

**Lakewood Elementary PTA
General Meeting Minutes
Via ZOOM
February 23, 2021**

Attendees (18)

Melissa Monday, Darcee Maestas, Elizabeth Bertelson, Carrie Jones, Kristin Lemas, Valerie Armenta, Donna Liu, Lauren Montavon, Denise Powell, Diana Middleton and Rosa Magaña.

Call to Order

Meeting was called to order at 7:02 p.m. by Melissa Monday.

Approval of Minutes - General Meeting Minutes of October 13, 2020

Elizabeth Bertelson motioned to adopt the meeting minutes of October 13, 2020. Donna Liu seconded the motion and Melissa declared the minutes adopted by a vote of all Members present.

Audit Report

Elizabeth Bertelson presented the audit report ending in December 2020. The records have been examined and found to be substantially correct with recommendations in the attached report. The report shows a summary of the balance of our accounts. No financial errors were found, the recommendations are for a few clerical changes and a need for the Minutes to reflect exact dollar amounts. As of December 31, 2020 we had 61 members. Valerie Armenta motioned to adopt the Financial Audit Report, Lauren Montavon seconded the motion and Melissa declared the Financial Audit Report adopted by a vote of all Members present.

Treasurer's Report

Diana Middleton presented the Treasurer's Report and the Budget. A January deposit of \$3,552.98 was made from Move-a-thon donations. The expenses were \$150 to Shally Bosch for classroom supplies, \$11.67 to Amy Lee-Erwin for class party, and \$393.05 to Andrea Bataan for Red Ribbon Week expenses for a total of \$554.72 for the month of January. Our ending balance as of February 1, 2021 is \$43,592.32. Final income from the Move-a-thon was \$5,147.98, final expenses were \$400.04 for a final revenue of \$4,747.94. The budget is unchanged. Melissa Monday presented the Payment Authorization Forms from November 10, 2020 through February 18, 2021: Ellen Roehne \$1,891.83 for Art Supplies, Ellen Roehne \$1,500 teacher stipend December, Melissa Monday \$159.98 for website host, Melissa Monday \$400.04 for move-a-thon prizes, Jennifer Esparza \$279.20 for 6th grade planners, Michele Jalli \$128.00 for teacher supplies, Shoob Photography \$3,710.50 for yearbook deposit, Shalleen Bosch \$150 teacher supplies, Andrea Bataan \$393.05 Red Ribbon Week, Amy Lee-Erwin \$11.67 class party, Ellen Roehne \$3,000 teacher stipend January and February. Lauren Montavon motioned to ratify the PAFs, Donna Liu seconded the motion and Melissa declared the PAFs approved by a vote of all Members present.

Reflections Winners

Melissa Monday presented the names of the students who placed 1st and 2nd in the Reflections Art Competition. These projects have been advanced to the 8th District for the next round of judging. Visual Arts: Primary Div. 1st - Victoria Cassagio, Intermediate Div. 1st - Leslie Nguyen, 2nd - Brady Jones, Middle School Div. 1st - Valentine Nguyen, 2nd - Alexandria Cassagio. Photography: Intermediate Div. 1st - Yahvi Kundiyana, 2nd - Navya Thogarucheti. Literature: Intermediate Div. 1st - Deetya Thogarucheti, 2nd - Amy Nailen, Middle School Div. 1st - Valentine Nguyen. Music Composition: Intermediate Div. 1st - Niya Kundiyana. Dance Choreography: Intermediate Div. 1st - Alexis Bettencourt. Please congratulate the winners.

Presentation of Nominees for 2020-2021 Executive Board

Melissa Monday presented the nominees for the 2021-2022 Executive Board as follows: Principal - Denise Powell, President - Darcee Maestas, Recording Secretary - Diana Middleton, VP Volunteers/Membership - Jackie Champion, VP Fundraising - Melissa Monday, Treasurer - Kristin Lemus, Auditor - Elizabeth Bertelson, Historian - Melissa Basi, **Corresponding Secretary - Vacant**, Teacher Rep - Katie Hilscher/Donna Liu, and Parliamentarian - Lauren Montavon.

Committee Chair positions were nominated as follows: **Reflections Chair - Vacant**, Field Trip Coordinator - Lauren Montavon, **6th Grade Coordinator - Vacant**, **Yearbook Coordinator - Vacant**, **Red Ribbon Week Coordinator - Vacant**, **Spirit Wear Coordinator - Vacant**, Craft Fair Coordinator - Andrea Bataan, Book Fair Coordinator - Elizabeth Bertelson & Diana Middleton, Teacher Appreciation Coordinator - Melissa Basi.

Teacher Rep Update

Teachers are busy getting report cards ready. No other updates.

VP of Fundraising

Total revenue numbers from Move-a-thon are reflected in the Treasurer's Report above.

Yearbook

Go to lakewoodblueandwhite.com and submit your photos, purchase your yearbook, purchase memory ads and also submit photos and quotes for inclusion in the yearbook.

Comments from Mrs. Powell

Thanks for the current board for all your hard work and a big thank you to those who are stepping into new board positions for next year. College and Career day is coming up for the 3rd-6th graders on Wed. March 17. Please encourage people to participate as presenters. Thus far we have 4 confirmed presenters. MCS will be moving toward expanding TK-6 to 4 days per week in person instruction. Tuesday, March 2, there will be a parent community forum for more information. Lakewood staff will be reaching out for commitments from families for preference on 100% distance or 4 day in person instruction. President Biden signed an executive order that state testing will still take place this year.

Questions for Mrs. Powell - *What will expanded re-opening look like?* Participate in the forum. Start and end time should remain the same with the expanded re-opening. *Will campus club be available on an expanded basis?* She will check... *What is the update on the entrance remodel/construction?* The drawings are waiting at the State Architect pending approval. Hopefully the construction will be able to take place this summer. *How can we, as parents, support our kids and our teachers?* Help keep students motivated to learn, whether at home or school. per Mrs. Liu: keep them reading.

Q & A/Open Discussion Period

A time for students to be silly and unstructured to be able to connect with each other. Further communication that 6th grade yearbooks are free. Darcee will reach out to Mrs. Esparza.

Items Too Late for the Agenda

There were none

Upcoming Events

Spring Break - March 22-26

Next Meeting Dates:

Board Meeting - Wednesday, March 3, @ 8am via Zoom

General Meeting - Tuesday, March 16, @ 7pm via Zoom

Adjournment

There being no further business, the meeting was adjourned at 8:24 p.m.

Respectfully Submitted,

Darcee Maestas, Recording Secretary

Attachments:

General Meeting Agenda for February 23, 2021

General Meeting Minutes of October 13, 2020

Lakewood Elementary PTA Treasurer's Report as of February 1, 2021

Audit Report dated for Fiscal Year 12/31/2020

Adopted Budget Spreadsheet 2020-2021

PTA General Meeting Sign-in Sheet