

PARTS Board Meeting Minutes

Date: Tuesday, June 21, 2016

Location: Long Beach Yacht Club, 6201 Appian Way, Long Beach, CA

In Attendance: Elaine Del Bello, Mary Barber, Teresa Bohman, Molly Richard, Lianne Rugeroni

Called to Order: at 6:30 by Elaine Del Bello

Mission Statement Reviewed: Aristotle quote "The whole is greater than the sum of its PARTS". To be used as a theme for PARTS.

New Principal, Vice Principal

• Ms. Kim Holland from Rogers, Ms. Kaisha Irving-Holder from Millikan are the new administrators. Elaine has met with Ms. Holland.

Financial Status

- Taxes not filed previous 2 years, 501(c)3 tax exempt status not valid, State tax ID not valid
- Penalties for non payment are not yet known, possibly around \$400-\$500 and will need to be paid.
- Once compliant with Tax exempt status and penalties paid, Treasurer recommends PARTS stay with "Parent Booster, USA" (\$160/yr. for support)
- No fundraising or donations can occur until we are compliant
- Need audit/auditor after financial year ends July 31st.
- Bank account balance is \$3914.03 with outstanding obligations
- Summer bills to be paid: Payment for physics day is needed. Scholarships for class 2016 graduates will be paid out in the fall
- Need to order checks w/new address
- Draft of budget to be prepared by August by treasurer
- Cash handling procedures for students needs to be revised (tabled for next meeting)
- Pie chart – previously used for faculty breakfast, orientation, events, recruitment of new parents, and on website will need to be updated if desired.

Fundraising

- Previously fundraising included Cheesecake sales, Sees candy sales, sales at events, restaurant nights, SBYC Auction/fundraiser
- NEW Proposal: Staff Talent Show or other Community builder – 1 day, 100% profit. Elaine has discussed it with the new principal. It would be operated similar to a jog a thon, but instead have teachers be the participants with their sponsor funds gathered by students. Fundraising day added to the calendar on Oct. 14th.

Calendar

- Extended Board Meeting – Scheduled for Thursday, August 11th. Mary to find location
- PARTS meetings are currently scheduled for the second Tuesday, and to meet 6 times during year. Discussed whether or not location should be changed to somewhere off campus.
- Fundraiser - October 14th has been suggested
- Possible transition day in August, date TBD – need parent support
- Teacher supply drive to run all of September: Kleenex, Antibacterial wipes, air freshener, hand sanitizer

- Back to School Night – October 4th with an info table (fundraiser? Bake sale in the past, now food trucks)
- Parent social events: suggested ideas include a Chili cook off &/or Oktoberfest. Possible date Sept. 17th
- Student Talent Show scheduled for March 24th
- Scholarships: Packets go out in Early March and committee to meet in Early April.
- Open House/Arts Fest. – have a table at the event on May 24th and have food, PARTS info, and/or fundraiser

Teacher Wish Lists

- Items to be funded: Cameras, memory cards, transportation for field trips, Knotts Physics day and lunch money at park, plexiglass, acrylic paints, supplies to make puzzles, big glue gun sticks, scientific calculators, thin rulers, geometry tools,
- Parent support needed – math speakers with real life experiences with math and science in life, support at events, marketing for events
- Possibly need to fund/partially Building Bridges camp (\$2600/20 students +250 for sub)

College Prep

- College week – during lunch w/kids. A collaboration with the school and PARTS in beginning of November??
- Funding CSULB College Fair transportation came from school site council last year.

Duties of Board Members

- Reviewed and updated.

Standing Committees and Volunteer Positions

Review/edit existing positions:

- Add Arts Subcommittee positions
- Department Liaisons will remain the same
- College specialist(s)/ College Prep
- possibly contact and recruit Math tutors to help improve poor math grades
- Auditor
- Talent Show
- Nominating committee for April election
- Scholarship Committee
- Community Partnership Committee
- escrip/online donations

Social Media: Facebook & Instagram accounts to be run by board member (Mary)

Membership Drive

- No fee to join, students always free
- Discussed possible incentives for donating- suggestions of preferred seating at performances, Subway gift cards, wheel of chance
- Volunteers for registration orientation days, August 22nd, 23rd, 24th
- PARTS needs a new cash box

Parent Involvement Funds

- School has \$10,000 to be used to promote parent involvement, need parent suggestions
- Suggestions from SSC meeting: College fair transportation, Social media/technology education, Rachel's Promise (District to offer this year?)

Assignments for Extended Board Meeting

- Budget draft – Elaine, Molly, & Teresa
- Financial update, final fiscal reports, audit set up – Molly & Teresa
- Membership flyer(s) in English & Spanish – Elaine & Mary
- Members at large, committee chairs, etc. beginning to be appointed/recruited – Mary & Elaine
- Calendar update (spreadsheet format) & input into website - Lianne
- Duties of Board & committees updated - Lianne
- Teacher wish lists run by Ms. Ruiz, more lists? Elaine
- Scheduling PARTS general meetings w/new Principal – Elaine

Next Board Meeting scheduled for August 11th, 2016

Meeting Adjourned: 8:54