

January 25, 2024 Minutes

Executive Board Meeting

Louisa May Alcott PTA

4680 Hidalgo Ave, San Diego, CA 92117

Established: December 17, 1953



Board Member Attendees:

<input checked="" type="checkbox"/>	Jenna Micoline	President jenna@alcottpta.org
<input type="checkbox"/>	Open	Vice President
<input checked="" type="checkbox"/>	Stacy Scarafone	Secretary stacy@alcottpta.org
X	Anna Kavanaugh	Treasurer anna@alcottpta.org
<input checked="" type="checkbox"/>	Thomas Hrabe	Financial Secretary tomas@alcottpta.org
<input checked="" type="checkbox"/>	Meghann Chee	Parliamentarian meghann@alcottpta.org
X	Todd Chee	Historian todd@alcottpta.org
<input checked="" type="checkbox"/>	Danny Nakaji	Fundraising/ Website manager danny@alcottpta.org
<input checked="" type="checkbox"/>	Steve Lewis	Principal

Additional Attendees:

- Sandy Medina, ASL Interpreter
- Daniel Hetzel, ASL Interpreter
- Jean-Louise Gaul, parent
- Jennifer Gaul, parent
- Lauren Dimmit, parent
- Emma Flores, parent
- Christine Stockton, parent

1. Presidents Report

- Jenna provided an introduction as the new PTA president going forward, replacing Melanie Nakaji who stepped down in December.

2. Financial Report

- Anna was absent provided the following financial update for the minutes:

Total Available Balance \$21,578.38

Beautification Fund \$5,000.00

Fall Fest 2022 \$2810.00

Fall Fest 2023 \$5865.00

No Outstanding checks or Reimbursements

Available Funds for PTA \$7,903.38

3. Principals Report

- Mr. Lewis thanks the PTA for their support.

4. Projects:

- **From PTA to PTO 501c3 - In Progress**

- i. This effort will roll out in the fall 2024 and over the next 6 months we will be transitioning our PTA org to close out so we can start out next school year, 2024-2025, as a PTO.
- ii. Anna is working on transitioning the finances.
- iii. Andrea Spiller working on getting the new nonprofit started.

- **Beautification - On Hold**

- i. Jenna is investigating what murals can be updated. Mr Lewis stated that while we can update the outside of the school, we will need neighborhood/community feedback and agreement. We could do murals inside the school but there is a construction project coming; no one is sure which walls are staying or going. If we decide to move forward, Mr. Lewis would need to get district approval. There is no expiration date on the beautification funds.
 - 1. Garden - Mr Lewis states there is no staff interest at this time.

- **Upcoming Fundraisers**

- i. Valentine's Heart Grams - need a lead. Jennifer and Jean-Louise Gaul volunteered. Stacy will work with them on determining next steps.
- ii. Future Fundraisers Ideas
 - 1. Yasukochi Produce Box
 - 2. Art Items
 - 3. Kindness Challenge

- **Upcoming Events**

- i. Parents' Night Out @ Blue Door Urban Winery - Thursday, February 8, 2024
 - 1. Mr Lewis says events like this help us with parent participation and we should schedule more.
- ii. Movie Night, Friday, February 2, 2024
 - 1. Group discussion on the weather being an issue. The group agreed to postpone and come up with a future date.
 - 2. Need to work with Matt, our AV resource, to ensure the new date works for him; Tomas said he would work with Matt.
- iii. Mr Lewis brought up the need to plan ahead so Alcott teachers/staff can participate and we can secure the rooms (library, auditorium, etc...).

- **Future Events**

- i. We have ideas for future events to host but we need parent volunteers to help lead it.
 - 1. Star Gazing Night - Who wants to lead? When can we have it? Meghann says she can find the info and pass it on.
 - 2. Jog-a-thon - Lauren Dimmit said she could help.
 - 3. Art Night, Art Cards/Items - Emma says Ms. Maru's daughter helped in the past. She will follow up and see if she's still interested.
 - 4. Variety Show - Who wants to lead? When can we have it?
 - 5. Earth Day Clean Up - Who wants to lead? When can we have it?
 - 6. Other ideas: bake sales, picnic at the park on Wednesday half days, sell Costco pizza. Mr. Lewis cautioned us to ensure that every kid can participate, regardless of price.
 - 7. Movie Nights - Group discussed challenges with the last one. Jenna had idea of having the 5th graders create a Kindness group that helps out with events like this.
Reminder that we've paid for a movie license for the year, the funds were kindly donated by Corinne Mohamad
- ii. Jenna will work with school office on securing dates and rooms.

5. Officers Reports

- Fundraising
 - i. Donor letter with tiers soliciting school sponsorship
 - 1. Danny to draft a letter we can send out to local businesses asking for sponsorships.
 - ii. Grants - Daniel said he did apply for 3 grants but there's lots of competition and we didn't get them. Other schools have dedicated grant writer. We could solicit parents to see if anyone has experience.

6. Unfinished Business

- Set up Constant Contact Email Service - It costs a little over \$100 for the year. We send our own messaging to parents which can include cute graphics. It will allow us to invite parents to happy hours because the school can't endorse or sponsor events with alcohol.

7. Q & A

- Thomas - are we selling t-shirts? We want to but need business sponsorship so we can provide them to kids for free.
- Thomas- we should also try selling stickers, hoodies, etc...
 - i. Jenna - the challenge is paying up front and having the inventory, then selling the merchandise.
- Daniel - can we improve the PTA website? Let him know what to add or change. He has the skills to update it. He looked at it last week and

there's out of date information. We can also utilize Nick but we pay him by the quarter hour.

- Stacy - Because of changes to our events, the Alcott school calendar and the PTA website calendar are now out of date. Parents are confused. Jenna will work with Ms Maru to get the Alcott school calendar updated, and work on getting the PTA website calendar updated.
- Thomas - can we utilize Google Chat for PTA and Parent communication? We can have a chat for each fundraising activity/event. It only requires one to download Google chat from the app store.
- Meghan - The next meeting is on 2/15/24 on the Thursday before the 4-day weekend. Should we move it? The group agreed to move the meeting to Wednesday but that's on Valentine's Day. Can we do movie night on 2/22/24 and have a short PTA meeting? Need to determine if we want to move this? Jenna won't be here then. Jenna will regroup offline and send out a notification for the next PTA meeting.
- Daniel - he'll bring his own project screen for next time so we can see the Zoom screen.

8. Announcements

- **Next PTA Meeting**
 - i. Thursday, February 14, 2024 6 pm - Next PTA meeting confirmed for Thursday 2/22, Anna to lead in Jenna's absence
- **Next Event**
 - i. Parents' Night Out @ Blue Door Urban Winery - 6 pm to 8 pm
Thursday, February 8, 2024