

Linwood Howe PTA MEETING

May 2, 2024

Present: Anna Dembs, Kim Sadler, Cody Ryder, Tracey Burns, Amanda Chapman, Elaine Delacruz, Shivani Shankla, Emily Sacchetti, Katie McNayr, Emma Smizik, Rachel Ferkel, Ian McCullen, Smriti Macwan, Christine Zembel, Angela Izuel, Rachel Martin

Excused absences:

1. Call to Order: The meeting was called to order at 6:11pm. President Anna Dembs presiding.

2. Honorary Service Awards: The Lin Howe PTA celebrated the Lin Howe HSA winners - Tracey Burns, Smriti Macwan, Ralph Hernandez, Emily Sacchetti, Katie McNayr, and Angela Izuel.

3. Approval of Minutes: The minutes from April 11, 2024 were approved.

4. Principal's Report: Mr. Chabola

- Mr. Chabola thanked all of the Honorary Service Award winners for all that they do for Lin Howe.
- The Science Fair was awesome.
- State Testing is coming up in May.
- Please fill out the Parent Input Form due May 10th.

5. Teacher's Report: Ms. Natoli

- The Book Fair was amazing - thank you!
- Thank you in advance for beautification day this Saturday.

6. President's Report - Anna Dembs

- The Science Fair was a big success. We will need a chair for next year.
- Hip Hop Night was amazing - thank you to the Equity Committee
- PTA Scholarship - \$2,000 given to a CCUSD High School graduate. We need 2 volunteers to review. Anna will be one of the people.
- At the next meeting on June 6th, we will vote on next year's slate.

7. Financial Reports:

The Treasurer's Report was run from 04/10/2024 to 05/01/2024, the opening balance of account ending #6970 was \$57,285.04. There was a timing difference of \$150 between the ending balance of the last Treasurer's Report and the beginning balance of this Treasurer's Report due to a credit for \$150 from stop payment fees in which they did not charge us.

For this Treasurer's Report, there were deposits for yearbook sales for \$1,042.68 and one Benevity deposit for \$100. There were two voided checks from the prior year - one was to Linwood E. Howe Elementary for \$822 and was confirmed by Leslie Gardner to void the check as another check was paid directly to CCUSD by the PTA. This original check was coded to the President Discretionary Fund and with this check being voided but not reissued, you will see a credit balance on the expense side of the line item impacting this year's budget. The other voided check was for a lost check that was reissued for \$765. There were disbursements for \$6,839 consisting primarily of teacher reimbursements and UniverSOUL from Monday's Hip Hop Night. With total deposits and disbursements, the closing balance as of 05/01/2024 is \$53,071.42 The April 2024 bank reconciliation for account ending #6970 has been reconciled.

The opening balance of account ending #1494 was \$129,990.18. There was one Totem membership deposit for \$.90. The ending balance as of 04/09/2024 is \$129,991.08 and the April 2024 bank reconciliation for

account ending #1494 has been reconciled.

BUDGET TO ACTUAL:

The Budget to Actuals report was run from 07/01/2023 to 06/30/2024 yesterday. There was an increase from \$500 to \$1,500 for the Rising 5th Graders income line item stemming from the motion at the last meeting. We are over 100% of the budgeted income with these additions and increases. Regarding expenses, there has been \$95,359 of the \$206,775 spent, but the items that have the most leftover in the budget are:

- Classroom Enrichment for \$17,518
- Teacher Reimbursement for \$12,657
- Field Trips for \$10,000
- Staff Support & Appreciation for \$8,041 however I know Angela has receipts for reimbursement
- Family Fun Night for \$5,861, but a check for \$625 will be cut after this meeting for the rest of the balance for Movie Night.

Please review your committee's line item and try to submit receipts by May 15th, 2024.

Kim moved to approve checks #2380 through #2397 for a total of \$6,943.30. Motion was approved.

Kim moved to allow herself to write checks until the next PTA meeting. Motion was approved

8. Committee Reports:

- **Yearbook (Lucy)** - Yearbook sales are complete and will arrive early June.
- **Equity Committee (Clare)** - Thanks to those who attended the Hip-Hop family night! Thanks to Emily for coordinating it. We are coordinating displays in the case for May (AAPI Heritage Month) and June (Pride Month). We plan to purchase supplies for displays for future school years. We are planning to play music during line-up at least two mornings in June in honor of Black Music Month. We would like to take requests from staff for some equity-related books they'd like for their summer reading. We'd like to help start an informal staff library.
- **Book Fair (Sarah/Katie)** - Thank you to all of the volunteers who contributed to the book fair and the decor. We will receive 40% back from sales, so we made a lot of money for Ms Y. There were 50 parent volunteers, which was great.
- **CCEF Ambassador (Emily/Raaj/Shivani)** - Taste of Culver City was a success. CCEF hasn't released the final numbers yet. Currently trying to raise \$5,000 for a ukulele program for students.
- **Family Fun Night (Marni)** - Family Fun Night will be May 18th. The movie will be Trolls Band Together. Gates open at 5, movie starts at 6pm. There will be pizza from Windsor Hills. Rising 5th graders will be selling concessions. We need a committee chair for next year's 5th grade committee.
- **5th Grade Committee (Emma)** - 5th graders will be participating in Beautification Day as their service project and will be creating a legacy project for the front of the school. The committee is currently ordering sweatshirts to be given out to all students at promotion. The committee is also planning a field trip day on June 7th at Carlson Park/Sony, as well as planning for promotion on June 13th.
- **Green Team (Jen)** - Beautification Day is Saturday (5/4) from 9am-1pm.
- **Staff Support & Appreciation Committee (Angela/Katie)** - A flier will be going out on Friday about the week. There will be lots of fun stuff for the teachers and staff next week.
- **Social Committee (Kevin)** - Social Committee is planning a karaoke night at Backstage. We will be able to save spots for 100 people. Thinking of a \$20/person donation, which will get you a drink ticket. Kevin will schedule the event for May 30th at 6:30pm. This will not be a PTA sponsored event.

9. Announcements/New Business

- Beautification Day on 5/4
- Family Fun Night 5/18
- Next PTA Meeting on 6/6

Adjournment: The meeting was adjourned at 7:06.

Emma Smizik
Recording Secretary

_____ date adopted as printed

_____ date adopted as corrected