

**Bonita Canyon PTA  
General Association Meeting Minutes  
October 16, 2009**

**Meeting Attendance:**

The attached sheet shows attendees.

**Call to Order:**

The meeting was called to order in the MPR at 8:33 am by President Jan Hilliard.

**Approval of Minutes and Consent Agenda Items:**

The minutes from the June 5, 2009, Joint Executive Board/General Association meeting were approved as presented.

**Treasurer: Meredith Stenta**

- Meredith presented the 2009-2010 budget approved by the Executive Board; it is attached.  
**MOTION: Meredith moved to approve the 2009-2010 budget. Adopted.**
- Taxes have been filed.
- **MOTION: Meredith moved to approve payment of all expenses through Jan 28, 2010, within the limits of the budget. Adopted.**

**Guest Speaker: Sharon McKeague**

- Adriana Ocampo, VP Membership, introduced guest speaker Sharon McKeague.
- Sharon spoke about organizational tools and motivational strategies to help our children's performance. Specifically, she covered 5 areas: routines, G-R-E method, motivational tools, homework routine and strategies, and homework helpers.
  - **Routines:** A routine is a "play" that helps things run smoothly. They are not boring, dull or unimaginative. Routines can be "playbooks for your family" to help it run smoother.
  - **G-R-E:**
    - G = goal (e.g., be on time to school, send children off with a smile)
    - R = realistic timeline to accomplish tasks
    - E = early set-up (e.g., set out lunch boxes the night before)
  - **Motivational tools:** There are 2 types of motivational tools – delayed rewards and immediate rewards.
    - Delayed rewards are earned over a period of time. Examples include giving tickets, marbles or stickers for completed tasks or good behavior. Accumulating a certain amount of them earns the child privileges or prizes. Sharon recommended starting small and simple with prizes (e.g., ice cream vs. trip to Disneyland) due to precedent setting.
    - Immediate rewards are especially good with younger children. Examples include 20 minutes of play for each 20 minutes of work, and M&Ms for completed homework sheets.
  - **Homework routine and strategies:** It is important to have a homework routine that works best for your child. Some children can do homework immediately after school. Others need food or "down time" to recharge first. It is also important to check in with your child to make sure that he/she understands the homework and directions. And finally, keep an eye on your child's endurance level with large projects. You may need

to help him/her structure the work into manageable sections so your child doesn't feel overwhelmed.

- **Homework helpers:** Having the right homework tools is very helpful.
  - A homework tote with pens, papers, etc. together in one spot can increase efficiency.
  - A small whiteboard is handy for math and spelling practice.
  - Clipboards allow work to be done in cars to and from activities.
  - A printer/copier at home allows project/report directions to be copied for "back-up" and spelling test templates to be made.

## **BOARD REPORTS**

### **Auditor: Jan Hilliard for Julie Rachels**

- The year-end audit (January 1 – June 30, 2009) was presented. All noted items, with the exception of the final Strawberry Farms invoice, were addressed. The audit has been approved by the Executive Board.

**MOTION – Jan moved to approve the year-end audit as presented. Adopted.**

### **Ways & Means: Caroline Kavanaugh**

The Fall Pledge Drive raised \$78K, exceeding our goal of \$70K. 374 of 390 families (96%) participated, breaking last year's record of 80% participation.

### **Membership: Adriana Ocampo**

- We have 558 PTA members this year.
- The Directory is in production, and will be out by the end of next week.
- All classrooms now have Room Parents. A Room Parent training session was held, and guidelines were disseminated.

### **Curriculum: Anne Loh**

- This year's Fall Social had the largest turnout in many years – over 50 families volunteered! The trick-or-treat bags were a hit with the children.
- Fall ACE classes began this week. Anne thanked the parent volunteers responsible for setting up and running the program.

### **Historian: Jan Hilliard for Pamela Ho**

Jan reminded everyone to log in their volunteer hours. Directions for how to do this from home are in the Bonita Bee Online. The school gets District credit for parent volunteer hours, so it is important to track them.

### **Parliamentarian: Jan Hilliard for Natalie Hill**

- Jan acknowledged Natalie for bringing in over \$3000 in advertising revenue for this year's Directory. Printing costs are expected to be ~\$1600.
- Natalie is working to identify members to serve on the Nominating Committee. The committee will begin meeting in January.

**President's Report: Jan Hilliard**

- All banners put up at school need to be approved by Dr. Beacham and Jan, and mounted on the designated brown tarps. No banners or signage can be directly affixed to the walls. The tarps and approval request forms can be found in the office PTA corner.
- There are 3 new display cases on the wall outside the office. Check them out for updated communications.
- The new PTA area in the office is great! In the top file cabinet drawer, there are Board member files on the left and Committees on the right.
- The health office will be painted with a mural on October 19<sup>th</sup>. Shelves will be installed in the custodian's office.
- Our PTA storage shed will arrive next Tuesday, and will be located where the monkey bars used to be. We will get it organized and devise a check-in/check-out system for items shortly.

**Principal's Report: Robin Beacham**

- The new PE teacher will start next week.
- Robin thanked the PTA for its generous support. PTA funding is providing for a new PE storage shed, equipment, health clerk support, science models, library bookshelves and many other Wish List items. Once more items have arrived, Robin will organize a "treasure hunt" to show them off.
- The Lunch Time Activities (LTA) program, also made possible through PTA funding, is a hit! Several times a week, counselors are on campus during lunch to promote fun activities. The program has provided a positive energy outlet for many students.

**Adjournment:**

The meeting was adjourned at 10:09 am.

Diana Camaur  
Recording Secretary