

**Robinson Elementary School
General Session Meeting Minutes
January 26, 2017**

Present: Deanne Moore, Kristen Borland, Matt Luce, Megan Montz, Lily Phillips, Hilary Mahan, Valerie Lemmon, Geraldine Pepemehmetoglu, Christine Jewett, Melissa Iacono, Janeen Caleo, Andrea Barker, Loren Kosmont, Jennifer Fenton, Clare Flynn, Stacy Myrose Michelle Dale, Wendy Finster, Kristy Jones

Also Present: John Jackson, George Butts, Frank Chiella, Christine Jewett, Karen Komatinsky

PTSA Board Update: Jen Fenton & Stacy Myrose

Shared “thank you” notes from the second-grade students for providing the necessary funds to purchase new headphones for each student in class.

2016-2017 Budgeted Income:

	Budgeted	Actual YTD
Parent Party & Auction	\$97,250	\$130,628
Membership & Donation	\$77,000	\$95,363
Scrip	\$ 7,500	0
Family Fun Run	\$19,500	0
Book Fair	\$ 3,200	\$3,529
Community & Business Partners (Village Runner/Box Top)	\$ 3,000	\$2,525
Fifth Grade Fundraisers (Gear/ice treats/student store)	\$ 1,000	\$5,638
Hometown Fair	\$ 2,700	\$4,013
TOTAL INCOME	\$211,150	\$241,686

On September 22, 2016 this operating budget was approved for the 2016-2017 school year. While we always try to budget conservatively, we exceeded our expectations due to the generosity of our members during our annual appeal, in addition to great success at various events including Parent Party & Auction, Book Fair and the Hometown Fair booth. The Scrip program has changed this year, so we had no precedent with which to make a reliable prediction and will have a better idea of net profits at our April General Session meeting. At that point we will determine whether or not Scrip is meeting expectations, and how to project this line item for our 2017/2018 school year. The fifth grade fundraisers, which includes ice treat sales, apparel and student store, also shows an exceptional amount of income which is due almost entirely to apparel sales.

Please note, we are only at the mid year point and we have already exceeded our fundraising expectations for the entire year. We still have events that will bring in additional funds, like Fun Run and spring Scrip sales.

2016-2017 Budgeted Expenses:

	Budgeted	Actual YTD
Programs	\$197,375	\$63,967
Curriculum	\$10,075	\$5,877
Enrichment	\$29,850	\$1,768
Facilities	\$ 2,850	\$313
Grants	\$ 1,500	\$20
Parents	\$ 1,700	\$1,626
Professional Development	\$ 4,000	\$0
Students	\$37,900	\$21,978
Supplies	\$58,300	\$24,968
Teachers	\$ 4,800	\$1,427
Technology	\$46,400	\$2,759
PTSA Administration	\$10,925	\$2,584
Community Outreach	\$2,750	\$2,471
TOTAL EXPENSES (before Cap Imp)	\$211,050	\$69,022

Explanation of Expenditures:

Curriculum –The year is half complete and we’re on target with budgeting spending for this category.

Enrichment – As illustrated, we have not yet spent much of which was budgeted for student enrichment. Several factors go into this YTD total including YAA, which is large amount and we haven’t received bills from all of the artists conducting the individual residencies. Nor have we received all of the cultural arts invoices, as many of the residencies finish later this spring.

Professional Development – Much of this is occurring through the District, so unlike last year where we spent more during the implementation of Common Core, our expenses have been minimal this year. That said, we like to reserve some funds should our teachers wish to attend professional development seminars or conferences throughout the year.

Teachers – Staff Appreciation is planned for Spring and we will be utilizing these funds to spoil our teachers and administration like we do every year.

Technology – We are required to allocate and pay the District \$100/student for technology; however we have not been billed yet for all of our purchases this year. The number currently presented represents technology maintenance.

2016-2017 Proposed Capital Improvements:

	Budgeted	Actual YTD
Technology	\$20,000	\$20,533
Campus Improvements	\$30,000	\$10,364
20th Anniversary Celebrations	\$ 1,000	\$6,060
Sportsmanship Activities	\$10,000	0
Professional Development	\$ 1,500	0
Resource Development	\$ 800	\$218
Miscellaneous	\$10,000	\$1,346
TOTAL CAPITAL IMPROVEMENTS:	\$73,000	\$38,521

Remember, funds raised in excess of our operating budget are allocated to our proposed capital improvements.

Technology – As noted above, we are required by MBUSD to pay \$100/student (based on enrollment numbers) for our technology needs. These are the funds set aside in our operating budget and anything outside of the District’s “standard” is a PTSA responsibility. For example, the headphones we purchased for 2nd grade or the iPads we purchased over the summer (based on the approval of our interim budget) fall in this category as well.

Campus Improvements - Although we can’t use these funds to paint or refurbish the bathrooms, we can purchase new chairs for the teachers, flexible seating options in classrooms, portable air conditioning units for the warmest classrooms, and a fence around the planters outside of the student bathrooms. This year we also added two additional bulletin boards on campus to keep parents better informed of school happenings.

Secretary: Deanne Moore

Requested a motion to approve minutes from the General Session Meeting on September 22, 2016. Kristen Borland moved to approve the minutes. Andrea Barker seconded the motion. No oppositions. Motion approved.

PTSA Nomination Committee: Jen Fenton and Stacy Myrose

Monique Bottene, our PTSA Parliamentarian, is actively involved in the formation of a nomination committee to fill the 5 available positions for the 2017-2019 Executive Board slate. During this process, parents across all grade levels identify the most qualified individuals for the open positions. Monique has compiled an incredible team to elect your next Co-Presidents, Treasurer, VP of Fundraising, VP of Volunteers, and Parliamentarian. This year our proposed nomination committee consists of Margie Campbell, Clare Flynn, Loren Kosmont, Holly Rockwell, Neeraj Rotondo, and Dora Seiffer. Motion to approve the Nominating Committee as presented. Matt Luce moved to approve the Committee as presented. Andrea Barker seconded the motion. No oppositions.

District Updates: Karen Komatinsky, MBUSD Board of Trustee

Measure C and EE update – The bond oversight committee is forming and the board is currently interviewing architect firm for both projects.

Meadows Field (Mira Costa) – This a project started with MBX to redesign the fields at Mira Costa on Meadows. We will have new turf fields for soccer, lacrosse and rugby. Baseball and softball fields will be completed as well. The project should be completed by the fall of 2017.

City Council Elections – This March, 8 candidates will be running for 3 open seats on City Council. It is very important to understand what each candidate's stance on the City/Districts shared use agreement. It is important to make sure the candidates have a committed relationship with our Fire & Police Department employees, because we have had some security issues in the last few years and the safety of our students is important. There will be a Candidate Forum held at Mira Costa in February, which will be a great opportunity to hear directly from each candidate.

MBEF: Hilary Mahan

MBEF has extended the Annual Appeal until February 10. As of now, we are about \$900,000 short from our projected goal, which would sustain current programming. If we do not meet our goal, cuts will have to be made. Approximately 79% of Riptide families have already donated, but that is down from last year. Any teacher that achieves 75% class participation, or higher, will receive additional money to spend for their classroom. Encourage your teachers to remind parents about the drive, talk to room parents, help make calls, etc. Remember, every child in the District benefits from MBEF, and despite the support for the Appeal, we are still short of our goal. We need to protect P.E. from future budget fluctuations, keep K-3 classes small, continue to strengthen Math and STEM programs, and expand our student's passions through Music, the Library and Art.

15th Annual Family Fun Run: Stacy Myrose

Our annual 5k Run/Walk for all Riptide Families, alums and neighbors is coming up on Saturday, March 11th. Our T-shirt contest winner was selected this morning and will be announced at tomorrow's assembly! You can register to run/walk with your child, become a sponsor, volunteer for the fun run club, or volunteer on the fun run day.

Special Speaker – Manhattan Beach C.E.R.T Association: Kristy Jones

C.E.R.T.s Vision: To be a deployable resource to assist the City of Manhattan Beach in the event of an emergency or disaster. George Butts and Frank Chiella have trained over 500 Manhattan Beach residents in life saving techniques. Community awareness and advance trainings help support the Police and Fire Department, especially during natural disasters and emergencies. For home preparedness, keep a bag under the bed for every member in the household with shoes, gloves, glasses, goggles, and whistle. Just like on an airplane, in case of an emergency, adults should get situated and then check to see if everyone is ok (www.moreprepared.com). It is also important to check your gas line! If you do not smell gas, do not hear it

whistling, and the meter is not moving, you do not need to turn it off. If the gas company does automatic shut-offs, and you shut off your gas at the source, you should not turn it on back by yourself. Call the gas company and they will send someone out to help.

Homework: see if you can shut off your water main. Using a wrench, try to move the valve. If you cannot, call the city and have them come out to check it. For water heaters, shut off the lower valve and shut off the main valve to the house. Remember, do not flush the toilets, as the water in the tank is drinkable.

Frank Chiella: Our best example of national disaster is Katrina. Everyone in the emergency departments would be affected and public safety departments would be completely overwhelmed if something of that capacity were to happen here. We must be able to take care of our community so everyone needs to be prepared and organized for a big disaster. One way for the community to be ready is to have an emergency preparedness plan. This includes 1st Aid Training and Equipment, knowing how to perform “hands only” CPR, knowing how to turn off all utilities (water, gas, and electricity), purchasing extra food & water supplies, flashlight, batteries, fire extinguisher, etc. You should have enough supplies to last you approximately 2 weeks. Please note, school emergency protocols can be found on www.mbusd.org

George Butts: CERT partners with the police and fire department. CERT has 1 command vehicle that will travel with the cities mobile CMD Unit, 4 Area trucks report to Manhattan Beach city quadrants, and 1 mass casualty trailer that can provide care for over 50 individuals. CERT has first aid support assisting our F.D. and our community since 2008, and is written in the cities disaster plan. Together with MBFD, CERT has trained over 400 M.B. residents since November of 2007.

Meeting Adjourned: 7:15pm