the Technology Committee \$7000. budget gets dispersed.
4. **Community garden day 9/26/09** contact the Garden Committee chair (see volunteer brochure for more details).
5. **10/14/09, 6PM, next GA meeting** - agenda has not yet been finalized and is in process. Child care and food will be provided at all future PTA meetings.

L. Volunteering

1. Volunteering - working together. We, as a PTA, need your help , support, ideas, enthusiasm -- all year long. Unofficial goal of 5 hours of volunteer work per family member. Just 5 hours per family member would double the number of volunteer hours from 10k hours from last year to 20k this year. Please see the handout showing 22 suggestions for things that can get done in done in 5 hours as well as the volunteer opportunities brochure. Any time that you give has a direct positive impact on our community - our kids.

Adjournment:

Meeting adjourned by President Zintl at 7:40 PM.