

Cutten-Ridgewood Elementary PTA Executive Board Meeting Minutes  
September 6th, 2022

1. CALL TO ORDER at 6:37pm
2. ATTENDEES: Karen Bazzano, Teresa McGinnis, Christina Baxter, Christine Tyson, Stacey Gabbert, Jesse Wheeler, Carie Bartlett, Anna Kovaly, Darcie Rutter, Harriet Watson, Lucky Syphanthong, Bao Syphanthong, Becky Macquarie, Roan Lovely.
3. ADJUSTMENTS/ADDITIONS TO AGENDA:
  - Item 9C add “mid-year audit”
  - G in new business – poets in the classroom
4. APPROVAL OF MINUTES: Karen Bazzano motion, second Kristine Tyson. Approved.
5. PRINCIPAL’S REPORT:
  - Becky Macquarie; Big changes! But it’s all coming along. Very happy there are two new principals, it’s been needed! The kitchen will only open in a couple more weeks due to complications. Looking forward to fresh cooked food. Ridgewood waiting on a couple things with PG&E and the new “Fire Lane”. The MP Room is still being worked on!
  - Darci Rutter; Great “Back to School Night”. Still only one bathroom on site. Teachers are doing a great job making things work!  
Everyone is being supportive and I am happy to finally have an office.  
Drop-off and Pickup Traffic has been going well! Need to ensure the gates are open in time to reduce backup.  
Covid cases are light for now, goal is to hand out self-tests and we still need to know about cases for reporting purposes.  
The new School psychologists will be supporting all students in need and there is a new Special Academic Instruction class at Cutten to help students transition into general education.
6. FINANCIAL REPORT:
  - Lauren Hansen out of town, Lucky Syphanthong to cover.

Current total in checking and savings: \$21,387, money market \$5,897.64  
3 Deposits: Totem Membership Dues: \$103.5, Totem Donations: \$0.95 Total: \$104.45  
2 Expenses: DOJ Raffle Permit: \$30.00, Roan Lovely popsicles for Popsicle Posting: \$39.88

Stacy Gabbert motioned to approve expenditures, Karen Bazzano 2nds. Approved.
7. OLD BUSINESS:
  - a. Ratify Chair positions: Roan Lovely new secretary.  
Open Chair positions: Volunteer Coordinator, Pancake Breakfast Chair, Popcorn Tuesday Chair, and Greeter Chair are still open.  
Per Kristine Tyson - Kristen Galt potentially to volunteer as volunteer coordinator.

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- b. Popsicle Posting Recap: Roan, it went really well at both schools. We have popsicles left over for another event.
- c. Parent Packets: thanks to all who volunteered. Accomplished in time.
- d. 2022-2023 Budget committee:

Lucky - Hashed out budget with budget committee

Carry over 15000.00 conservative

Est income 21000.00

Rounded to nearest 100

Scholarships got bumped up to 3000.00

Discussion: Membership dues income?....only keep 1.25 per membership so we get roughly \$300

Gabbert questioned leadership training? Seems a LOT higher than usual? Could apply to gifts to the school once we decide how much we are actually going to spend.

Becky suggested you can have a table at back to school night to get memberships in future.

8. NEW BUSINESS:

a. Fall Membership Event/Raffle: Christine Tyson

- 1. Waiting to hear back about food policy from Humboldt Bay Social Club for "Smores and Cycles". Tentatively chose a date, no Fridays available! Thursdays? Discussion: change venue? Redwood acres? Change from smores to ice-creams and pizza? 6-8pm? Decision made to table it and communicate over email to discuss further and brainstorm.

Potentially 2nd week of October? Def. within the next 6 weeks.

-Ice-cream truck \$696

- 2. Raffle before xmas break. Gabbert- Can we do drawings with breakfast with santa?

- 3. September is when we start recruiting for the raffle. Big ticket items above \$200.

Will check on tickets and do an order later

We will need a lot of man power to help with raffle. Volunteers can count and staple but not handle money. Huge job!

- 4. Carnival in spring!

b. 2022-2023 Preliminary Calendar Planning: Lucky

Calendar in the process, Lucky will have it out this week.

c. Reflections:

Bao is new chair and Theresa will help her. Lucky will help them get it going.

d. Clean Up day: Roan

Received feedback from parents suggesting a family/school cleanup day.

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- Discussion: Need Volunteers to help with gardening, could always use help! There used to be an annual cleanup day? Could combine it with an event. Potentially family cleanup day and membership drive with movie night? Will table and brainstorm and decide if it will be joined to membership drive or not? Can't to during raffle or Santa breakfast...or we could put out in to record as a call/plea?
  - Seniors need to do community service hours!
  - And add in a themed pop up photo wall on both campuses?

e. Programs: Shadow puppets

f. Pancake breakfast with Santa:

- table it but def. want to do it. Its usually first sat in December, make sure it doesn't conflict with other events.

g. Jessie wheeler- Poets in the Classroom. A 5day intensive workshop with the kids about poetry. \$45 per person totaling \$1275.00. Only room for 4 classes this month, 6 teachers interested. Would be good to make it a grade thing! Would it still be an option to go to wolf creek? Yes it's separate to that. Spots are only held to end of week. What about 5th grade and sixth grade? They need to come pitch it! Would it come from the gift to school fund? Gabbert suggest moving some money out of healthy snacks fund. Mask making for 5th grade, its better suited to them than 3ed grade? Are Masks still an option? Covid made it difficult but it should be fine? Are shadow puppets actually going to be on this year?

Anna Kovaly motions to take \$1275.00 from healthy snacks account and move to art education for poets in the classroom for grade 4. Karen Bazzano second. Approved.

9. MID-YEAR AUDIT: Christina Baxter

All looked good other than a couple issues; 2 amazon smile and 1 totem deposit.  
Need to decide how to handle online cash deposits without cash verification?

PTA January 1, 2022 - June 30, 2022 Audit Findings

Cash Verification

Mar-2: Deposit - Amazon Smile no cash verification form

Mar-25: Deposit - Totem Membership no cash verification form

May-27: Deposit - Amazon Smile no cash verification form

Transaction Detail Report

Check #2088 - Chapala is miss- categorized as Screenagers license on the detail report.

Karen Motion to approve mid- year audit Kristine second. Approved.

10. EXECUTIVE BOARD/CHAIR REPORTS:

a. Presidents Report: PTA Calendar completed

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b. Spirit Wear: Carie Bartlett.

Sport Cycles is the new company, easy to work with. New design idea sent in and waiting to see it and get approved: Cutten Ridgewood on top and Tigers at bottom, with tiger image in the middle. Navy and Grey garment colors. Asked for t-shirts, zip ups, hoodies and hats, do we want any other items?

We can do a mix of Under Armor (higher price point) and a generic brand (lower price point).

Once everything is approved we will receive a link to online store. Waiting for her to return from vacation, then all should move ahead smoothly. Hoping to open sales Sept. 19<sup>th</sup> and run for three weeks, then process the orders all at once. They send to school in bulk. Need to get volunteers to sort order and distribute.

- Discussion potential to hand out to needy via social workers? Will need extra for Dutch auction. What about lanyards, stickers etc.? will ask.
- need flyers and ad in record to advertise

11. ANNOUNCEMENTS:

Next meeting Oct 4<sup>th</sup> at 630pm in the Cutten Staff Room

Adjourned 8:15pm