



Mark West Schools PTA
General Meeting Minutes
September 5, 2024 5:30 PM

Mark West Charter School
4600 Lavell Rd, Santa Rosa
Room C5/C6

- **Call to Order at 5:33**
- **Welcome & Introductions**

- **Understanding PTA - Your voice, your vote, and meeting structure**
 - PTA Communications: We used to have an app called Reachwell but we got rid of it. It will now come from Aimee on Wednesdays. Facebook will also have our information.
 - Quorum: we will need to review meeting minutes, it keeps our PTA in good standing. If you are a PTA member, you get a vote. Our bylaws states we need 12 members voting, so please attend the meetings.
 - Calendar of Meetings: Kelli is organizing our calendar. It is a live calendar, you can click on the link that says PTA calendar. We suggest saving the calendar instead of printing it out because you may miss changes. Lisa will add the calendar to Jupiter for the charter.

- **Review & Approve Meeting Minutes**
 - [Meeting Minutes May 23](#): Motion to approve by Lisa, second by Nicole. No abstentions, no opposition, motion passes

- **Principals Report**
 - Kelli Osorio – Mark West Elementary
 - Rules Roundup: teachers compiled a slideshow of what is expected and not expected. As things come up, they can pull up the slide
 - Students have been introduced to our school mascot, this week was a naming process. The big reveal is tomorrow at the assembly. The mascot is a Tiger with two handlers.
 - Staff has been working really hard to get their classes going, with lots of cool projects.
 - We also have started PE classes, library, and computer lab. Next week, students will go to the garden.
 - "muffins with Ms. O" event with TK and kinder parents to go over the rules.
 - Lisa Chapman – Mark West Charter
 - We had orientation before school started, had all but 9 kids show.
 - We did school pictures at the orientation.
 - Most of our electives are running at 16–21 students and not the full 35 kids.
 - Volleyball started this week with 26 kids, schedule is coming out soon.
 - In our core classes, doing a family history project.
 - Info night for next year registration 9/18, registration will start in October.

Quorum: 12

- 1) Motion
- 2) Second
- 3) Restate Motion
- 4) Any further discussion
- 5) All in favor/Any Opposed/Abstentions
- 6) Motion Passes

- **Committee Reports:**
 - A. **Financial review –Tanni Khadka, Treasurer**
 - [Treasurer’s Report 23-24](#)
 - When we started in May we had \$32,674.89
 - We had a bunch of deposits from Walkathon in May total deposits: \$25,106.36
 - We issued checks \$3,836.81 from walkathon expenses and teacher appreciation
 - \$53,934.44 is how we ended the year
 - [23-24 Annual Financial Report](#)
 - *First column is what happened, middle column is the budget, and the third column is the difference*
 - *Administration income: we budgeted \$750.00, so there is a big difference*
 - *Fundraisers*
 - *Birthday marquee*
 - *Dine and Donate: budgeted \$3,000 and we received \$2,532.79*
 - *eScrip*
 - *Membership donation income: budgeted \$500, received \$465*
 - *Parent Event Income: received \$186.70*
 - *Walkathon: biggest fundraiser, happens at the end of the school year, we got \$40,369.56 and budgeted \$15,000*
 - *Gift wrap: we got \$11,299.00 (our fundraiser starts soon)*
 - *Total Income: \$61,147.64*
 - **EXPENSES**
 - *Reviewed 23-24 expenses (administration, fundraising expenses and the bulk of our expenses our investments into our school)*
 - *PTA three community events for every one formal fundraiser*
 - *Grade Level Start Up Funds - very important for our teachers they have discretion to do more for their classrooms, enhance field trips, classroom projects or PE equipment etc*
 - *Total expense 55,968*
 - *Ending balance \$53,934.44*
 - *Year over year we have seen an increase*
 - *Meetings agenda are posted two weeks prior.*
 - *23-24 Year end Financial Review: Audit needed for last year - if you want to volunteer. Melissa Nasir volunteered to work with Tanni*
 - [Review and approve 24-25 budget](#)
 - *\$48,485.59 starting amount*
 - *three columns “Actual” 23-24 year, 23-24 Budget, Difference and then Proposed Budget is 24-25 proposal*
 - *Reviewed all categories - Income - Expenses*
 - *Proposed \$34,340 total income*
 - *Expenses include \$5000 we have to hold for the following fiscal year*
 - *Removed expenses for 7th and 8th grade experiences replaced with request for sports uniform*
 - *District Science Fair is coming back*
 - *Increased Community Soil contribution*
 - *New this year end of year promotion support*
 - *Increased Field Day Budget*
 - *Start UP Funds same as last yea*
 - *Grade level mini grants NEW 24-25 (PTA will review and approve)*

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- Hospitality increased this year food costs more
- Increased Staff Appreciation
- Year book stipend NEW
- Total Expenses \$86,875 leaves \$6,399.44 to start next year
- Confusion regarding how the budget is stated. With such high expenses it seems strange that we wouldn't have enough for start up the following year
- Our income is understated and our expense are overstated
- adding what we "think we will raise" to the carryover and we budget to spend the full amount. We are aware that we likely not spend that full amount
- Motion to approve the FY 2024-25 budget: Elliot Karlin 1st, Lauralie Mayhew 2nd - passes unanimously
- Release funds from 24-25 budget
 - Motion to release funds from the 24-25 budget. Melissa Nasir 1st, Amanda Erlendson 2nd - passes unanimously
- Treasurer's Report current year
 - FY 24-25 Report reviewed
 - board is allowed to spend \$500 without full Membership approval
 - July 1st through September 5th
 - Dine and Donate Income Received - \$714.55
 - Membership \$732.90
 - \$53,934.44 starting balance
 - Checks Issued Total \$577.39
 - New Balance \$54,799.50
- Ratify Payments
 - Motion to ratify checks/payments (Check #'s 5319-5327) in a total amount of \$2,792.18. Amanda Erlendson 1st, Lauralie Mayhew 2nd - Passes Unanimously

B. Membership Report - Amanda Erlendson, Membership Chair

- Current Membership - 131 PTA Members as of 9/5/24
- A few offline membership applications still to be counted
- Membership allows you to vote.

C. Fundraising - Lisa Allender, VP Fundraising

- Walk A Thon biggest fundraiser in the spring an all hands on deck experience
- Wrapping Paper - Cookie Dough getting ready to kick off soon - will be coming home. Need volunteers October/November

● Parent's Corner/Other Input - Lauralie Mayhew, Executive VP

- What is Parent's Corner?
 - Bridge general membership with Board and School - what do we need want to see or questions we have.
 - Many things we can and can't do but if you have an idea please share and the PTA Board can harness the power and community to make things happen.
 - Sample issue is the traffic flow on Lavell. City Painted sidewalks
 - Sometimes Board takes ideas back and researches and comes back with answers or more questions
 - Our current board is "aging out" so excited to see all the new questions.
- New discussion

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- Can we get in contact with the lady who did the road contact - Safe Routes to School Sarah Hadler - Please bring her back
- Parents drop off issues - getting out of their car
- Suggestions for parking signs?
- Does the school own any other property to expand. County regional parks owns across the street baseball field
- Parent Service Officers - Unincorporated
- cones back by side gate please so parents don't drop off and pull up? Crossing guard
- Start a WAlking School Bus committee
- Safety Committee
- Kind and patient parents have something going on
- Parent Safety Round Up?
- Board will review and bring back some ideas
- **Upcoming PTA Meeting & Event Dates**
 - September 12, 5:30pm Meet n Greet at the Community Garden, light snacks provided bring kids, bring your own beverages, and build community
 - September 27 Movie Night on campus
 - Movie Poll - vote on the movie to be shown
 - October 7 & 8 Bowling nights at EpicCenter
 - October 24 Skate Night at Cal Skate
- **Adjourn. 7:13pm**

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