**Friends of Porter Ranch Community School Booster**

**Meeting Minutes**

**February 4, 2019**

**In Attendance:**

* + - Christine Soderlund – President/Director
		- Young Davis – Vice President/Director
		- Amy Kwon – Treasurer/Director
		- Kelly Markgraf – Secretary/Director
		- Ashlee Rose – Director
		- Michael Ward - Director
		- Kandha Packirisamy – Director
		- Daniela Derderian – Director
		- Evan Press – Director
		- Tal Almany – Director
		- David Balen – Director
			1. **Call to Order:**
* Christine Soderlund called to order on 7:50am on February 4, 2019
1. **Meeting Minutes:**
* Tal Almany motions to approve, David Balen seconds, unanimous approval, no abstentions.
1. **Committee Reports**
	* **5K –– Young**
* Need budget to be reviewed and approved
* Committee working on promotional materials
* Developing a volunteering plan and sign-ups will begin soon
* Michael Ward motions to approve the 5K budget, Young Davis seconds, unanimous approval, no abstentions.
1. **Principal Report – Mary Melvin**
* Ms. Melvin asked Ms. Wendorf and Mr. Morales to present regarding running club.
* Over 120 students are participating in running club this year (they meet every Friday for an hour after school and the PTA coordinates snacks and drinks weekly). The running club is participating in RunLA, a program that over 2K southern California based schools are participating in. So far, there are 7 PRCS students that have been training for the event and need to qualify to participate in the LA marathon. Ms. Wendorf and Mr. Morales presented a budget to cover the cost of participation, food/beverages and a reward for the students. Tal Almany motions to approve up to $1500, Evan Press seconds, Michael Ward abstains, approved.
* Ms. Melvin and Jen Endler are working on a matrix for the field trips to understand cost covered by booster and how to organize going forward.
* Campus security – PRCS has received approval from the district for a crossing guard and a security officer to stand at the front of the school and they are actively looking to employ. Campus security programs is being created by the district and is being reviewed for the school.
* Playground Update: Construction plans are being reviewed. There will be bidding for the construction soon.
* Chairs are needed for 8th grade culmination, 5th grade promotion, and Kindergarten celebration. Cost for chairs is $965 and will cover chair rental and daily rearrangement of the chairs for all three events. Michael motions to approve up to $1000 for chairs, Tal seconds. Unanimous approval.
1. **Treasurers Report**
* Leadership budget is $7000 but Booster has paid $6020 this year so far. Ms. Melvin and Jen Endler are working on field trip matrix and then will discuss if additional funds are needed.
* Currently over budget on computer expenses. $3,011 increase may be required. Currently under review.
* The science lab teacher’s assistant budget is $12,911. It was previously decreased, but we’ve reached the budget. Ms. Melvin will review and report back.
* PR Neighborhood Council check for $2500 came directly to the school instead of the booster club. Need to determine what school can cover since they cannot write a check directly to the booster. Ms. Amighi has requested SBAC books, but invoice has not be received. Ms. Melvin to follow-up as the books have been received.
* Amy needs to confirm where $595 stipend for Jen Endler is budgeted in order to cut her check and account for it.
* Amy will be discontinuing as Treasurer next year, so we need to be on the lookout for a new Booster Secretary for the 2019-2020 school year.
1. **Academy Updates**
* **Elementary –Ms. White**
* Stem week is February 19th – 22nd
* Mad science program has been established
* Arts and dance program going well
1. **Next Board Meeting of 2018-19**
* On 3/04/19 at 7:45am, location to be determined
1. **Adjourned 8:52 am**