

Linwood Howe PTA MEETING

October 12, 2023

Present: Anna Dembs, Monica Franco, Lucy Berlin, Angela Izuel, Emma Smizik, Kim Sadler, Megan Myers, Cait Koford, Amy Brubaker, Shivani Kapur Shankla, Sara Jones, Rachel Rogers, Hedi Hunter, Ruthann Arbuckle, Amy Lines, Emily Sacchetti, Lindsey Contendo, Christine Zembal, Rachel Martin, Marion Cueva, Jen Chyi, Kevin Seldon, Gurmeet Wadhwa, Satpal Wadhwa, Clare Norris-Bell, Madeline Leist, Elaine Delacruz, Emnet Amare, Wendy Natoli, and Casey Chabola

Excused absences:

1. Call to Order: The meeting was called to order at 6:01 p.m. President Anna Dembs presiding.

2. Approval of Minutes: The minutes from the September 7, 2023 meeting were approved.

3. Principal's Report - Mr. Chabola

- Thank you for beautification day – everything looks great!
- Thank you for Raise Craze!
- Earthquake drill on 10/19 at 10:19am.
- Disability awareness month – thank you to all the parents who are reading in classrooms. There will be several upcoming disability assemblies.
- 134 Lin Howe breast cancer shirts were sold – group picture coming up!
- Pupil free day on November 1st – no school.
- Unity Day Spirit Week the week of October 23rd- 27th.
- Assistant Principal coming soon.

4. Teacher's Report - Ms. Natoli

- Thank you for beautification day!

5. President's Report - Anna Dembs

- Beautification day was great – still some painting to do.
- Family fun night went very well – thank you to Marni and everyone who helped!
- Raise Craze – 5 more days. Thank you to Emily!
- Disability bulletin board looks great!
- LGBTQIA+ play date on October 29th.
- Costume drive – Please donate new or gently used costumes by 10/20 at any CCUSD school.
- Book Fair coming up October 23rd-27th.
- Halloween parade on October 31st – Please check costume rules.
- No school on November 1st.

6. Financial Report - Kim Sadler

Regarding the Treasurer's Report run from 09/07/2023 to 10/11/2023, the opening balance of account ending #6970 as of 09/07/2023 was \$103,372.68. Kim erroneously wrote the wrong amount on Check #2276 and voided it in PTEZ. There were no deposits and total disbursements were \$19,770.93. \$8,000 of that was for 43% of the overall estimated assembly expenses, \$4,916 for teacher reimbursements, \$1,286.30 for teacher reimbursement carryover from last year and \$1,179 for PE and recess equipment. With total disbursements, the closing balance as of 10/11/2023 was \$83,601.75.

The opening balance of account ending #1494 as of 09/07/2023 was \$31,381.84. There were deposits for \$36,546 primarily from Raise Craze and there were no disbursements. With that, the closing balance as of 10/11/2023 was \$67,927.70.

BUDGET TO ACTUAL

Regarding the Budget to Actuals report from 07/01/2023 to 06/30/2024 with the report run on 10/11/2023, we have received about \$36,000 of the approximately \$78,000 funds raised from Raise Craze with more funds to come.

Of the \$140k budgeted for income, there has been \$41,000 (so 30%) received in the bank. Of the \$202,000 budgeted for expenses, there has been \$23,000 of expenses paid out (so 11%).

- **Motion:** Kim moved to approve checks #2256-2287 for a total of \$20,370.93. Motion approved.
- **Motion:** Kim moved for approval to write checks until the next PTA meeting. Motion approved.

8. Committee Reports

- **VP of Communications (Emily)** – Emily is continuing to post communication updates to Facebook.
- **Membership (Laura)** – There are currently 221 members. Will do another mini membership drive after Raise Craze. Please join on the PTA website.
- **Spirit Wear (Megan)** – Moved a lot of merchandise at Family Fun Night. Will be selling in the morning as well after Raise Craze. Will announce and promote when we will be selling.
- **Yearbook (Lucy)** – Had first 5th grade student yearbook meeting two weeks ago. There are 27 fifth graders on the committee. The next meeting will be on 10/13.
- **Fundraising (Emily & Angela)** – Raise Craze ends Tuesday. We were in all the classrooms for two days doing the kindness tree and sunshine postcards for seniors. Lots of enthusiasm! Positive feedback from students, teachers, and parents. Almost at 2,000 acts of kindness, at approximately \$81K in donations. Will silly string Mr. Chabola on 10/20 if we meet our goal, and students will get the Kona Ice Truck.
- **Equity Committee (Clare)** – Met on 9/26 and brainstormed ideas for the year. Will meet next on 10/23 on zoom at 6:30pm. The first activity will be an Ofrenda in honor of Day of the Dead from 10/30 until 11/2. Students will be invited to bring in photos of deceased relatives and/or flowers. Ms. Lizotte will also make herself available to talk to students about grieving/death.
- **Special Education Committee (Gabby & Hedi)** – Thank you to everyone for volunteering to read to classrooms. There are still a few slots available, so please sign up. Two upcoming assemblies for students. Created the window box in the front of school – classes will come by to view. There is a CCUSD special education met up on 10/19, and there will be an upcoming playdate for special education families.
- **Book Fair (Sara & Katie)** – Book fair is coming Oct 23rd-27th. All proceeds go back to books to buy for the library. Each class will get to visit during the school day. The book fair will be open until 5pm each day. 5th grade “junior crew” will be helping at the fair. Cash or gift cards are the forms of payment. Students should bring cash in a small baggie or envelope. Cash is fun because students get to learn how to use it. Appreciate donations so that ALL students can pick out a book. There will be a communication that goes out on Friday with information for how to donate gift cards to make sure that all students get a book, and there will be a sign up for parents to come volunteer at the book fair. Will also remind parents to check out the teacher wish lists.
- **Dragon Wagon (Emily & Brendan)** – Walk to School Event last week. Great turnout and a lot of new faces, including City Council Member Eriksson and the interim CCUSD superintendent. Sammy the Sea Dragon also came. Salt and Straw gift cards were raffled off as well. Join us on Fridays to walk to school!

- **Green Team Lead (Jen)** – School beautification day went very well – there were approximately 55 students. Classes with the most representation will get a turn with the trophy and a popsicle party. Painted 7 classroom cabinets. There are still classrooms to paint. For gardening, the irrigation needs to be fixed in order to move the garden. Looking for volunteers to help with moving the irrigation. Will plant salad green in the garden that can be used by the cafeteria. Green Ambassador Program started today – there are two or three applicants from each class. Had the first meeting today and it went well. CCUSD sustainability committee meets regularly on zoom and they are interested in doing a battery drive for Recycling Day in November. Let us know if you are interested in helping!
- **CCEF Ambassador (Emily, Shivani & Raaj)** – CCEF is in the middle of their annual campaign, but we need to hold off on communications until after Raise Craze.
- **Family Fun Night (Marni)** – First movie night went very well. We got \$300 back from Windsor Hills Pizza.
- **Reflections (Parrish)** – Reflections art contest submissions are due 10/27.
- **5th Grade Committee (Emma)** – Sold snacks at Family Fun Night as a fundraiser for the committee. Planning for our first committee meeting in late October or early November. The committee will also be selling concessions and tickets for an inflatable slide at the Art Walk and Roll festival on Saturday 10/14.
- **Staff Support & Appreciation Committee (Angela & Katie)** – Filled the staff room with snacks in early October. Coordinating something for November and a taco truck in December. The committee is also working on staff shirts.
- **Talent Show (Jen)** – Looking at possible dates which still need to be vetted (potentially March 1st or February 29th.) Discussed the need to put a time limit on acts, and a firm deadline for when applications will be due. Students should also only be able to participate in one act.
- **Social Chair Committee (Christine/Monica)** – Working on the Winter Wonderland event. Brainstorming ideas, including picture frames and/or photos. Last year we were able to get lots of donations, which hopefully we can do again this year. For lower grades, we will be painting and carving pumpkins at a park, which will be a social event for families. Looking to do activities for each grade level and whole school events, as well as events for parents. Considering a number of smaller events for parents around Culver City – bars/restaurants would give a portion of the bar back to the school.
- **Honorary Service Award Chair Committee** – Looking for a chair for this committee. This committee gives awards to people for their service to the school. Parents nominate and the chair selects the winners. This happens in April/May. Lin Howe selects winners from our location and the council PTA does an event in the spring to honor all the winners.

9. Announcements/New Business

- There is a parking issue for OCD pick up, which Mr. Chabola is aware of. He is communicating with the relevant parties to make sure that this issue is resolved.
- Teacher preferences sheet for birthdays/gifts – Leslie maintains a preference sheets binder in the office. Room parents can also send out an email request to the teachers asking for their preferences.

10. Adjournment: The meeting was adjourned at 6:57 p.m.

Emma Smizik
Recording Secretary