

Aspen PFA Meeting Notes

Tuesday, September 13, 2022 @ 7:00 pm PST - MPR

Attendance

Dr. Craven, Alison Friedman, Denise Lucarelli, Kiley Duncan, Torrie Marsh, Traci Page, Jasmine Nottingham, Andie Massi, Jackie Wellen, Colette Noblitt, Taylor Coggins, Kamila Schmirlerova, Samantha Birg, MM Ranola-Wu, Claudia Sidoti, Lanette Worthington, Anne Dyer, Sheridan Kahn, Stephanie Schramm, Danielle Field, Kira Wagner, Mandy Liston, Michelle Lochmus

Welcome & President's Message - Denise Lucarelli & Alison Friedman

- Meeting Start Time: 7:04 pm. Thank you for coming and especially for the new faces we see.
- Introductions for the new parents:
 - Alison Friedman; PFA Co-President & Art Teacher (2nd grader and an Aspen Alumni)
 - Colette Noblitt; PFA Treasurer & Room Parent (2nd grader & one at home)
 - Stephanie Schramm; eScrip/box tops (4th & 5th grader)
 - Danielle Field; New Member (Kindergarten & one at home)
 - Claudia Sidoti; Auditor & Room Parent (two 3rd graders)
 - Jackie Wellen; Room Parent Coordinator (1st and 3rd grader).
Looking for room parents for Ms. Dann, Mrs. Kneller, & Mrs. Palazzo- If you know of anyone in these classes, please let Jackie know.
 - MM Ranola-Wu; Hospitality Committee, Yearbook, & Room Parent (1st and 3rd grader)
 - Andie Massi; New Member & Room Parent (1st grader and one at home)
 - Jasmine Nottingham; VP Programs, Room Parent (1st grader, TK student & two at home)
 - Traci Page; New Member (TK Student & one at home)
 - Taylor Coggins; New Member (TK Student & one at home)
 - Kiley Duncan; VP Membership, Movie Night, & Room Parent (5th & 3rd grader)
 - Michelle Lochmus; New Member (Kindergarten & one at home)
 - Mandy Liston; PFA Co-VP & Room Parent (5th, 3rd, and 1st grader)
 - Sheridan Kahn; Harvest Fest & Sock-Hop (2nd & 4th grader and an Aspen Alumni)
 - Torrie Marsh; Ways and Means & Sock-Hop (2nd & 5th grader)
 - Kamila Schmirlerova; PFA Parliamentarian and Road Runner Run Committee (3rd Grader)
 - Kira Wagner; New Parent (3rd grader and one in Redwood)
 - Samantha Birg; Kindergarten Teacher (2 kids, college bound)
 - Lanette Worthington; Student Store (3rd grader & HS freshman)
 - Anne Dyer; School Site Council, GATE Rep (3rd & 5th grader), & Student Store
 - Denise Lucarelli; PFA Co-President & Photo Fundraiser (5th grader)
 - Dr. Craven; Principal of Aspen Elementary & Crossing Guard in the PM ☺ Happy to see so many new faces.
- Approval of Meeting Minutes. Meetings projected on screen.
 - Approval of August meeting minutes. Jasmine Nottingham motions to approve and Jackie Wellen seconds.
 - Meeting approvals are needed because we are considered a booster club.
 - Meeting minutes are put on the Aspen website within a week of being approved by the webmaster, as well as maintained within Aspen PFA historical artifacts.
- Audit
 - Claudia has already completed the audit. All the documents are reconciled.
 - Denise and Colette are now in the process of collecting the paperwork necessary for the application to remain a non-profit club/to get our booster reauthorization from the district.
 - Getting a head start in case there are question or changes. Due on November 1st.
- PFA 101: Meetings & Voting
 - To gain voting rights for the year, there is a PFA membership due of \$25

- This due is considered a donation to the school. If you have already donated and it was more than \$25, that already covers the dues.
- Roadrunner Newsletter (Sent on Friday by the office)
 - Mandy and Lindsay (co VP's) make "Blurb" requests to the PFA Members. It's a great way to advertise or remind the public/parents of events that are coming up.
 - Blurbs are due by Thursday.

Principal's Message – Dr. Craven

- Thank You
 - Dr. Craven wants to give a HUGE thank you for a great start to the year. It feels like a normal school year.
 - Thank you for the staff lunch, ice-cream social, and all the decorations on the first day. It made it super exciting for the kids.
 - Although we had to pivot for movie night due to rain, thank you to Kiley it was a great turnout! A special thank you to the parents that stayed to help clean up. The custodians really appreciated it.
- Specialist Logistics
 - The following specialists started this week:
 - Art
 - Dance
 - PE - Grade Level
 - Students have been getting district "Coach K" lessons. Watched it and it was super impressive to see them all engaged.
 - Specialists starting next week:
 - Library
 - PE - Class Level, teacher is still being on-boarded. District has a backlog, and it is taking longer than usual.
- Upcoming Dates
 - 9/26 - no school- reminders to come
 - 10/5 - no school - reminders to come
- Crossing Guard; Janss & Marlowe
 - There is a shortage of crossing guards.
 - Using data collected by the city, they have reallocated our crossing guard to other busier intersections.
 - Please be very cautious to when you're crossing at that location.
- Single Plan - Student Achievement
 - This is a document on how we allocate our school budget. Every dollar we spend on the school.
 - This has been reviewed by School Site Council. Awaiting feedback, so far none received.
 - In two weeks, this will be sent to the board for review and approval. Once completed, it will be posted on the school website for parents to access.

Teacher's Message - Mrs. Birg

- Reached out to the teacher and they said: A GREAT BIG THANK YOU for teacher luncheon and a great start of the school year.
 - One teacher asked to push the Shakespeare program
- Teacher Fundraisers

- Alison mentioned that Mrs. Byington has an annual restaurant night for her class at Sharky's. She coordinates it and the funds go to the field trips she provides her class. Everyone is encouraged to go.
- All teachers are welcome to do similar fundraisers, PFA will help advertise. Teachers will need to coordinate.
- Currently, teachers participate in Original Works of Art each year. Funds go directly back to the teachers for the class.

Treasurer Report - Colette Noblitt

- During this section, we review where we spent money on and where we generated income.
Aspen PFA

August 2022 PL Summary

Beginning Balance August 1, 2022: **\$38,444.49**

Income:

1. We received \$1,925.53 via Cash/Check/SQ for PFA Membership / Support our School / Direct Donation (this does not include Venmo transactions – transferred into Bank of the West account on 9/1, to be reported in September)
2. Corporate Matching from SCE and Benevity brought in \$140 for the month
3. Script Grocery Cards & Rewards from Ralphps/Kroger brought in \$248.12 in August
4. We received \$631 from the End of Summer Ice Cream Social (Cash only - this does not include Venmo transactions – transferred into Bank of the West account on 9/1, to be reported in September)
5. The Student Store generated \$1,417 in sales of the t-shirts and planners (cash/check) during the initial back to school events (this does not include Venmo transactions – transferred into Bank of the West account on 9/1, to be reported in September)
6. We received a delayed yearbook payment of \$30

Total Income in August = \$4,391.65 (\$1,925.53+\$140+\$248.12+\$631+\$1,417+30)

Expenses:

1. We paid \$33.48 for renewal of email host via GoDaddy
2. We paid \$1.50 in bank fees
3. We paid \$398 to obtain required Certificate of Insurance for PFA
4. We paid \$2,816.48 for new Aspen Spirit-wear t-shirts
5. We paid \$2,554.12 for Specialists (final payment for the 21/22 school year)

Total Expenses in August= \$5,803.58 (\$33.48+\$1.50+\$398+\$2,816.48+\$2,554.12)

Net Loss = \$1,411.93

Ending Balance August 31, 2022 = \$37,032.56 (\$38,444.49- \$1,411.93)

- **Q:** When does Amazon Smile pay out? Every Quarter.
- Discussion moved on to a brief comment about connecting Ralphps accounts and sending receipts to Stephanie for School Cents and which Oaks online purchases qualify for School Cents. Online orders delivered to home do not qualify. Online orders shipped to store do. Put topic on hold until later in the agenda.

- **Q:** When will the Venmo come in for School Store? Venmo funds are transferred at the end of the month. Therefore, the income will show up in the September sheets and discussed in the October PFA meeting.
- Colette provided the Venmo totals that are not calculated in August's report:
 - Ice cream social; \$166
 - Membership; \$2710
 - School Store; \$2092

Program's - Jasmine Nottingham

- Gypsy Folk Art Dance Assembly
 - Confirmed for 9/23 @ 8:30am
 - This is two back-to-back assemblies: TK to 2 and 3 to 5
 - Will need a check the day-of for payment. Treasurer will require an invoice.
 - **Q:** What do they need? Currently, there are desks stored behind the stage curtain, do we need to clear out this space for them?
 - **Action: Jasmine to follow up and respond to Dr. Craven**
 - **Q:** Do the teachers want the resource guide that aligns to the presentation? It includes several activities for multiple grade levels. Yes. Mrs. Birg to give copies to the teachers.
 - **Q:** Who will be on campus that day? Jasmine will be there.
- BMX assembly
 - Confirmed for 10/7, arrival at 8am
 - Total is \$1207 and they require a 50% deposit. Treasurer requests an invoice for the check.
 - As discussed last meeting if we partner with another school, we could get a 15% discount if same day or 10% for subsequent date. Currently no other schools are interested.
- Shakespeare Assembly
 - Scheduled for 3/16, cost is \$1600
 - Confirmed that the 3rd - 5th grade teachers will be included.
 - Company also caters for TK - 2
 - College students at CLU will be doing Tempest, adjusted for elementary school audience
 - We have two packages to choose from, both are \$1600
 - Package 1: Three 20-minute workshops at 8:30 am (The 20-minute workshop is designed for grades (K-2). Six 40-minute workshops at 9:15 and 10:30am (The 50-minute workshop is for grades 3-6). One school assembly at 1:00 pm
 - Package 2: Nine 40-minute workshops starting at 8:30, 9:45, 11:15am. One school assembly starting at 1:00pm. The school decides which grades attend the assembly.
 - PFA Thoughts:
 - Budget, not a concern as we have the funds set aside for either package.
 - If we do the full school, we would not have to find a backfill for the lower grades.
 - If we do the full school, as the children grow, they will have familiarity with the content.
 - Alison has seen it and it's a good program. It's engaging, the kids learn about public speaking, eye contact, and ways to communicate in theme of Shakespeare
 - Lower Grades:
 - **Q:** Did we ask the lower grade teachers if they were interested? TK to 1st have not been approached.
 - Keep in mind that TK/K days are shorter. They will end their day at 1:20, which may conflict with all/at the end assembly. Will also need to incorporate lunch and recess into the schedule.
 - From Mrs. Birg, Kids will get more out of the workshops than the assembly. Ok to miss that.
 - **Action: Mrs. Birg to follow up with the lower grades.**
 - Do they want to be a part of it?
 - If no, do they want another assembly?

- Additional Programs
 - If we have extra budget, will we do another one? No interest now, revisit in the new year.

Ways & Means - Torrie Marsh

- Led by Torrie and Karina this year. Ways & Means focuses on coordinating the Restaurant Nights.
- Trying out some new ideas:
 - Mabel's Label's; slow to date. Sends a check 1x / month. Got 2 orders so far.
- Began year with End of Summer Event at Ameci's and Tifa.
 - During the heatwave, but a good turnout
 - Restaurants commented that this was one of the biggest turnouts they've ever had.
 - Will continue looking for places where Aspen families can sit together. Kids had a lot of fun and at one point they started singing the roadrunner song.
 - When families coordinate time, we get better attendance. Room parents can coordinate this amongst the classes. Torrie has done this in the past as a room mom and it worked out well.
 - Received: \$260 from Ameci and \$53 from Tifa @ 15% donations
- Also trying to add events to restaurant nights.
 - Discussed Skyzone (aka Defy)
 - It would be a 2-hour time block and they donate 20% back to the school.
 - Per presidents, you can't do this type of events anymore due to insurance liability concerns.
 - Insurance Liability
 - For all PFA events, insurance should be considered. Because we can be held liable for anything PFA sponsored.
 - Food and on-campus events are considered a lower liability.
 - Trampoline activities carries a high risk and liability.
 - All activities must also go through the District Risk Manager. Examples: the dunk tank from last year needed approval and color run idea for roadrunner run was denied.
 - Inclusivity
 - Also consider inclusivity. Some families will not be physically capable to do these events. Sends a message of exclusion. Restaurant nights are accessible to everyone.
 - Other ideas
 - Consider altering to be a restaurant night at Buca di Beppo, where families can coordinate SkyZone on their own afterwards.
 - Movie night Fundraiser; bought the theater and sold tickets to the theater for \$20.
- May not have a September restaurant night based on conversation.
- Next event will be Sharky's in October (Mrs. Byington's restaurant night)

eScrip - Stephanie Schramm

- Consists of four main areas: Box Tops, Ralphs, Amazon Smile, and School Cents
- Box Tops
 - Goal for the year is \$200, already made \$104.70.
 - Can find a QR Code in the flyer to download the app. Only need to take a photo of receipt or send to Stephanie to be submitted.
 - Digital option: After app is setup, you can download receipt from Ralphs app and email to receipts@boxtops4education.com
- Ralphs
 - \$391. 37 households signed up so far.
 - Families link their Ralphs account to Aspen. Setup does not need renewal each year.

- Amazon Smile
 - For every dollar you spend, Aspen receives half of a percent.
- School Cents
 - Program with the Oaks. For each dollar spent at The Oaks, points are given. For the months of September to October is the highest point allocation (50pts / dollar)
 - To submit, you can place receipts in Box located at the office or email them to Stephanie.
 - What is included: Services, retail, gift cards, restaurants, etc. Woodranch is coming and across from cheesecake.
 - Last year we placed 4th out of 15 schools by raising \$1200. Must raise a certain amount to be renewed for following year.
 - School Cents has been combined a restaurant night, automatically will get school cents. Limited to some restaurants only.
 - Program runs from September 1st to end of May 2023
- Screens
 - There is a box at the office. We will gain 2000 points per screen collected.

Movie Night - Kiley Duncan

- Movie night was last Friday. We were rained out but able to use MPR as backup.
- Raised: \$456 in sales. D'amores donated \$124 (15% of sales)
- Event Cost: \$900. Ran out of popcorn, paid for 100 but did not receive this.
- Looked online for purchasing screen, speaker, projector, etc.
 - Approx cost for screen (\$300), projector (\$150-200), speakers (\$300-500)
 - This option could allow us to do more movie nights

Membership - Kiley Duncan

- Focuses on generating donations from parents. Currently, we are at 20% participation (by student), last year we were at 27% participation for the whole year.
- Discussed that our specialist's cost over \$20k to fund them for a year. Last year almost raised \$10k. Currently at \$7k.
- Will plan to include information in the blurb this week to make parents aware.

Student Store - Lanette Worthington & Anne Dyer

- Good response from ice cream social. Almost sold out, there are some girls tank tops left.
- Ordered the items from the interest list. In progress and may arrive next week.
- **Q:** Do you need a check for the reorder? If yes, need an invoice.

Harvest Fest - Sheridan Khan

- Vendors: Kona Ice & D'Amores are confirmed. Kona donates 20% of sales.
- Current Budget: \$600
- **Q:** Spooky House; will this happen this year? Yes. This is coordinated by Mr. Stelle, he will send communications out parents and will invite some 6th graders who missed out to come back. PFA will need to sell an extra ticket for Spooky House.
- **Q:** Will we have a PFA dunk tank? No. It was a hard time to get teacher volunteers, cost was donated it by a parent.
- **Q:** Who does the bake sale? It's just general harvest fest. Bake sale money went to 5th graders.
- **Q:** Can we do a cake walk? Yes. It's like musical chairs and last person gets a cake. Kids need to buy a ticket for a spot, and you can do the game multiple times.
- Other ideas:
 - If there are other ideas send them to Sheridan.
 - Kids love it -Costume contest
 - Ticket sales: Allow Venmo by having QR code ready.

Budget/Voting item

- **Q:** Any budget questions from last time? No.
- New changes:
 - Assemblies: want to make sure it is funded fully \$5000, it equates to \$16 each student
 - Field Trips: last meeting increased amount spent per student \$15 to \$19 total \$5900
 - Teacher Instructional Fund: \$4950 / \$16/student that teachers spend on kids in classroom
 - Specialists: Art \$9000 last year \$6700 started in October
 - PE \$5500 per year, started in September
 - Dance \$5800 per year, started in September
 - Total- over \$20k for specialists
 - Overall -We always expect a loss, \$6000, this year \$6700
 - We went over the budget on August line by line
- Colette motions to approve a 2022/2023 school year budget. Stephanie seconds.
- Vote:
 - All in Favor = 21
 - No = 0
 - Abstained = 0

Other Topics

- Who helps organize CRPD programs? CRPD organizes it and reserves the room
- Is there a way to get more STEM based items? Dr. Craven will pass along the feedback.
- Science/Technology integration: Parents will start to see this at the younger grades and aligned with that grade level
- Roadrunner Run; let's start now to avoid last minute scrambles.
- Update on outdoor learning enrichment area
 - Currently in progress
 - Being led by Kevin Lydick, Sheridan Kahn, & Dr. Craven
 - Art Cases are ordered and will be installed soon. Will determine afterwards if we will want to order more.

Meeting ends: 8:42 pm