

Pioneer PTA General Meeting Agenda

Date: November 20, 2024
Time: 6:30pm
Location: Pioneer Elementary School C-19
Zoom Link:

<https://us02web.zoom.us/j/3584387884?pwd=Q0U2TGppRnMwZ3Z1U0ZqVEJyamNlZz09#success>

- **Motions:**

Check release 7799 through 7825 totaling \$18,548.3; see

https://drive.google.com/drive/folders/1b_wJksAEI8_qsJ4JNP0FThqRbZQ4kWiQ?usp=sharing

- Approve minutes from last meeting (pasted below)
- **Review Past Events**
 - Auction:
 - **Feedback:**
 - Google Form: Day of Week, number of auction items, auction location, split class responsibility, pricing
 - **Next Year:** Location/Date, Partner with Childcare
 - Fall Festival:
 - **Attendance:** 722+
 - **Feedback**
 - **Next Year:** Rotate games, funding to provide more of the vendor controlled games/activities, make everything free, use high school volunteers again
- **Upcoming/Current Events:** Thank you volunteers!!
 - **Conference Week Lunches**
 - **Book Fair**
 - **Restaurant Night: 12/5**
 - **Read-a-thon Prize Ideas?**
- **Climate Committee Mr. G Update/Info:**
- **Garden Presentation:** Kelly to present Garden Update
 - Explain new garden funding plan (see below)
 - Vote to release garden funds

Budget Revise: Any changes requested?; see

https://drive.google.com/drive/folders/1b_wJksAEI8_qsJ4JNP0FThqRbZQ4kWiQ?usp=sharing

- **Yearbook:** Cover Contest Decision Coming Soon
- **Payment Options**
 - Credit Card Processing Platform Committee: Dao and Michelle update?
- **Ways to Contact Parents**
 - Text message, apps, e-mail, paper
 - Feedback: Committee?
- **School Board Meeting Update/Site Council Update/All Advisory Update**
 - All Advisory Update: Redistricting
 - School Board Update:
 - Site Council Update:

- Fencing Planning Meeting Update
- Davis Farm to School Update: Grant Request
- **Enrichment Update:**
 - **Robotics:** Karla Update
 - **Math Club:** Karla Update
 - Thank you to volunteers!
- **Auditor Update**
- **Teacher Update:** Ms. Hunter?
- **Comments/Questions?**
 - Popcorn machine \$160
 - Teacher Appreciation Lead?
 - Bulletin Board Help
 - Report to Teachers about what sold well at the auction-waiting on parties to wrap-up

Pioneer PTA General Meeting Minutes

Date: September 25, 2024

Time: 6:30pm

Location: Pioneer Library

Zoom Link:

<https://us06web.zoom.us/j/5582538127?pwd=RWw4MjhUWGFWekxsL1NFYWNyakxXUT09>

MEETING Called to Order: 6:30pm

In Person Attendees:

- Jennifer Begun
- Jennifer Revis
- Lauren Adams
- Justine Irvin
- Ricardo Perez
- Grace Jegede
- Michelle Rozman
- Jenn Middlekauff
- Amy Hunter
- Kenneth Hong
- Donelle Davis

On Zoom Attendees:

- Rosie Dhillon
- Tribu Zera
- Rachel Villalon
- Karla Russek
- Roxanne Rose
- Guillermo Tagle
- Anastasia Pinchuk
- Lana Tu
- Swapna Panigrahi
- Ji Eon

• **Welcome and Intros**

- Meeting Functions

• **Motions:**

- Motion to amend agenda to reflect checks 7784-7798
 - Michelle motions, Lauren seconds—all in favor. Motion passes.
- Amend agenda Motion to release funds to Jen R in the amount of 2k on 10/10
 - Justine seconds, Ms. Hunter seconds—all in favor. Motion passes.
- Approve minutes from last meeting ****see minutes attached in email***

- Motion to approve Bridget and Jen B seconds—all in favor. Motion passes.
 - Motion to vote Liz Ruess as the co-chair of fundraising
 - Motion to vote her in as co-chair
 - Justine moves, Bridget seconds—all in favor. Motion passes.
- **Review/Feedback on Past Events**
 - **TK/K Hang out:** Well attended!
 - **Chalk the Walk:** Timing, community building, and feedback
 - Will have the same timing next year. Event was a success.
 - **Teacher Welcome Back Breakfast, End of Week Treat, and B2SN Snack**
 - Ms. Hunter feedback-they loved the breakfast
 - **Lemonade Social:** Great time to catch parents in the pickup line
 - **Back to School Night:** Table with flyers from welcome packet, flyers in classrooms about auction donations and slide about where PTA funds go
 - Jen R heard really good feedback and teachers showing our slide and giving information on what we fund
 - Won't need a table next time.
- **Upcoming Events:**
 - **Auction Update**
 - **Sponsorships/Donations:** volunteers/what is still needed?
 - Donation Drop Off Party 9/28 at Brenna's house. Need help with some small gift cards for the Plinko Game-anywhere from \$5.00 and up.
 - Class Gift Baskets
 - We opted not to do raffles, instead we are asking parents to donate class baskets-
 - Teacher Art
 - Bridget will help with this.
 - Spread the word-Tickets on sale now!
 - **Fall Festival**
 - Vendor/Station/Game Update
 - Petting zoo, giant slide, etc
 - Touch a Truck: Police, Fire, Bus, Tractor-Volunteer to find a few more...
 - Garden Fundraising Area: They will have some free items and some paid items to fundraise for the garden-this is new for this year. Traditionally fall festival is an all free event; however some things in garden will cost money in order to raise money for the garden program.
 - Food Truck: Justine Update?
 - Prize Discussion-one prize per child, this will also help with planning in the future
 - Need Help with following:
 - Sign Making, Donation of Baby Food Jars, Hay Bale Donation and Delivery
 - Chair of the Event: Most Pre-planning done
 - Still looking for help with the haunted house.
 - Jen R will create an amazon wish list and get it to Justine to send out. This will go out on the 10/4 E-News.
 - **Membership Drive**
 - Change Dates?
 - Membership this year v. last year

- Jen R to the information to Rachel on some parents that have signed up as members and need to confirm they have paid their dues.
 - **Book Fair:**
 - Motion to Release Funds-taken care of.
 - **Restaurant Night:**
 - **December:** Flyer Timeline? Volunteer?
 - **Justine:** December 5th at Local Food Kitchen
- **Budget Overview**
 - **Highlighted Changes** (Bridget)
 - Bridget Jen R and Jen B met and went over all the changes. Bridget provides an update. 63k of staff positions are paid by PTA; 15k in supplies for the school. We eliminated the transportation for Walker Creek so we can cover staffing. We decreased funding for library and Music.
 - Will probably review in January.
 - We had a teacher request for 150 for class books—will need to spend some time to determine if we can fund this for all teachers.
 - **Special Book Requests**
 - Motion to amend budget for special supply request up to \$2300.00
 - Jen B moves, Michelle seconds—all in favor. Motion passes.
 - Motion to approve budget
 - Justine moves, Ms. Hunter seconds—all in favor. Motion passes
- **Garden Campus Update:**
 - Davis Farm to School Update
 - Grant Request Help?
 - Jen R will touch based with Karla to work on the grant application.
 - Update from Lauren.
- **Yearbook**
 - Moving forward with Dorian
 - Creating a more robust yearbook “staff”
 - We have some good volunteers to help. However still need more volunteers
- **Payment Options**
 - Create Volunteer Packet: Update? Anything needed?
 - Bridget will work on this.
- **All PTA/PTO Meeting Update**
 - Jen R provides an update. There is a lot of frustration with the campuses about funding positions. Jen R would like to spend some time at the end of the year to lobby the district.
- **All Site Safety Meeting Update**
 - We have a robust safety plan in place
 - Will be doing some type of drill each month.
- **School Board Meeting Update**
 - Fencing, Ms. O, Redistricting
 - October 3rd is the next school board meeting.
- **Enrichment Update:**
 - **Robotics:** Update
 - Karla provides an update-end of October will start. Mr. O is running the program. There are a couple of things that need to be purchased.
 - They recommend 2 kids per robot.

- **Math Club:** 10/8 start, Tuesdays 3:15 to 4:15
 - Flyers went out
 - Ms. Yee stipend extended to include fall-now she will do the club in the Fall and Spring
- **Garden Club:** Tuesdays from 3:10-4:30, cost to families \$150 and it is 3rd-6th
- **Auditor Update**
 - Michelle provides update. Will trying and get one done by November (2023)
 - Rosie will be joining the Audit Committee
- **Comments/Questions?**
 - Staff or teacher feedback
 1. Excited that the garden is open.
 2. Teachers want to know which art projects sell well at the auction this year.
 3. Regular PTA thanks you in the E-Blast might help give us some exposure for parents to understand how much the PTA is doing/funding

Meeting adjourned: 8:14pm

Garden Budget and Procedures

Annual Garden Budget: The school garden program's annual budget is set at \$3,500 for supplies, while the PTA provides funding for a \$2,000 stipend for the garden educator. Though the garden program has the goal of raising \$3,500 every year to fund their supplies budget, the PTA has pledged to fund any shortfall up to \$3,500. As with all PTA programs, funding depends on the community's generosity, and we make every effort to ensure our financial commitments are met.

Additional and Rollover Funds: Any funds raised beyond the \$3,500 budgeted for supplies will be earmarked for the garden program's use in the following academic year. In the event that fundraising falls short during this next school year, the PTA will draw from these earmarked funds before providing new funds. Earmarked funds will be rolled over for only one academic year, with any excess reallocated elsewhere in the PTA's annual budget to prevent long-term carryover.

Reimbursement Process: To receive reimbursement for garden expenses, volunteers must follow the PTA's reimbursement policy. Please refer to the attached 2024-2025 Pioneer Elementary PTA Payment Authorization/Expense Reimbursement Form for details.

For the 2024-2025 academic year, the following changes to the reimbursement procedure apply:

Submission Timeline: Reimbursement request forms must be submitted with receipts within 90 days of purchase. To accommodate this new timeframe, purchases made early in the academic year may be submitted for reimbursement by December 16, 2024, even if exceeding the 90-day limit.

Submission Format: All requests must be turned in to the PTA Treasurer in hard copy; electronic copies are not permitted. **The final deadline is April 15, 2025.**

Each reimbursement request must include the completed log from the Reimbursement Form, with proof of purchase attached in corresponding order. If additional space is needed, attach a separate log with the required information, ensuring that receipts match the listed items.

Collecting Funds/Fundraising

Event Payment Procedures: All event payments must be collected via cash, check (payable to Pioneer Elementary PTA), or our PTA Zelle and PayPal accounts (both linked to the pioneerptatreasurer@gmail.com account). QR codes for Zelle and PayPal are attached. Venmo is not available. To maintain our charity status, personal accounts can not be used to receive payments for PTA events.

Before the event, have the Zelle and PayPal QR codes ready and pick up a cash box from the PTA drawers in the Pioneer office mailroom for storing cash or checks. After the event, complete the attached Cash Verification Form, record all cash and checks received, and deposit them with the form into the PTA lockbox in the office. If the office is closed, return both to the

PTA by the next business day. Cash/check counts must be done by two people, and both must sign the form.

Request for Advance: A Request for Advance Form is attached and can be used to request Garden Funds within the \$3500 budget. Advance payments can only be approved at general meetings (for 2024-25: 11/20, 2/19, 3/19, 5/21), with receipts submitted within 30 days. Any unused funds must be returned to the PTA.

If you have questions, please contact a board member at pioneerelementarypta@gmail.com or pioneerptatreasurer@gmail.com.

All forms listed are also available online at pioneerelementarypta.com/forms

Payment Platform Committee

Goal: Identify a user-friendly payment platform for parent donations and purchases.

Platforms to Research: Venmo Verified Charity Account, Givebutter, CheddarUp, 99Pledges, Square, GoFundMe Charity, Donorbox, Classy

Key Questions for Each Platform:

1. What are the transaction fees?
2. What payment methods are accepted?
3. How and when are funds deposited into our account?
4. What customer service options are available?
5. What feedback do online reviews provide?
6. How are refunds handled?
7. How are service/transaction fees displayed to users?
8. What security measures protect users' information?
9. Do users have to download anything?
10. What visibility is given to volunteers during an event to confirm payments were made?

Why are we not using a personal Venmo?

Venmo is intended for personal, peer-to-peer transactions and prohibits business or organizational transactions through personal accounts.

Violation of Venmo Policies: Venmo's terms prohibit using personal accounts for business, charity, or organizational purposes. If Venmo identifies this activity, they may freeze or close the account.

Transparency and Record-Keeping: PTAs need clear, transparent records for auditing, accountability, and tax purposes. Personal Venmo accounts do not provide detailed tracking of donations or payments, making it difficult to separate personal and PTA funds.

Tax and Compliance Issues: Handling PTA funds in a personal account could raise concerns about personal liability and tax reporting, potentially causing issues with maintaining the PTA's nonprofit status.

Security and Fraud Risks: Using a personal account can increase the risk of fraud or misuse of funds, as there is less oversight and separation between personal and PTA finances.

A Venmo Verified Charity Account can be explored; however, a burner phone will need to be calculated into the cost, and fees are associated with the service.