

## **Bonita Canyon Elementary School PTA Meeting Minutes General Association Meeting September 27, 2023**

**Executive Board Attendees:** Corey Pace, Rhea Weiss, Sarah Klein, Jason Chao, Will Yeh, Christina Chen, Jesslyn Stewart, Andrew Matlaf, Lana Encheff, Aydan Mirza, Tracy Oneal, Jori Mendivil

**General Association Attendees:** 34 General Association members (per sign in sheet). Speakers Lily Samson and Michelle Diaz were also in attendance.

**Location:** Bonita Canyon Elementary School Multipurpose Room

### **1. Call to Order – Rhea Weiss**

- The meeting was called to order at 8:32 am.

### **2. Consent Agenda – Lana Encheff**

- The minutes for the May 12, 2023 General Association meeting were presented to the Executive Board by email on May 15, 2023, and a copy made available near the sign-in sheet today. The minutes are accepted without any changes. They are approved as written and will be filed for audit.

### **3. Approve 2022-2023 Year-End Audit – Andrew Matlaf**

- The budget was balanced and approved at the August Executive Board meeting. IUSD PTA approved as well. No major findings. A copy is available for review.

### **4. Board Reports**

#### **a. Treasurer – Christina Chen**

##### **o Annual Financial Summary 2022-2023**

- Budgeted income of \$206,450. Actual income of \$206,879.28. \$429.28 over budget.
- Budgeted expenses last year were \$242,505. Actual expenses were \$235,810.26. \$6,694.74 under budget.

##### **o Monthly Reports**

- May Treasurer Report. Total assets as of April 30, 2023 were \$285,829.50. Total assets as of May 31, 2023 were \$272,739.27. Assets net of uncleared transactions as of May 31, 2023 were \$266,149.66.
- June Treasurer Report. Total assets as of June 30, 2023 were \$268,406.01. Assets net of uncleared transactions as of June 30, 2023 were \$266,871.29.
- July Treasurer Report. Total assets as of July 31, 2023 were \$268,691.24. Assets net of uncleared transactions as of July 31, 2023 were \$267,156.52.

- **Ratify Payments**
  - MOTION – Christina Chen moved to ratify payments between May 1, 2023 and July 31, 2023. The motion was seconded by Jori Mendivil and approved without a nay vote.
- **Approve Expenses Through November 8, 2023**
  - MOTION – Christina Chen moved to allow payment of ordinary and necessary bills until the next General Association meeting on November 8, 2023. The motion was seconded by Corey Pace and approved without a nay vote.
- **Approve 2023-2024 PTA Budget**
  - Budgeting total income of \$196,700. Anticipate expense of \$220,878. Budget deficit of \$24,178.
  - Big ticket items for income will be the fall membership drive and spring fundraiser.
  - Big expenses will be art, music, PE, media, classroom instruction, instructional support, field trips, and assemblies.
  - Budget breakdown is available today in the MPR and in the office.
  - MOTION – Christina Chen moved to approve the 2023-2024 PTA budget. The motion was seconded by Sarah Klein and approved without a nay vote.
- **Spirit Wear Invoice**
  - Originally budgeted \$5,000, but expense was \$8,562.25. Although went over budget, still netted a profit of \$819.25.
  - MOTION – Christina Chen moved to increase the spirit wear budget to the increased expense to cover this year. The motion was seconded by Jesslyn Stewart and approved without a nay vote.
- **QuickBooks Increase**
  - In prior years, we were using QuickBooks desktop. QuickBooks desktop is no longer available, so need to switch to subscription-based QuickBooks online at a cost of \$85/month. Will need to increase budget to take that into account.
  - MOTION – Christina Chen moved to change category 220C (currently PTA computer) to computer/technology and increase the budget from \$600 to \$1,620. The motion was seconded by Corey Pace and approved without a nay vote.

**b. Parliamentarian – Aydan Mirza**

- **Updated Bylaws**
  - Aydan Mirza summarized the proposed amendments to the Bylaws.
  - MOTION – Aydan Mirza moved to approve the proposed amendments to the Bylaws. The motion was seconded by Jason Chao and approved without a nay vote.

**c. VP Ways & Means – Crystal Spitale**

- **Fall Pledge Drive Updates.** Cost is \$25 to join PTA, but asking for \$250. Please join in order to vote. Currently at 63% of goal. Directory deadline is September 29.

**d. VP Curriculum – Will Yeh**

- **Program Updates.** Big event this month was Back to School Bash. Upcoming in October are movie night (October 6), Reflections (October 9 deadline).
- **Reflections Update (Presented by Ashley Bresenden & Tracy Oneal).** There are 6 entries so far. Looking for a lot more. Showcase will be November 8. The theme is: “I am hopeful because...” They are available to help if need help with filling out the form, etc.
- **Run Club (Presented by Matt Weiss).** Matt Weiss will coach. Will take place Mondays from 3:00-3:45 from October 9 through December 11. There will be two events: Run for Claus & Kids Run the OC. Possibly adding a spring program as well.
- **Recess Art.** Recess art has returned and will take place every other month. Looking for volunteers.
- **Girl Talk.** October 17 at 6:00 in the MPR. Open to all students.
- If volunteer, must sign up through Raptor first.
- **Talent Show (Presented by Rhea Weiss).** Auditions will be November 1. Lori Stewart is heading.

**e. VP Membership – Jason Chao**

- **Directory Update.** 235 families have joined. Raised a little over \$44,000. We have a little catch up to do. Directory cutoff will be extended next week so it is out before Thanksgiving. Please vote for the cover winner today.

**5. Guest Speakers**

- Lily Samson – Elementary Resource Counselor. Addresses increase in anxiety, behavioral concerns, academic, eating disorders, among other areas. If out of scope of her practice, will be referral out.
- Michelle Diaz – Intervention Teacher (Tier 3). New position in district. Focus is on academic interventions in reading and math. Collaborates with teachers and identifies needs in reading and math.

**6. Principal’s Report – Corey Pace**

- Grateful for PTA’s support. Always available.

Meeting adjourned at 9:28 am.