

Pioneer PTA General Meeting Agenda

Date: February 19, 2025

Time: 6:30 pm

Location: Pioneer Library

Zoom Link:

<https://us02web.zoom.us/j/3584387884?pwd=Q0U2TGppRnMwZ3Z1U0ZqVEJyamNlZz09#success>

- **Motions:**
 - Check release Numbers- 7838-7843, totaling \$1058.45; see https://drive.google.com/drive/folders/1mrapoBn2xW3ledZY3HEsP_og0luh1L19
 - Approve minutes from November meeting (pasted below)
- **Upcoming Events:**
 - **Dog Dash (4/22)**
 - **Logo Confirmed?**
 - **Sponsors (Liz)**
 - Tracking
 - New Ideas
 - Walk-In Requests
 - **Shirts**
 - Quotes/Recommendation (Christina)
 - Color Choice (Display)
 - Regular, Tech, and Top Lap Runner (Shirt and font/logo)
 - **Prizes**
 - Gaiter, Kona Ice, Water Bottle
 - **Confirm Chairs**
 - **Communication Timeline**
 - **Book Fair:** (Jen B.)
 - Motion to release funds
 - **Restaurant Night:** (Justine)
- **Review Past Events:** Thank you volunteers!
 - Read-a-thon
 - Recap, Prize Delivery, Items to note for next year (Justine)
 - Science Night
 - Recap, Suggestions for next year (Michelle)
- **Climate Committee Mr. G Update/Info:**
- **Garden:**
 - Garden Update (Kelly)
 - Motion to release garden funds
 - Waste Sorting Program with Ambassadors
- **Budget Revise** : Any changes requested? See https://drive.google.com/drive/folders/1mrapoBn2xW3ledZY3HEsP_og0luh1L19
 - **Highlight Changes:** (Bridget)
 - **Motion to Amend Budget**
- **Yearbook:**
 - Early Bird \$15 and after 3/31 \$20

- **District Advocacy for Staffing Positions: Campus Supervisor**
 - **Create Letter to Families and Letter to School Board** (Provide letter drafts at meeting)
 - **Invitation to attend school board meeting**
 - Timeline? Families and Staff: April
 - **Share with other schools**
 - **Volunteer to Coordinate?**
- **Payment/Communication Options**
 - Recommendation (Bridget and Justine)
- **Board Positions for 2025-2026 School Year**
 - Present Position Information: Chairperson
 - Timeline for info to Community?
- **School Board Meeting Update/Site Council Update/All Advisory Update**
 - All Advisory Update/ School Board Update:
 - Redistricting timeline info
 - Site Council Update
 - Fencing Planning Meeting Update
- **Enrichment Update:**
 - **Robotics/Math Club:** (Jenn M.)
 - Decision about conference week
- **Auction 2026:**
 - Shifting to April 4/10 or 4/17: Theme Idea-Super Hero
 - Move Dog Dash to Fall
- **Auditor Update**
 - Motion to approve
- **Teacher/Principal Update:**
- **Comments/Questions?**
 - Teacher Appreciation Lead
 - Spring Fling Chairs

Pioneer PTA General Meeting Minutes

Date: November 20, 2024
Time: 6:30pm
Location: Pioneer Elementary School C-19
Zoom Link:

<https://us02web.zoom.us/j/3584387884?pwd=Q0U2TGppRnMwZ3Z1U0ZqVEJyamNlZz09#success>

Meeting called to order: 6:31pm

In Person Attendees:

Jen Revis
Jen Begun
Principal Perez
Amy Hunter, Teacher
Bridget Preiss
Michelle Rozmann
Justine Irvin
Kelly Josphe, Garden Coordinator
Swapna Panigrahi
Olukayode Jegede
Lauren Adams

Zoom Attendees:

Rosie Dhillon
Karla Russek
Rachel Villalon
Lisa Gray

• **Motions:**

Check release 7799 through 7825 totaling \$18,548.3; see

https://drive.google.com/drive/folders/1b_wJksAEI8_qsJ4JNP0FThqRbZQ4kWiQ?usp=sharing

- Lauren moves, Ms. Hunter seconds-motion passes
- Approve minutes from last meeting –pasted below
 - Correction to Mr. O
 - Justine moves, Ms. Hunter seconds—motion passes
- **Review Past Events**
 - **Auction:**
 - **Feedback:**
 - Google Form: Day of Week, number of auction items, auction location, split class responsibility, pricing
 - Feedback was that we had a lot of auction items and had a great response from the classes.
 - We are looking at places for next year in order to plan ahead.

- Sign up classes did well.
 - **Next Year:** Location/Date, Partner with Childcare to host a kids night the same night. This way we might be able to get more attendees
- Fall Festival:
 - **Attendance:** 722+
 - First time we counted. Attendance was great.
 - **Feedback:** overall quite positive!
 - **Next Year:** Rotate games, funding to provide more of the vendor-controlled games/activities, make everything free, use high school volunteers again
- **Upcoming/Current Events:** Thank you volunteers!!
 - **Conference Week Lunches**
 - **Book Fair:** things are going well this week.
 - **Restaurant Night: 12/5**
 - Hoping 6th grade classes will really participate since the students return from Walker Creek.
 - **Read-a-thon Prize Ideas?**
 - Class will win some type of treat party. Still brainstorming.
 - Looking into inexpensive options for the top winners (one reader per grade)
 - Tentative theme is outer space
- **Climate Committee Mr. G Update/Info:** moving to the Feb agenda when Mr. G is available
- **Garden Presentation:** Kelly to present Garden Update-
 - Kelly presented the goals for Garden Club and what the agenda is for the program throughout the year.
 - **Ongoing challenges:**
 - Irrigation issues
 - We don't have a designated compost area for Garden
 - Have some trouble with a few classes getting consistent volunteers.
 - Explain new garden funding plan (**attached below**)
 - Goal is for it to become self-funding
 - Vote to release garden funds
 - Lauren moves, Ms. Hunter seconds-all in favor—motion passes
 - Kelly and Jen discussed if there is an overage –she would come to the PTA meeting to request additional events and it would be voted on.
- **Budget Revise:** Any changes requested? See https://drive.google.com/drive/folders/1b_wJksAEI8_qsJ4JNP0FThqRbZQ4kWiQ?usp=sharing
 - Goal is to have the budget revised for by February's meeting
 - Possibly need more funding for yard duty
- **Yearbook:** Cover Contest Decision Coming Soon
- **Payment Options**
 - Credit Card Processing Platform Committee: Dao and Michelle update?
 - Might be able to purchase a point of sale device from Bank of America
- **Ways to Contact Parents**
 - Text message, apps, e-mail, paper
 - Feedback: Committee?
 - Justine will take the lead on this

- **School Board Meeting Update/Site Council Update/All Advisory Update**
 - All Advisory Update: Redistricting-Jen reports it has been a discussion topic—now moving into phase 3. There are two opportunities to grow the district’s student enrollment. Pioneer is in the ideal area right now so our school population will remain good.
 - School Board Update:
 - Site Council Update:
 - Fencing Planning Meeting Update
 - Facultyplanning@djustd.net if you have questions
 - Davis Farm to School Update: Grant Request
 - Jen is working on this with Levi.
 - Assembly bill 3126: if you are interested in then recommend you email the school board. Exploring options to limit cell phone use in schools.
- **Enrichment Update:**
 - **Robotics:** Karla Update
 - Per Karla-applications have been given to the teachers and plan on reviewing them after the Thanksgiving break. It will be a fairly limited group so want to make sure kids that are really interested are approved. They will be notified before the Winter Break as the program starts in January.
 - **Math Club:** Karla Update
 - Thank you to volunteers!
 - Per Karla-math is going good.
- **Auditor Update**
 - Michelle finished January to June 2023. Rosie reviewed and signed yesterday and Dao has not reviewed yet.
 - Michelle summarizes some of the findings.
- **Teacher Update:** Ms. Hunter?
 - Everyone said thank you for the lunches.
 - Some teachers have asked about scholastic dollars and if they are still permitted to make special requests.
- **Comments/Questions?**
 - Popcorn machine \$160
 - Teacher Appreciation Lead?
 - Bulletin Board Help
 - Report to Teachers about what sold well at the auction-waiting on parties to wrap-up

Meeting adjourned at 8:16pm

Garden Budget and Procedures

Annual Garden Budget: The school garden program's annual budget is set at \$3,500 for supplies, while the PTA provides funding for a \$2,000 stipend for the garden educator. Though the garden program has the goal of raising \$3,500 every year to fund their supplies budget, the PTA has pledged to fund any shortfall up to \$3,500. As with all PTA programs, funding depends on the community's generosity, and we make every effort to ensure our financial commitments are met.

Additional and Rollover Funds: Any funds raised beyond the \$3,500 budgeted for supplies will be earmarked for the garden program's use in the following academic year. In the event that fundraising falls short during this next school year, the PTA will draw from these earmarked funds before providing new funds. Earmarked funds will be rolled over for only one academic year, with any excess reallocated elsewhere in the PTA's annual budget to prevent long-term carryover.

Reimbursement Process: To receive reimbursement for garden expenses, volunteers must follow the PTA's reimbursement policy. Please refer to the attached 2024-2025 Pioneer Elementary PTA Payment Authorization/Expense Reimbursement Form for details.

For the 2024-2025 academic year, the following changes to the reimbursement procedure apply:

Submission Timeline: Reimbursement request forms must be submitted with receipts within 90 days of purchase. To accommodate this new timeframe, purchases made early in the academic year may be submitted for reimbursement by December 16, 2024, even if exceeding the 90-day limit.

Submission Format: All requests must be turned in to the PTA Treasurer in hard copy; electronic copies are not permitted. **The final deadline is April 15, 2025.**

Each reimbursement request must include the completed log from the Reimbursement Form, with proof of purchase attached in corresponding order. If additional space is needed, attach a separate log with the required information, ensuring that receipts match the listed items.

Collecting Funds/Fundraising

Event Payment Procedures: All event payments must be collected via cash, check (payable to Pioneer Elementary PTA), or our PTA Zelle and PayPal accounts (both linked to the pioneerptatreasurer@gmail.com account). QR codes for Zelle and PayPal are attached. Venmo is not available. To maintain our charity status, personal accounts can not be used to receive payments for PTA events.

Before the event, have the Zelle and PayPal QR codes ready and pick up a cash box from the PTA drawers in the Pioneer office mailroom for storing cash or checks. After the event, complete the attached Cash Verification Form, record all cash and checks received, and deposit them with the form into the PTA lockbox in the office. If the office is closed, return both to the

PTA by the next business day. Cash/check counts must be done by two people, and both must sign the form.

Request for Advance: A Request for Advance Form is attached and can be used to request Garden Funds within the \$3500 budget. Advance payments can only be approved at general meetings (for 2024-25: 11/20, 2/19, 3/19, 5/21), with receipts submitted within 30 days. Any unused funds must be returned to the PTA.

If you have questions, please contact a board member at pioneerelementarypta@gmail.com or pioneerptatreasurer@gmail.com.

All forms listed are also available online at pioneerelementarypta.com/forms

Payment Platform Committee

Goal: Identify a user-friendly payment platform for parent donations and purchases.

Platforms to Research: Venmo Verified Charity Account, Givebutter, CheddarUp, 99Pledges, Square, GoFundMe Charity, Donorbox, Classy

Key Questions for Each Platform:

1. What are the transaction fees?
2. What payment methods are accepted?
3. How and when are funds deposited into our account?
4. What customer service options are available?
5. What feedback do online reviews provide?
6. How are refunds handled?
7. How are service/transaction fees displayed to users?
8. What security measures protect users' information?
9. Do users have to download anything?
10. What visibility is given to volunteers during an event to confirm payments were made?

Why are we not using a personal Venmo?

Venmo is intended for personal, peer-to-peer transactions and prohibits business or organizational transactions through personal accounts.

Violation of Venmo Policies: Venmo's terms prohibit using personal accounts for business, charity, or organizational purposes. If Venmo identifies this activity, they may freeze or close the account.

Transparency and Record-Keeping: PTAs need clear, transparent records for auditing, accountability, and tax purposes. Personal Venmo accounts do not provide detailed tracking of donations or payments, making it difficult to separate personal and PTA funds.

Tax and Compliance Issues: Handling PTA funds in a personal account could raise concerns about personal liability and tax reporting, potentially causing issues with maintaining the PTA's nonprofit status.

Security and Fraud Risks: Using a personal account can increase the risk of fraud or misuse of funds, as there is less oversight and separation between personal and PTA finances.

A Venmo Verified Charity Account can be explored; however, a burner phone will need to be calculated into the cost, and fees are associated with the service.