

**Sequoia Parents Association
Minutes of May 23, 2013**

SPA Board Members and Association Members in Attendance:

Natalia Bello	Mike Daley
Terri Edwards-Nixon	David Franklin
Tannaz Heaney	Bryant Meredith
Michelle Minty	Jill Newquist
Jessica O'Dea	Kristin Randall
Jennifer Risken	Carol Sprecher
Erika Austen	Jen Holden
Donavaughn Jones	CJ Lamborn
Jen Minglana	Christina McCarthy
Jen Mercer	Peter Reno
Stacey Roth	Sabrina Thompson
Bonnie Tornheim	Evelyn Trahan

SPA Board Members Not In Attendance

Jennifer Cazares

Call To Order

Carol Sprecher called the meeting to order at 6:35 p.m.

Introductions

All attendees introduced themselves. The 2013-2014 Board Members introduced themselves:

Jessica O'Dea	President
Erika Austen	Vice President
Bryant Meredith	Treasurer
Stacey Roth	Secretary
Jen Holden	Member-At-Large
Donavaughn Jones	Member-At-Large
Christina McCarthy	Member-At-Large
Jen Mercer	Member-At-Large
Peter Reno	Member-At-Large
Sabrina Thompson	Member-At-Large

Minutes

Michelle Minty moved to approve the minutes from the April Meeting.

The motion was seconded. Twelve board members were eligible to vote. The motion was approved with twelve votes in favor, none opposed, and no abstentions.

Open Forum

The board discussed the fact that Ms. Marks, the staff member hired to fill the Intervention teacher position paid by SPA, has been used as a substitute teacher for Ms. Shedore while she is out on disability. Dr. Franklin confirmed that Ms. Marks' salary would continue to be paid by SPA while she serves as a substitute. Some members of the board remarked that Dr. Franklin was acting within the scope of his duties as site administrator. Some members of the board and some attendees raised concerns about the precedent this set for staffing positions paid for with parent Association funds. Others inquired whether the District could pay for all or part of Ms. Marks' salary while she serves as a substitute, but were told this was not possible.

Principal's comments

Dr. Franklin passed around the results of the survey of parents and teachers regarding the best use of SPA funds. He also passed out a chart about Response to Intervention, showing the progress of the individual students. Students in the 1st and 2nd grades are showing improvement. Students in the 3rd are not showing improvement, but the 4th and 5th grade students are showing good growth. One of the advantages of a Response to Intervention program is that, for students who do not respond to intervention, a strong case is made for testing and services. Once students are in third grade, it is harder to get as much growth, because if they don't have the basic building blocks down, it's hard to get them to grade level and keep them moving.

President's report

Carol Sprecher recognized the current board members for their service to the Association. Carol also passed out information on an upcoming PTA training.

Teachers' report

Tannaz Heaney thanked Terri Edwards-Nixon for organizing an amazing Staff Appreciation Week. She also complimented the parent who painted the new silhouettes. Dr. Franklin informed the board that the bricks will be installed as soon as bricks donated by Home Depot arrive.

Jennifer Risken reported that Sequoia Elementary had five finalists among 27 individuals honored at the MDEA awards dinner. Mrs. Risken won for her community service and Dr. Ogden won for lifetime achievement. Mrs. Risken also announced that our Green Garden did not win the Seeds of Change grant.

Treasurer's report

Carol Sprecher reported the fundraising committee's recommendations for next year:

- The fundraising committee plans to set goals for what can comfortably be raised and have the Association budget within those guidelines.
- Make current events that are money-makers better.
- Explore fundraisers that bring in at least \$5,000 or more.
- Explore current popular community building events, such as the BBQ, to make money (e.g., selling wristbands for activities, bringing in food trucks, etc.).
- Have an eScrip sign up at All-In-One-Day, during a separate time period, to bring in approximately \$15,000.
- Build tiers into the Dollar-A-Day campaign with different items for each tier.
- Provide a buyout for time rather than fundraising, such as \$500 per family.
- No restaurant fundraising.
- Work on better marketing of fundraisers through Claycord, Pleasant Hill Patch, and posters around school.
- Have more sign-up parties, such as Halloween Bowling, Fall Ball, Father/Daughter Dance, or a pub crawl to bring in roughly \$7,500.
- Host a Walk-A-Thon to bring in about \$10,000, Spell-A-Thon with a goal of \$25,000, Auction with a goal of \$40,000, and perhaps a Read-A-Thon. Total possible income from fundraisers will be \$152,000, while maintaining a \$50,000 reserve.
- The Golf Tournament has been put on hold for now.

The board discussed and made recommendations for the budget for the 2013-2014 school year. The board was able to bring the recommended budget to within a few thousand dollars of the \$150,000 the fundraising committee hopes to raise.

Mike Daley moved that we vote to fund three Instructional Assistant positions at the current level (.475 FTE) to serve 1st-3rd grades for the 2013-2014 school year. The motion was seconded. Eleven board members were eligible to vote. The motion was approved with ten members in favor, none opposed, and one abstention.

Mike Daley moved to fund the computer lab assistant at half the current number (from .475 to .2375 FTE) for the 2013-2014 school year. The motion was seconded. Eleven board members were eligible to vote. The motion was approved with eleven members in favor, none opposed, and no abstentions.

The following item has amended language, approved on August 9, 2013:

Mike Daley moved that we fund a full time RTI instructor for the 2013-2014 school year, which is estimated to cost 56,605. The motion was seconded. Eleven board members were eligible to vote. The motion was approved with eleven members in favor, none opposed, and no abstentions.

Auction

Erika Austen reported that the auction will be held March 15, 2014. Hollie Monroe will serve as auction co-chair.

Outreach

No report.

Restaurant Fundraisers

Mike reported that only one of the checks from the restaurant fundraisers bounced. Mike also reported that he was able to bring in a \$500 donation from his employer.

Communications

No report.

Staff Appreciation

Terri thanked all of the room parents and parents who volunteered time and food donations toward a successful Staff Appreciation Week.

Composting

No report.

ACE

Michelle reported that she and Christina will meet with Jennifer Cazares to transition the program.

Outdoor Ed

Kristin Randall reported that \$4,100 of the \$35,000 trip has been funded. Approximately 66 students have indicated an interest in attending.

Project H.O.P.E. Food Drive

Jessica O'Dea reported that donations last month were low. She will put the bins out next week. The Sequoia community has donated over 1,250 lbs. of food.

Nominating Committee

Carol reported that the electronic election was successful. The cost of the election was \$49, a big savings over years past. Only 10 paper ballots were sent home, with five returned. Generally, voting was down this year.

Action Items Recap:

- The Amazon.com link will go in the eblast next week with a reminder regarding graduation gifts, Father's Day, etc.
- School supply lists have been given to Carol.
- Erika discussed sign-up parties and resolved the issue at the fundraising meeting.
- Jessica will work on the banner next school year.
- The survey regarding budget/funding is done.

Adjournment

The meeting was adjourned at 9:18 p.m.

Action Items

Jessica will follow up on the banner next school year.

New business

All-In-One-Day will be 8/22/13. New board members are expected to attend. Jessica will plan AIOD.

The meeting was adjourned 9:18 p.m.