

Alexander Science Center School PTA
GENERAL PTA MEETING MINUTES

President: Dwaine Morris-Irvin

September 30, 2009

Minutes recorded by Lupe Ramirez and Kristyn Cota

In Attendance: (See Sign-in Sheet)

Meeting came to order at 5:18pm

The meeting started with a discussion regarding the low attendance for this meeting and how we can increase attendance for future meetings. Suggestions:

- 1) Setting the evening meetings at a later time
- 2) Using the A-frame to remind parents during drop-off the day of
- 3) Sending a reminder flyer the day before the meeting
- 4) On the flyer, describe what it means to come to a PTA meeting
- 5) Offer kid entertainment for PTA families during the meetings.

Agenda item #1: Dwain read off the dates for future general PTA meetings this semester.

Agenda item #2: Dwain started introductions of the PTA Executive Board. Introductions of parents, teachers and community members continued. Community members in attendance were Robin Young of the Expo Line project, and Ana Gator of the Science Center.

Agenda item #3: Dwain informed the general membership of the PTA's current financial situation:

- 1) \$300 left from last school year
- 2) \$1200 raised the first week of school in T-shirt sales
- 3) \$300 raised during Back-To-School Night in pizza and water sales
- 4) \$750 raised during the USC Home Game selling bottled water

Agenda item #4: USC Home Game Fundraiser:

A discussion started on the USC Home Game fundraiser that took place on Saturday, Sept. 26th. There were 9 volunteers. The set-up was 5 hours before game time which turned out to be a bit heavy for the volunteers. Another issue to be aware of is that there are others selling water. Ana Gator has offered parking spaces for those that volunteer. She just asks that we let her know in advance how many spaces will be needed. The following are suggestions that were discussed to encourage water, candy and ice donations

- 1) Jane will ask her parents to donate in her newsletter
- 2) Create a calendar of the upcoming home games and have sign-ups
- 3) Have a list in the front office documenting who has donated (with the student's name)
- 4) Create a chart showing how much has been donated. Where to put the chart?

- 5) Give back to our donors to show acknowledgement and appreciation
- 6) Have some 5th graders announce during the weekly all-call which students and their families have donated
- 7) Select a day, a week before a home game, for morning drop-off donations
- 8) Parents can also bring donations the day of the home game, like ice
- 9) Advertise how much we made from the last home game sales
- 10) PTA link on the school website
- 11) Cash donations also accepted

Innisbrook Fundraiser

Dwain describes the fundraiser to the membership. The kick-off day is Oct. 7th. It's a huge fundraiser requiring a lot of time and effort of volunteers. The target number of volunteers is 10 to process all forms.

A spring Innisbrook fundraiser has also been scheduled, but that will be discussed at a later meeting.

Agenda #5: Halloween Parade

Dwain describes the event to the membership and a discussion starts with suggestions and comments:

- 1) a banner contest for the teachers in which it can be part of the Spirit Award. A flyer to the teachers should be created detailing dimensions of the banner. Jane will create and send email to the teachers
- 2) Create a playlist for the DJ to play
- 3) Paula would like to sign all certificates that will be distributed to the winners before the day of the event
- 4) Category of the "prettiest" or "most beautiful" should not be included this year. We should stick to Halloween themes.
- 5) Attempt to get donations before purchasing prizes (Paula can donate books, just let her know how many)
- 6) Amount of certificates/awards that will be given: 5 per grade level, 6 grades, totaling 30

Dwain **motioned to spend \$150 on the DJ**, Jane seconds the motion and it is put to a vote from the membership. It was a unanimous yes to spend \$150 on having a DJ for the Halloween parade.

Marco (last name??) **motioned to spend roughly \$100 on prizes for the costume winners**, Zahid seconds the motion and it is put to a vote from the membership. It was a unanimous yes to spend roughly \$100 on prizes. A discussion starts in trying to identify what the money will purchase:

- 1) Movie tickets
- 2) Books
- 3) Gifts for judges to show appreciation??

We need to set up another meeting to discuss the Halloween parade but by the next general membership meeting everything should be identified and finalized.

WinterFest

A date needed to be set for this event and a discussion started in choosing Dec. 4th or Dec 11th. Although parent/teacher conferences will still be going on, on Friday the 11th, it is agreed that the 11th will be preferable for the following reasons:

- 1) The 4th to early
- 2) Will be easier for facilities to have both events on the same day

Kristyn suggests changing the event this year to a themed WinterFest, with maybe a movie. There was also the suggestion to not have a variety of booths, because they are difficult to man. Dwain would like a list of ideas by the next general meeting in October. We should still have a DJ because it was very successfully last year.

Agenda #6

PTA Fundraiser Money: Dwain asked if the PTA can identify goals for what we would like to fundraise for. Miss Fung will generate questionnaire for teachers to see what they would like money for. Discussion as to how to assign money i.e individually, grade levels, set amounts per teacher, etc. Hope is that questionnaire will help answer this questions.

Agenda #7

Dwain said PTA will share moneys earned (outside of USC games) as 50/50 split with Ms Denen to help support programs and activities in need. Ms Denen was asked to provide PTA with information about what these needs are. She said Catalina trip is not in jeopardy, as a majority of funding comes from parents, Science Center, and a group in Santa Monica.

Agenda #8

No comments noted

Notes regarding community members that attended the meeting:

Ana Gator, Science Center Museum Dir. Of Professional Development made an announcement regarding the Parent Learning Academy. Key points:

- 1) classes are free
- 2) Select Mondays 8:30am to 10am
- 3) Translation provided
- 4) Kids welcome
- 5) Parents need to fill out form and turn into the child's teacher (form is strictly for head count)
- 6) Parents can pick and choose which classes they would like to attend
- 7) Ana will be sending out more flyers closer to the dates of the classes
- 8) Not to be confused with the Saturday courses which are fee-based, but the Science Center Museum is working with the school to have reduced pricing for Sci.Ctr. School families

Robin Young left ExpoLine flyers for the membership to take home. Dwain commented that Robin and the ExpoLine has expressed their interest in participating in our events and provide sponsorship. All we need to do is ask.