

**PLEASANT HILL MIDDLE SCHOOL
PTSA E-Board Meeting Minutes
March 28, 2012**

Welcome / Start – Call to order, Pledge of Allegiance

Present: Steve Oldenbourg, Jennifer Murov, Stacey Schiager, Mark Lewis, Ellen Javete, Diane McIver, Carla Keisler, Jasen Jeffrey, Alicia Jeffrey, Peter Tolentino, Terry McCormick, Jan Ouimet

Call to Order: 3:40
Pledge of Allegiance

Approval of Minutes

- Ellen Javete moves to approve the February 14, 2013 E-Board Minutes with the edits noted and Mark seconds. Motion carries.

Committee Reports

1st VP Communication – Mark Lewis

- AIOD Update -- Mark continues to work on working through how to use Formstack
First day of school is Wednesday, August 28
AIOD date has not yet been determined

2nd VP Programs – Jasen Jeffrey

- Founder's Night – Founder's Night is April 18th. Steve headed up the Honorary Service Award Committee and the order form went out. Golden Oak award nominee this year.
- Volunteer List is full for Founder's Night and there are extra volunteers.
- Jan needs dates for all meetings and events by May 1.

3rd VP Way & Means – Stacey Schiager

- Auction is moving along for Founder's Night and going well.

4th VP Student Liaison – Peter Tolentino

- Peter reported on Career Day and gave his opinion on how much he likes it
- Terry gave update on how much back end work goes into Career Day

Principal Report

- Career Day
- Break is next week

Staff / Leadership Update

- Update on fundraising, the As Six, the Panda Express, the upcoming Round Table event.
- Pennies for Leukemia

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Treasurer's Report

- Monthly register report November, December 2012 and January, February 2013
- Alicia moves to approve the November 2012 register and Stacey seconds and motion carries
- Alicia moves to approve the December 2012 register and Stacey seconds and motion carries
- Alicia moves to approve the January 2013 register and Stacey seconds and motion carries
- Alicia moves to approve the February 2013 register and Stacey seconds and motion carries
- Budget is the same as presented at the general report – no checks have been written
- Alicia moves to release any remaining funds not released in 2013 budget and Ellen seconds – motion carries

Auditor's Report

- I have examined the financial records of the Pleasant Hill Middle School PTSA and find them to be substantially correct with the following recommendations:

Recommendation:

1. Deposits: Recommend that funds collected/received be deposited in the bank immediately after collection/receipt.
2. Bank reconciliation: Recommend that bank reconciliations be either prepared or review by a non-check signer.

Audit Completed – March 8, 2013

Stacey Schiager moved to approve the above and Alicia seconds and motion carries.

New Business

- *Nominating Committee* – Carla Keisler gave an update on the nominations. Still have holes and may publish slate with holes if nothing filled.
- Ellen Javete will need hours donated for the Board for the year.

Meeting Adjourned

2012-2013 BUDGET | PHMS PTSA

Approved September 19, 2012

INCOME	2012 - 2013 ANALYSIS		
	'12-'13 Budget Approved as Amended	Actual to 5/28/2013	% of Budget Received
Carried Over Funds			
Designated Carryover Funds - Marquee	\$6,000.00	6,000.00	100.00%
Designated Carryover Funds - Psych Intern	\$6,000.00		
Undesignated Carryover Funds, LYCO	8,350.86	8,350.86	100.00%
Other Carried Over Funds	0.00	0.00	0.00%
TOTAL Carried Over Funds	20,350.86	20,350.86	100.00%
Cash Box Funds offset			
Donations and Rebates			
AIOB Donations	25,000.00	25,810.23	99.27%
Donations, Misc.	750.00	1,494.00	199.20%
Electronic Scrip	10,000.00	8,890.61	88.91%
Matching Funds Donations	2,750.00	1,910.25	69.46%
Reimbursement Pass Throughs	0.00	0.00	0.00%
Other Donations and Rebates	400.00	263.75	65.94%
TOTAL Donations and Rebates	39,900.00	38,368.84	96.16%
Fundraising Programs			
Cookie Dough Sale	7,000.00	7,301.00	104.30%
Founder's Night Dinner & Auction	4,000.00	5,001.00	125.03%
Other Fundraising Programs	0.00	0.00	0.00%
TOTAL Fundraising Programs	11,000.00	12,302.00	111.84%
Membership Dues	3,564.00	3,343.00	93.80%
Student & Community Support			
Back to School Pool Party	2,187.00	1,908.95	87.26%
Book Fair	2,600.00	1,237.08	47.58%
Other Student & Community Support	0.00	0.00	0.00%
TOTAL Student & Community Support	4,787.00	3,145.43	65.71%
Var. rcpts not belonging to PTS-Council Dues	0.00	0.00	0.00%
TOTAL INCOME	79,601.86	77,510.13	97.37%

EXPENSES	'12-'13 Budget Approved as Amended	APPROVED RELEASE	2012 - 2013 ANALYSIS	
			Actual to 5/28/2013	% of Budget Spent
Cash Box Funds offset	0.00		0.00	0.00%
Fundraising Expenses				
Cookie Dough Sale (61% of budgeted income, based on	4,270.00	100%	4,449.60	104.21%
Founder's Night Dinner & Auction (50% of budgeted in	2,700.00	100%	2,538.21	94.01%
Other Fundraising Expenses	0.00		0.00	0.00%
TOTAL Fundraising Expenses	6,970.00		6,987.81	100.26%
Instructional Support Programs				
Copy Room Supplies & Maintenance	5,000.00	100%	0.00	0.00%
Instructional Support	20,000.00	100%	20,000.00	100.00%
PTSA Use of School Paper & Equipment	200.00	100%	200.00	100.00%
Other Instructional Support Programs	400.00	100%	0.00	0.00%
TOTAL Instructional Support Programs	25,600.00		20,200.00	78.91%
Scholarships and Donations				
Honorary Service Awards	650.00	100%	479.00	73.69%
Lunch Scholarship	150.00	100%	0.00	0.00%
Student Activity Scholarships	1,000.00	100%	1,150.00	115.00%
Other Scholarships and Donations	450.00		450.00	0.00%
TOTAL Scholarships and Donations	2,250.00		2,079.00	92.40%
School & Community Support Programs				
All in One Day Costs	1,750.00	100%	1,507.28	86.13%
All in One Day Postage	500.00	100%	227.40	45.48%
Back To School Pool Party	700.00	100%	533.38	76.20%
Book Fair	2,000.00	100%	1,237.08	61.85%
TOTAL School & Community Support Programs	4,950.00		3,505.14	70.81%

2012-2013 BUDGET | PHMS PTSA

Approved September 19, 2012

EXPENSES	'12-'13 Budget Approved as Amended	APPROVED RELEASE	Actual to 5/28/2013	% of Budget Spent
Communications Programs				
Ram Slam	294.00	100%	294.00	100.00%
Student Directory Printing	500.00	100%	0.00	0.00%
Other School & Community Support Prog:	0.00	100%	0.00	0.00%
TOTAL Communications Programs	794.00		294.00	37.03%
Hospitality				
Teacher Hospitality	350.00	100%	0.00	0.00%
Misc Hospitality	100.00	100%	0.00	0.00%
Staff Appreciation Week Lunch	250.00	100%	0.00	0.00%
Welcome Back Lunch	75.00	100%	73.53	98.04%
TOTAL Hospitality	775.00		73.53	9.49%
School & Community Support Programs				
Career Fair	4,000.00	100%	0.00	0.00%
Honor Roll Desserts	900.00	100%	772.23	85.80%
Ice Machine Maintenance	300.00	100%	0.00	0.00%
Make a Diff. Day & Campus Improvement	2,000.00	100%	520.20	26.01%
Marquee Sign - Carried over from 2010/2011	6,000.00		0.00	0.00%
Marquee Sign - 2012/2013 Contribution	0.00		0.00	0.00%
Psych Intern Program - LYCO	6,000.00	100%	2,411.52	40.19%
Reflections Prog.	100.00	100%	0.00	0.00%
Safety	2,500.00	100%	0.00	0.00%
Spelling Bee	125.00	100%	122.50	98.00%
Star Test Rewards	300.00	100%	0.00	0.00%
Student Planners	4,000.00	100%	1,848.53	46.21%
Turkey Trot Support	200.00	100%	224.90	112.45%
School Climate Committee	1,000.00	100%	0.00	0.00%
Other School & Community Support Prog	100.00			
TOTAL School & Community Support Programs	27,525.00		5,899.88	21.43%
Technology				
Technology	1,000.00	100%	0.00	0.00%
TOTAL Technology	1,000.00		0.00	0.00%
Unit Operations				
Bank Fees for Credit Card	700.00	100%	455.82	65.12%
Insurance	225.00	100%	199.00	88.44%
Marketing	100.00	100%	0.00	0.00%
Website Hosting	1,000.00	100%	0.00	0.00%
Meetings and Conferences	500.00	100%	0.00	0.00%
Next Year's Start Up Funds	500.00	100%	0.00	0.00%
Operational Supplies	150.00	100%	0.00	0.00%
Other Unit Operations	800.00	100%	725.00	90.63%
PTA Council Dues	2,252.50	100%	2,256.75	100.19%
Return Check Fees	200.00	100%	24.00	12.00%
TOTAL Unit Operations	6,427.50		3,660.57	56.95%
TOTAL EXPENSES	76,291.50		42,699.93	55.97%

**PLEASANT HILL MIDDLE SCHOOL
PTSA General Board Meeting Minutes
May 15, 2013**

Welcome

Present Members: Terry McCormick, Steve Oldenbourg, Jennifer Murov, Carla Kiesler, Diane McIver, Jan Ouimet, Stacey Schiager, Peter Tolentino, Ellen Javete, Sue Noack, Cris Spillet, Shelly Tinsley, Cindy Turner, Erica Verstergaard, Amy O'Brien, All of Leadership

Absent: Alicia Jeffery, Jasen Jeffry, Mark Lewis

Call to Order: 7:05
Pledge of Allegiance

Introductions

Approval of Minutes

- Jennifer Murov moves and it is seconded to approve the January 2013 General Association Minutes – motion carries
- Jennifer Murov moves and it is seconded to approve the March 2013 General Association Minutes – motion carries

Election of 2013 / 2014 Board Members

- The Parliamentarian, Carla Kiesler, read the rules about the Nominating Committee and who is eligible.
- The Chairman of the Nominating Committee presents the slate of officers
- The nominees are:
 - President – Sue Noack
 - 1st VP Communications – Mark Lewis
 - 2nd VP Program – Cris Spillet
 - 3rd VP Fundraising – Shelly Antoonli-Tinsley
 - 4th VP Student Liaison – open
 - Treasurer – Camilla Podowski
 - Auditor – Erika Verstergaard
 - Historian – Ellen Javete
- Parliamentarian appointed by President -- Cynthia Turner

Nominations from the floor are taken for

President – Sue Noack – none from the floor

1st VP Communications – Mark Lewis – none from the floor

2nd VP Program – Cris Spillet – none from the floor

3rd VP Fundraising – Shelly Antoonli-Tinsley – none from the floor

4th VP Student Liaison – there is a nomination from the floor for Ashley Rolandelli

Secretary – Amy O'Brien – none from the floor

Treasurer – Camilla Podowski – none from the floor

Auditor – Erika Verstergaard – none from the floor

Historian – Ellen Javete – none from the floor

Voice vote is conducted for each position – all unanimously in favor

**PLEASANT HILL MIDDLE SCHOOL
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May 15, 2013**

Parliamentarian appointed by the President, Steve Oldenbourg, and Cindy Turner is appointed.

Committee Reports

1st VP Communication – Steve Oldenbourg for Mark Lewis

- Mark has the forms for AIOD updated and he is setting up a meeting for the next two weeks.

2nd VP Programs – Steve Oldenbourg for Jasen Jeffry

- Not present, no update

3rd VP Way & Means – Stacey Schiager

- Stacey is still waiting for Founder's Night information from Alicia
- Stacey did reporting on eScrip for our programs and we will be getting an additional \$1741 from Safeway via eScrip

Principal Report

- End of year activity discussion. This is the first year of the 2.0 GPA requirement and letters have gone home if there are children who are on the border for meeting this requirement.
- STAR Testing update and all went well. Successful testing period.
- Moving some programs and rooms to accommodate more students for next year. Target is 976 middle school students for next year. All programs will stay but reconfiguration will occur.
- Measure C will make the school wireless by the end of summer and there will be a new computer lab and 48 computers in the library. Could have three computer labs next year.
- Next year there will be a NO HAT rule for the entire school – PTSA approves!

Staff / Leadership Report

- Peter Tolentino gave a report :
 - Track meet this week
 - Next is Staff Appreciation, Talent Show and Leadership breakfast
 - May 29, 30, 31 is a Kinder's Fundraiser for Leadership
 - Band has spring performance
 - June 5 is Open House
 - June 7 is Discovery Kingdom (Marine World)
 - June 10 is staff/student basketball tournament, PE awards, perfect attendance
 - June 11 is 8th grade breakfast, 8th grade dance and 6th grade honors
 - June 12 is 7th grade and 8th grade honors and 8th grade pool party
- Jan's report:
 - 8th grade activities
 - Do's & Dont's of the 8th grade dance attire

**PLEASANT HILL MIDDLE SCHOOL
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May 15, 2013**

Treasurer's Report – Alicia Jeffrey

- Alicia is not present
 - Steve reported on the designation of carry over funds for a psych intern -- \$6,300
 - Also wants to carry over of 4K for the folders
 - All receipts need to be submitted by next week.
 - She can email a copy of the budget v. actual
 - Back-up documentation for wish list - Mary is working on that.
 - Note to Alicia -- PTSA needs a final accounting of the year. Haven't had one in a long time

Auditor's Report – Diane McIver

- Diane McIver presents the Auditor's Report from July 1, 2012 to December 31, 2012

I have examined the financial records of the Pleasant Hill Middle School PTSA and find them to be substantially correct with the following recommendations.

Recommendations:

1. Deposits: Recommend that funds collected/received be deposited in the bank immediately after collection/receipt.
2. Bank reconciliations: Recommend that bank reconciliations be either prepared or reviewed by a non-check signer.

Diane McIver moves that the Auditor's Report from July 1, 2012 – December 31, 2012 be approved and Ellen Javete seconds – motion carries.

New Business

- Library representative attended the meeting to discuss "summer setback" and the need to continue learning and reading during the summer. Discussed the summer reading program. Discussed the passes available to the various museums around the Bay Area.
- Move to have \$6,300 of LYCO for psych intern for 2013/2014, Elle Javete seconds – carries
- Move to have \$4K of LYCO for the 2013 / 2014 student planners – Carla Kiesler seconds – carries
- Jan Ojomet requests the unused existing scholarship monies (Other, Student Activity, Lunch) - \$1,574 – to use for 2013 scholarships for the Marine World – Carla Kiesler seconds and motion carries.
- All other LYCO is undesignated for the 2013/2014 school year
- 2013 / 2014 PTSA schedule was distributed and discussed
- Pass The Books meeting was discussed – date TBD.

Meeting Adjourned @ 8:15



NORTHGATE HIGH SCHOOL ATHLETIC BOOSTERS

425 CASTLE ROCK ROAD
WALNUT CREEK, CA 94598
TAX ID: 94-3170004

June 6, 2013

Regarding: .20 FTE for the 2013/2014 school year

To whom it may concern:

This letter is to confirm the approval by the Executive Committee and Boosters Representatives via email for Northgate Athletic Boosters to fund .20 FTE for the 2012/2013 school year.

Please contact myself or Dana Morris directly with any further questions or concerns.

Thank you,
Northgate Athletic Boosters

Mary Wardle
President

Cc: Dana Morris, Steve Chappell

Addendum to Minutes for MAY 2013 Boosters Meeting

Athletic Boosters have approved the motion that we will reimburse MDUSD for the cost of .2 FTE classroom teacher. This is being endorsed by Boosters for weight training athletic teacher.

RECEIVED

JUN 10 2013

Budget & Fiscal Services

**Northgate Athletic Boosters
Meeting Minutes
May 2, 2013**

Attendees:

Mary Wardle, Dana Morris, Janet Sheehy, Michele Wirfel, Steve Chappell, Mindy Aiello, Danielle Voorhees, Lisa Nakagawa, Kevin Nieland, Kris Cropper, Gloria Bertolozzi, Tess Taft, Kim Harris, Kathleen Shone, Linda Graham, Cindy Lentz, Kim Machek, Judy Kirkpatrick, Julie Pelletier, Lisa Whittington, Faye Mettler

Pride

Ralph was not present. They are about half-way to the \$750,000 they need to start the Pool project, they are doing a hard push on local pool teams.

Membership - Michele

The current report was just sent to spring reps. Groups, like Cheer, with a known roster for next year can start collecting memberships now. Spring sports had a much lower membership rate than other season, strong suggestions were made to have a single meeting for all teams, like was done for fall, to boost memberships. Push it to your rosters prior to Walk Thru Days in August as well.

Treasurer - Dana

We had planned to give generously to teams this year and we did. Our plan was to overspend our income by about \$10,000 and, because we gave but also had great earnings, we will only overspend our income by about \$6,000. (including spending \$25,000 for the scoreboard.

1. We took in about \$6,000 more in membership than planned.
2. Our Fundraising was much more successful than anticipated from Sports Basement (e.g. just received a check from SB for ski rentals for \$2,758).
3. Crab Feed was \$19,000 over plan.

For the past two years our annual plan has been to give back more than we earned and we have!

Secretary - Janet

April minutes were approved. Report on Presidents Council: Spring for Education raised enough money to cover the shortfall in Ed Fund this year. Thank you for your support. PEAK is helping our Feeder Pattern schools develop a Design Academy that will stretch from elementary thru middle school into Northgate. PEAK is helping find resources and funding. Music: Jazz Band has their night at Yoshi's on May 13th, buy tickets from students or on their web site. There is talk we might be able to get a portable fingerprinting machine on site for Walk Thru Days.

UMDAF

The report was distributed via e-mail after the meeting.

PFC

Thank you for your support of the Spring for Education event. Walk Thru Days are Aug 20th (Senior/Juniors) and Aug 22nd (Soph/Freshmen). The Wed night of that week (Aug 21st) will be the Freshman Parent Night; Friday Aug 23rd will be the Freshman picnic.

Athletic Director - Steve

Steve pointed out the current issue of the Sentinel has a full page on our athletes. Worth reading! All Spring Varsity sports are going to NCS. Softball, Baseball and Volleyball are all struggling with getting the financial contributions they need, please send your ideas on how to help everyone increase their success in this important area of team management.

We asked about the UMDAF recognition dinner for college-bound seniors who know they will be on teams at their new schools. Mary sent the word out today (Dinner is May 29th, it is to recognize "preferred walk-ons and above"). RE: UMDAF report, Steve could report that Northgate has collected the most money, again a subject we need to treat carefully but that we need to continue raising money, with the change in District leadership the outcome of UMDAF's partnership with the District is not a "sure thing". Faye will help Steve write a letter to parents explaining how the law affects us, and how much we need funding to offer team sports. Reminder: you can ask for, and track and publicize, Booster membership as it is a non-profit organization that is not part of the school.

The Senior Project on school colors has settled on a "Cardinal" color that is basically the same as USC's, and a gold. Going forward there will be a "color check" on all uniforms (not spirit wear) prior to any uniform being ordered.

About 20 applications have been submitted for the Booster scholarships.

Steve's typed report is scanned in at the end of this report.

Other Business

1. Michele will need volunteers to help at Walk Thru.
2. Mary Wardle is open to suggestions for how to improve the organization.

Bronco Booster Meeting ~ May 2nd 2013
AD Report

Spring Update:

- All varsity teams on pace for NCS playoffs
 - Tennis, NHS hosting at Saint Mary's College tomorrow and Saturday
 - Golf starts Monday, May 6th
 - Track DVAL championship next week at YV
 - Swimming DVAL championship next Friday and Saturday at CP
 - Boys Volleyball end season tonight vs CP and NCS playoffs next week
 - Hoping for a home 1st round match
 - Lax, Baseball & Softball

Sports Contributions:

- Swimming and Track & Field have done excellent
- Softball, Baseball and Volleyball are struggling
 - We need to develop "best practices" among programs that do well and share ideas/experiences
 - Parent Information needs to be refined - WHY do we have a sports contribution and what does it do for their child.

Fall Coaching Vacancies:

- Girls Golf

Team Uniforms - Unifying Colors:

- Proposal for sports teams uniforms
- Ex. USC
- Two primary PMS colors with secondary colors (white, black, grey, Helmet gold)

Next Year 2013/14:

Physicals-

- July 2nd is our physical date for fall, winter and spring athlete
- 6:00pm at NHS gym