

**Mabel Paine Elementary School - PTA
Association Meeting Minutes
September 16, 2008**

Call to Order: The association meeting was held in Room 32. PTA President, Liz Colacion called the meeting to order at 9:10 a.m.

In Attendance: Liz Colacion, Monica Nava, Carolyn Provenzano, , Wendy Donnell, Denise Franklyn, Catherine Rhoads, Marissa Haysbert, Mayra Luedtke, Toni Moore, Angela Murray, Steve Cockrell, Lisa Erickson, Jacqui Ogilvie Keilty, Jane Ashley Oh, Kelle Burford, Andrea Findly, Irine Muautanoni, Stacey Nichols, Melinda Mersoleh, Kecia Weaver, Kristen Bennett, Pattie DiTolla, Dorie Staack

Approval of Minutes:

There were no minutes presented for approval

Presentations:

SCORE representative Jen Suban gave a presentation on a fundraising partnership with Mabel Paine. SCORE is promoting a student program that focuses on study skills, helping with test preparation and hosting school functions like a spelling bee. All of the information was forwarded to Denise Franklyn, 2nd VP.

PTA Announcements:

Liz reported on the 1st Quarter events that had already happened so far this year, and thanked the event chairs: Kinder Welcome (Wendy Donnell and Denise Franklyn), Book Fair (Denise Franklyn and Lisa Erickson), Back to School Night (Catherine Rhoads), which was very well attended and successful, and Teacher's Welcome Back Luncheon (Jacqui Keilty).

Fall Training Workshops: September 16th (evening classes), Santa Ana
 September 24th (morning classes), Costa Mesa

Liz reminded all committee chairs that the association meeting was an informative meeting for the association, not working committee sessions. This meeting is used to provide updates, and have the association vote as required for issues such as funding.

Principal's Report:

Mrs. Staack reported that our current 2008-2009 student enrollment was 375 General Education and 50 Special Education students totaling 425 students.

Our new librarian is Ms. Luanne Sofka, she will be working 15 hours per week. Anyone interested in volunteering in the library is encouraged to contact the librarian.

Mrs. Staack thanked the past and present PTA for the school programs that PTA has funded such as the MIND Institute. She reported that we are currently looking for a part-time music teacher for this program.

She reported that Mabel Paine is included in the next two phases of District Renovations:
Phase 1 - Multi-Purpose Room Expansion (2008-2009 planning, 2009-2010 construction)

Phase 2 – HVAC Upgrades

Financial Reports:

Carolyn Provenzano presented and reviewed the following attached financial reports:

Gifting Budget July 1, 2008 – June 30, 2009

Operating Budget July 1, 2008 – June 30, 2009

Treasurer's Report June 30, 2008

Treasurer's Report July 31, 2008

Treasurer's Report August 31, 2008

Carolyn made a motion to ratify the July 1, 2008 – June 30, 2009 Operating Budget and Gifting Budget, Jacqui Ogilvie Keilty seconded, no discussion, motion carries. (NOTE: This operating budget is subject to change due to the unknown outcome of this year's Jog-A-Thon.)

Carolyn made a motion to release funds in the budget as presented, Patti DiTolla seconded, no discussion, motion carries.

Presentation of Warrants:

Carolyn presented warrants for ratification (see attached). One warrant for Jog-A-Thon was over budget and needed approval. Carolyn made a motion to pay a warrant to Andrea Findly for the "Limo Lunch" in the amount of \$44.59. Jacqui Ogilvie Keilty seconded, no discussion, motion carries. Carolyn made a second motion to approve all other warrants as presented, Monica Nava seconded, no discussion, motion carries.

1st Quarter Committee Reports:

Fall Book Fair: Denise Franklyn and Lisa Erickson, Book Fair Co-chairs reported that the book fair was a huge success. We had a steady attendance throughout the week during recess, lunch and after school. The Dad's with Donuts special event held on Wednesday, September 10th was well attended. Back to School Night also brought in a lot of parents. Total estimated income: \$8,200.00

Back to School Night / PTA Activities Fair: Catherine Rhoads our Activities Fair Coordinator reported that the event went smoothly. PTA set up a table with information, membership forms and spirit wear. Some organizations from the community were present such as Yorba Linda Public Library, SCORE, Boys and Girls Club, Boy Scouts and Girl Scouts. The 5th grade parents also held a bake sale to raise funds for the end-of-year 5th grade party.

Jog-A-Thon: To be held on October 24, 2008. Penny Good and Cyndi Ralston, Co-chairs were not in attendance and no other update was given at this time.

Red Ribbon Week: Catherine Rhoads, Chairperson reported that Red Ribbon Week will be held the week of October 20 – 24th. The Theme is "Ask Me, Be Me, See Me, I'm Drug Free!".

Room Parent Tea: Catherine Rhoads will host the tea on September 25th at 9:00 a.m. in the MPR. All Room Parents are encouraged to attend to pick up their packet and more get more information.

Membership: Cynthia Maquire is our new Membership Chairperson this year. It was reported that 4th District is offering a contest in which our school has the opportunity to win \$2,009.00.

New Business:

Historian, Monica Nava informed that all volunteers must properly record their volunteer hours by recording them on the volunteer sign-up sheet located in the front office. Monica will give all board members sheets to track their own hours. When working at the school, all volunteers must enter through the front office, sign in and wear a volunteer lanyard.

Liz Colacion stated that all chairpersons are required to properly close-out all events and projects upon completion so the next chair will have sufficient records to work with. This includes keeping all notes, records, financial reports, etc. in the proper procedure book. Proper record keeping is essential in keeping our non-profit 501 Status. PTA procedure books are located on the shelves in the teacher's workroom. All close-out documents for last year events must be turned in by the next PTA meeting, Tuesday, October, 21, 2008.

Mabel Paine Elementary has a new web site: www.mabelpaine.com

Lisa Erickson, chairperson for Reflections informed that the theme for this year's contest is "WOW!" She would like to do a kick off next week. She will promote the contest by displaying posters and sending home flyers in Thursday folders. A panel of judges will judge the entries the end of October.

Open Forum:

Angela Murray asked when the association would be voting on the changes in the PTA By-Laws concerning the two-year limit on chairing an event or program. Liz informed that a committee will be formed, it will be further investigated and discussed, and then it will be formerly voted on.

Meeting Adjourned: Meeting adjourned at 10:20 a.m.

Respectfully submitted,

Wendy Donnell, Secretary
Mabel Paine PTA

Next PTA Meeting: Tuesday, October 21, 2008 9:30 a.m. Location tbd