

**Bonita Canyon PTA
Joint Executive Board and General Association Meeting Minutes
June 5, 2009**

Meeting Attendance:

The attached sheet shows attendees.

Call to Order:

The meeting was called to order in the MPR at 8:34 am by President Jan Hilliard.

Approval of Minutes and Consent Agenda Items:

- The minutes from the April 3, 2009 General Association meeting were approved as presented.
- The minutes from the May 15, 2009 Executive Board meeting were approved as presented.
- The resignation of Delphine Haley (VP Membership 2009-2010) was approved.

President: Jan Hilliard

- Two 2009-2010 Board positions need to be filled: VP Membership and Corresponding Secretary.
MOTION: Lena Maddox moved to accept Adriana Ocampo as VP Membership 2009-2010. Adopted.
- Lena Maddox accepted the position of Corresponding Secretary at Jan's invitation.

Principal's Report: Robin Beacham

- The IPSF Parent Volunteer of the Year award ceremony took place yesterday at the Chinese Cultural Center.
- In the upcoming school year, Bonita Canyon plans to offer structured lunch time activities (LTA) twice a week on campus. The activities will be organized and offered by Kids Club employees and contracted through the City of Irvine. The LTA program will be funded by the PTA.
- Robin just received the 2008 API base report; Bonita Canyon Elementary scored 964 out of 1000. Bill Habermehl, Superintendent of Schools for Orange County Department of Education, sent a letter of congratulations to Bonita Canyon for being a "double 10" school. Bonita scored in the top decile (10 out of 10) compared to other elementary schools across the state, and compared to other elementary schools with similar demographics. Robin attributed the high scores, in large part, to the heavy parent involvement at the school.
- There will be a number of early dismissal days the last week of school due to modernization preparation: Monday, Tuesday and Thursday will end at 1:00 pm; Wednesday will end at the usual 1:30 pm time.
- World Cultures Day was held yesterday, and was a great event. Pioneer Day will take place next week. Field Days are coming up the final week of school.

- During the summer, school campus will be closed for modernization and the office will be relocated temporarily to Creekside. The campus is scheduled to reopen two days before school starts back up in September, allowing limited time to get furniture and supplies back into classrooms and the office. Due to the crunched schedule, the office “first day” packet will likely be distributed the second week. In addition, the first two days of school will have an early dismissal time of 1:00 pm.

BOARD REPORTS

Membership: Jan Hilliard for Natalie Hill

- Natalie is currently putting together the directory advertiser list.
- Natalie will be handing off her role to Adriana Ocampo.

Ways & Means: Caroline Kavanaugh

- PTA summer packet production has begun. This year, there will be even more information in the packet, including the Multicultural Club schedule, state budget information, possibly a Spirit Wear form, and the school calendar.
- Last year, we had record participation in our pledge drive. This coming fall, we are shooting for even more.

Curriculum: Anne Loh

- Field day will take place on Monday 15th and Tuesday 16th. Please spread the word that we need volunteers.
- We have more than enough bottles of water for Movie Night (384 on hand versus ~200 needed).
- The upcoming Fall Social is scheduled for October 1st, which is fairly early in the school year. Instead of pumpkin decorating, there will likely be another craft such as decorating die-cuts.

Historian: Pamela Ho

- May volunteer hours are not yet complete as Pamela is waiting for more committees to report back. In April, Pamela turned in a final volunteer hours report to the District. The report included an estimate for the remainder of the 2008-2009 school year. Pamela asked volunteers to continue reporting their hours so that she can compare her estimate to the actual hours volunteered. This analysis will help her with future estimates.
- We will use the HelpCounter volunteer software program next school year to track volunteer hours. Robin Beacham will follow up on getting a dedicated computer in the office for the software program.

Treasurer: Meredith Stenta

- Meredith presented the 2009-2010 budget approved by the Executive Board; it is attached. Jan Hilliard noted that the Board approved a previous version of the

budget at its May 15th meeting, and then approved the current version through an email vote. A few of the budget highlights were:

- new room parent allocation to defray shortfalls in classroom collections
- increased funding for library reading enhancement incentives
- increased funding for classroom instructional supplies
- new lunch time activities program
- teacher planning days allocation to help combat the state budget cut to SLIP funds
- bookcases for classrooms

MOTION: Meredith Stenta moved to approve the budget for 2009-2010 as presented. Adopted.

MOTION: Meredith Stenta moved to approve all expenses through October 16, 2009 within the limits of the budget. Adopted.

- Meredith presented the actual income and expenses as of June 4, 2009 relative to budget; it is attached. All receipts for reimbursement are due to Meredith by June 17, 2009.
- Meredith presented the treasurer's report for May 2009; it is attached. Details follow:

Account Balances as of May 31, 2009:	
Wells Fargo Business Checking:	\$ 18,701.52
Wells Fargo Money Market:	\$179,178.15
<u>WaMu/Chase Business Money Market:</u>	<u>\$ 98,652.48</u>
Total Current Assets as of May 31, 2009	\$296,532.15

MOTION: Meredith Stenta moved to approve the treasurer's report for May 2009 as presented. Adopted.

Parliamentarian: Lena Maddox

- Lena thanked the 2009-2010 Committee Chairs and Board members.
- Transition meetings should be planned prior to the end of the school year.

President's Report: Jan Hilliard

- The BC Scholarship committee voted unanimously to award this year's scholarship to Akemi Arzouman. Lena Maddox will present the award.
- Jan thanked the many volunteers who helped prepare for the Art Fair, and thanked Mrs. Faghani for organizing the art project. There are approximately 100 frames left over and available for purchase in the office. It's not clear whether we will hold an Art Fair next year.
- Carnevale tax letters will go out on Monday, June 8th.
- Jan highlighted to new Committee Chairs that warrants and verification forms, necessary for requesting reimbursement, are available in the office. In addition, she asked all Chairs to stay within their budget numbers. Board approval is required for any expenses that exceed the budget.
- Because of modernization, Bonita Canyon will be unable to provide school supply packages for purchase for the upcoming year. Parents are encouraged to

shop for the supplies at Office Depot and use the Bonita Canyon ID code, which gives money back to the school.

- Volunteers are needed to help pack up the PTA closet on June 9th at 8:15 am. Chairs and Board members should remove any supplies they will need prior to the end of September before the closet is packed up.
- There will not be an official Board Retreat; Jan will meet individually with new members Annie Lai and Adriana Ocampo.
- Jan thanked all current Committee Chairs and Board members for a fantastic year.
- The PTA Board luncheon will be held at Strawberry Farms on June 10th at 11:30 am.
- The first Executive Board meeting of the 2009-2010 school year will take place on September 11th from 8:30 – 10:00 am in conference room.
- The first General Association meeting of the 2009-2010 school year will take place on October 16th from 8:30 – 10:00 am in MPR.

Adjournment:

The meeting was adjourned at 9:32 am.

Diana Camaur
Recording Secretary