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**Sequoia Parents Association
Minutes of April 16, 2015 Meeting**

BUDGET & FISCAL

SPA Board Members in Attendance:

Jennifer Cazares
Jenn Moore
Dr. Franklin
Beverly Joukoff
Donavaughn Jones
Bryant Meredith

Pete Reno
Lin King
Jeanine Marks
Derek Mims
Christina McCarthy

SPA Board Members Not in Attendance:

Andrea Ramirez
Wendy Hoover

Association Members in Attendance:

Scot Mehl
Mona Ricard

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Call to Order:

Jennifer Cazares called the meeting to order at 7:02 pm.

PAYROLL

Approval of Minutes from March 19, 2015 meeting

Mims made a motion to approve the minutes from the March 19, 2015 meeting, Franklin seconded that motion, 7 yes, 0 no and 1 abstention. Motion passes.

OPEN FORUM

Jenn Moore asked about Outdoor Ed, specifically if it was happening this year. She expressed interest in organizing fundraising for next year.

Moore also gave a PeachJar update. We can use to distribute things related to our school, if it has to do with school or booster club activities. If it is used for ACE, we have to set up an account and pay, because it raises money for 3rd parties. For school site submissions, Dr. Franklin manages the account. It is available for us to use, but we don't have to. Discussion of difference between using PeachJar vs. Eblast vs. website.

Donavaughn Jones asked if all families have e-mail so we can stop providing paper copies. Franklin said all families have e-mail or access to e-mail.

Jones asked about google edu – he wants to start using google apps for spa. It's a collaboration space for us to use. There would be a hard drive in the cloud, we'd do edits, send notifications. We could do a lot with file sharing. There are also communities to publish events and bring volunteers to one place. That way the people

that come after us can have easy access to all the previous documents. Board members will all have e-mail addresses. Google may go to Franklin to confirm that we are a legitimate organization. Jones wants to get it all done over the summer, with a committee of Pete Reno. In the beginning of the year, accounts will be given out. We can use more as we gain comfort with it. We would use cloud storage.

PRESIDENT'S COMMENTS

No one nominated for President. The nominating committee met yesterday, they discussed with Franklin that there is no candidate for President. An email was sent out to all other participants and current board. Setting up a coffee with the principal next Friday. An additional e-mail from Franklin will come out tomorrow, saying that if we don't have a President, then we don't have a Board, then we don't have fundraising, then no money.

Lin asked if it needs to be someone who has already been on the Board. Currently it only says there should be someone with experience, doesn't have to be someone on the board already. Reviewed the bylaws at lunch yesterday. Discussion that someone new may not have the experience.

The Board asked Mrs. Ricard for input. She has been involved in PTA's where there was no President and they had a person specifically in charge of running the meetings and keeping things going.

Jen Moore asked if we could start now finding people to replace the different committees. Scot Mehl asked about checking with teachers to see if there is a core group of parents in each classroom that we could check with to see if people are interested. Ricard said we are more effective if we focus the efforts that we have on the priorities. Franklin will send an e-mail out telling people what happens when there is no SPA board. Mims said the coffee next week should be about recruiting people for other jobs as well, not just being on the Board.

Conclusion is we follow the bylaws and see what happens. Ricard said there is training available for people that hold major positions. How to be a President, how to set an agenda, getting people comfortable with what they are doing and responsibilities. If someone is thinking of it, there are opportunities available. Cazares asked the teachers if they heard feedback from parents about the SPA Board, all feedback has been positive.

TREASURER'S REPORT

The auction did great, budgeted \$30K, came in about 10-11K over. Covers the shortfalls from the read-a-thon and spell-a-thon. Totals for Auction are not in the correct categories, money was not reported that way. It also includes Franklin's Fund-A-Need, so is not all SPA money. Meredith needs to work with Mims and Anderson. Cazares asked about Outdoor Ed, Bryant said we can give the money that we budgeted and still have a healthy reserve, it will eat into the reserve a bit, however.

Moore likes the new budget report layout.

PRINCIPAL'S COMMENTS

All is well. Grades 3 – 5 testing starts in May. Results from diagnostics have come back, students are doing well. Testing should go fine. Thanks for all of our hard work.

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Jen Cazares moved that we fund a full time RTI instructor for the 2015-2016 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.

Jen Cazares moved to fund a 19.5 hours (.375 FTE) Instructional Assistant position. 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.

TEACHER'S COMMENTS

Joukoff is feeling great. Marks has nothing to report. Ricard discussed the common core, trying to make it interesting for the students. They are starting to figure it out on their own, reading the directions.

ACE: JENNIFER CAZARES

ACE is making a little bit of money. The Lacrosse teacher didn't show up on the 5th week – forgot that Wednesday was an early day. There will be a make up for that class. Video design teacher was sick before spring break, will have a make up for that as well. Everything else will end on time. Vendors are all getting paid.

AUCTION: CONNIE ANDERSON / DEREK MIMS

Auction raised about \$54,000 – money continues to come in for various things. Sign up parties are not included in the number. They will have expenses. The biggest expense is the fees that we pay to the credit card processing and the online auction hosting. Bidding for Good fees are high, looking into alternate sites for the online auction next year that would not cost as much. We lose about 1/8 to fees. Comparison to last year's auction – almost the same attendance about 180. We had 13 staff and spouses. Would also like to see more families. Had about a 5 ½% increase in funds raised. Good thing about the community center is more control – more money raised selling alcohol, although it is more work because more details need to be worked out. So we have penciled in the Hilton for next year. Need to start thinking about next year – need a chair to be involved in the planning process.

RESTAURANT FUNDRAISERS: LIN KING

We registered for Chipolte. It's an online app, hasn't actually talked to anyone. He will try to schedule something else between now and then. Cazares asked about Food Trucks on Open House night. Lin asked Moore if she would call the food trucks and see if they are available 5/12/15.

SPIRIT WEAR: LIN KING / PETE RENO

Two more chances to get spirit wear. Lin had a polo on to show us – he noticed the logo is a little large, but needs to be to see the working. Lin had some new samples available. There were some parents and teachers that made purchases. If we had the online purchases at All in One Day, we wouldn't have to have excess inventory. Have computers available to place orders that day. Lin discussed having a competition of wearing spirit colors and will have a pizza party for the classroom that wear the most.

STAFF APPRECIATION: TERRI NIXON / CAROL SPRECHER

Staff Appreciation will take place May 11th through May 15th. A week of special treats is planned for staff at Sequoia. A room parent meeting is planned for April 20th.

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This is Nixon and Sprecher's last year chairing this event, they have a detailed outline, contacts, as well as other useful information to hand down to the next chair or co-chairs.

NEW BUSINESS

Lin gave an update on the solar panel Incentive plan – parent run business. Jen has a rep coming from Believe Kids (who run fundraisers) next month to speak during the Open Forum.

Meeting was adjourned at 8:22 pm.

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