**Friends of Porter Ranch Community School Booster**

**Meeting Minutes**

**March 4, 2019**

**In Attendance:**

* + - Christine Soderlund – President/Director
    - Young Davis – Vice President/Director
    - Amy Kwon – Treasurer/Director
    - Kelly Markgraf – Secretary/Director
    - Ashlee Rose – Director
    - Kandha Packirisamy – Director
    - Daniela Derderian – Director
    - David Balen – Director
    - Michael Ward – Director
      1. **Call to Order:**
* Christine Soderlund called to order on 7:50am on March 4, 2019

1. **Meeting Minutes:**

* David Balen motions to approve with changes of board members in attendance and budget item for leadership, Michael Ward seconds, unanimous approval, no abstentions.

1. **Principal Report – Mary Melvin**

* Grant Requests:
* ***Library:*** PRCS has been building up the books in the library. There has been a challenge to build it up to a level that accommodates various reading levels with age and content appropriate for elementary students. There was a consideration raised of taking donated books for the library, but there are some district regulations that limit donations that can be received, but donated books can go into the classroom. A total budget of $3053 is needed to purchase new books. The school will cover 50%, so $1527 is needed to cover the balance. There is an existing budget of $5000 allocated to a Librarian, but has not been used. Daniela Derderian motions to change the budget line item name change to “Librarian/Library,” Michael Ward seconds, unanimous approval, no abstentions.
* ***Honorarium:*** Jen Endler has taken on a “honorarium” role, supporting corporate sponsorship support role and we committed to $595 annually. Michael Ward motions to expand the “Corporate Sponsor Banner” line item to “Corporate Sponsor Expenses” to include the $595 for the honorarium budget, David Balen seconds, unanimous approval, no abstentions.
* ***Science Teacher Aide:*** Colleen Burress is the science TA and we need $4724 more to cover her total cost (up to $12,991). David Balen motions to increase the Science Lab budget line item to $12,991, Young Davis seconds, unanimous approval, no abstention.
* ***Playground Update:*** Construction plans have been reviewed. The Initial quote came in higher than expected and Ms. Melvin pushed back. Ms. Melvin has asked that the construction company come to speak to the Booster. An inspector will be coming on campus. While the inspector is on campus addressing the playground, Ms. Melvin is going to ask to have the security camera need reviewed.
* ***Field Trips:*** Amy has provided Ms. Melvin with a list of field trips that Booster has paid for the 2018-2019 school year to date and Ms. Melvin is working with Jen Endler on identifying the field trips that have not occurred yet and are maintaining a matrix for go-forward tracking and planning.

***Middle School SBAC Books:***  The initial estimate was $2500 but invoice received was approximately $4300. Ms. Melvin to follow up with Ms. Amighi to understand discrepancy. Michael Ward motions to approve an addition $1850 for the SBAC middle school books, Young Davis seconds, unanimous approval, no abstentions.

1. **Learning Academy** 
   * Stem week was February 19th – 22nd - : Successful kickoff despite the holiday weekend and rain. Mad Science and a number of other vendors came and presented for free. Budget was $7000 but only $4500 was spent.

* Teachers has located conferences recently and are submitting funding requests – STEM and Leader in Me are a couple known incoming requests.
* Dance and Theater programs continuing to go well.

1. **Committee Reports**
   * **5K –– Young**

* Next meeting Tuesday, March 5th in Teacher’s Lounge
* Promotional materials have gone out and registration has begun
* Developing a volunteering plan and sign-ups will begin soon
* **Website Update – Daniela and Khanda**
* Has been updated with the 5K information
* **GIFT – Ashlee**
* Incentives will be going out soon. Short 30 bags for 2018-2019 year..
* Ashlee submitted an order for 1000 bags and will arrive this week. Once received the 30 will get fulfilled, the incentives will go out. The order should carry GIFT incentives for approximately 4 years.
* Bricks are in process. Awaiting responses from 20 families. Ms. Melvin suggested Jen Endler assist.
* Still within budget.

1. **Treasurers Report**

* GIFT Update:
  + All of the corporate matching has been processed
  + Amy created a new line item for next year corporate match
* Amy cut approximately 40 checks within the last month, all of which are within budget (see list of check attached to monthly financial report).
* There have been 19 funded field trips schoolwide (13 elementary and 6 middle school).
  + There was previously $8,000 spent on PE equipment. Ms. Hoppal paid for equipment and Booster reimbursed her, but some equipment was returned (approximately $3500), so Ms. Hoppal is looking for other equipment to use the same funds.
* Under Leadership Academy for computers, we are currently over budget due to RobotMesh robotics equipment where we were charged for equipment where it was understood to be limited to instruction only. Ms. Melvin to research and report back.

1. **President’s Report**
   * Looking for new Booster board members, specifically for Treasurer
2. **Next Board Meeting of 2018-19**

* On 4/08/19 at 7:45am, location to be determined

1. **Adjourned 8:52 am**