

# **Palisades Charter High School Booster Club, Inc.**

A California Non-Profit, Non-Stock Corporation

## **Minutes for October 23, 2018 General Membership Meeting PCHS Library**

- 1) **Welcome and Call to Order** – Booster Club President, Dick Held, called the meeting to order at 6:30 p.m.
  - a) **Welcome and thanks** Thank you to Andrea for getting the new grant request form up and running, and to Rene for coordinating a list of current BC donors that went out in a school-wide thank you email.
  - b) **Board Members present:** Dick Held (President), Dorotheanne Carr (Treasurer), Sylvia Karlan (Secretary), Robin Weitz (VP Fund Raising), Ivy Greene (VP Communications), Andrea King, Diane Gross, Annette Yu, Sheri Sharpe, Daphne Gronich, Rene Rodman, Melanie Goldberger, Mary Lund and Sara Collins. Additional Booster Club members are identified in the attendance sheets referenced and incorporated hereto, located in the Corporate Minutes book.
  - c) **Introduction of all those present**
- 2) **Secretary's Report** – Booster Club Secretary, Sylvia Karlan reported that at the September 25, 2018 Executive Board meeting, the BC funded a total of \$40,945 comprised of: Harp Rental (\$1,200); AP Spanish Language Text Book (\$4,500); ACTFL World Conference Language Class (\$8,800); Bus for Business of Music Field Trip (\$445); Wrestling Team (\$7,000); Bus Grant/Scholarships for 7 Seniors (\$9,500); Marching Band (\$6,500); Bus for Sociology Class Field Trip(s) (\$600); and College Center Writing Coach (\$2,400). Additionally, BC funded \$407 (after reimbursement by vendors) for the College Fair representatives' dinner costs at the College Fair on October 8, 2018, which the BC Board approved on September 28, 2018, by "emergency" email vote. Accordingly, the total BC has funded \$41,352 since and including the last Board Meeting. Report and Minutes of September 25, 2018 general membership meeting unanimously confirmed.
- 3) **Treasurer's Report** – Booster Club Treasurer, Dorotheanne Carr reported that donations from 168 families total \$186,473.79 FY to date, and unrestricted funds total \$152,033.00. Report unanimously confirmed.
- 4) **Old Business** –
  - a) **Gateway Project:** Board did not discuss any updates. We still need leads for a landscape contractor; BC previously decided to do the landscape portion and we need a contractor to bid the job.

- b) Hydration Stations (drinking fountains) – Doroithianne has licensed plumbers ready to proceed and has ordered 4 water fountains. Don Parcell has approved BC moving forward with this project.

5) **New Business**

- a. **Ivy Green (VP Communications)** to discussed update on Pali Auction/Party on March 16, 2019 at Tiato.
  - i. **Auction Kick-Off Dessert Party – October 29, 2018**, 7:30-9:00 p.m. at home of Debbie Dempsey, 16121 Northfield Street, Pacific Palisades.
  - ii. **Auction Meeting/Happy Hour at Tiato – Thursday, November 15, 2018** 4:00-6:00 p.m.
  - iii. **To donate an auction item on-line**, go to Booster Club website.
  
- b. **Robin Weitz (VP Fundraising) – Annual Booster Club Phone-A-Thon - Monday, November 5 and Wednesday, November 7, 2018**, 6:30- 8:30 p.m.: Coldwell Banker office on Sunset Blvd. Approximately 50 students from Leadership, 26 from Ambassadors, plus more from Wrestling Club have committed to help make phone calls for BC. Begins 6:30-8:30. Phone-a-Thon will be run by Robin and Sara.
  
- a. **Holiday Party** is on **Wednesday, December 12, 2018** and again will be at the Lynches' home, 1036 Chautauqua Blvd, Pacific Palisades.
  
- b. **New web page liaison** – John Vieira volunteered to update our website (for free). Audrey will coordinate with John. Make sure we get all our info to Audrey, who will communicate with John, so all of our upcoming dates are on our Booster Club page.
  
- c. **Updated/Revised BC Funding Request Form** – Andrea King presented new on-line Grant Request Form. A few revisions were made:
  - 1. Proposal to delete Friday deadline from new form; BC has never had a firm grant request submission deadline.
  - 2. Will add box to show Total Cost of Project, not just requested grant amount.
  - 3. Will add language to “List all other funding sources and how much” to distinguish between (a) amount actually raised to date, and (b) amount forecast/hoped to be raised in near future.

- e. **Teacher Gifts** – Andrea King presented, let’s be sure all teachers receive a holiday gift. BC will step in and give if no student does. Also, let’s not overlook the security, office staff, etc. Andrea will compile number of all people who should receive a gift.
- f. **Rene Rodman** – Joint PCHS Fund/Booster Club thank you emails will be sent monthly, at least 4 more through February 2019, and just prior to end of 2018.
- g. **Other items** –
  - 1. Corner Bakery Café? Should BC participate in this? No discussion.
  - 2. GiveBack 360 – Palisades Community Halloween Spectacular & Tour? *CANCELLED*, according to Mike Rawson.

6) **Funding Requests:**

- a) **Safety Supplies in Case of Lockdown** (vote deferred from September meeting pending receipt of further information, included below) – D. Parcell of PCHS Operations requested \$7,200 for food and water for 3,000 students and teachers in event of extended lockdown. A “bucket” (now two buckets) lasting five years would be provided for each classroom. The following additional information has since been provided by D. Parcell:

- (1) Assuming 36 humans per classroom: Total Cost of Buckets per Classroom is \$74.00. We have 122 classrooms.  $\$74 \times 122 = \$9,028$  total cost, less \$1,800 amount we already have (per D. Parcell) = \$7,200 request.
- (2) The \$74.00 cost per classroom is comprised of the following:
  - (a) Water \$25 (1.5 boxes of 96 pouches @ ~\$17/box)
  - (b) Food \$30 (1.5 food bars/person @ \$0.56/bar)
  - (c) Buckets \$12 (\$4.50/bucket + \$1.50/lid = \$6.00 x 2 buckets per classroom = \$12)
  - (d) Total = \$67, plus 11% tax + shipping = ~ \$74 per classroom

Approved, with stipulation that Dick will ask Bridget Guy to have PTSA allocate \$1,800 annually for this purpose so that after supplies’ five-year shelf life expires, funds are available to restock.

- a. **Amount Requested: \$7,200**
- b. **Amount Funded: \$7,200**

- c) **Athletic Department** – J. Achen of the Athletic Department is requesting \$3,000 total for Trainer Supplies for school ATC (\$1,500) and to update Gym Banners (\$1,500). Deferred to next meeting for more information, such as for which teams are funds sought?

- a. **Amount Requested: \$3,000**
- b. **Amount Funded: \$ 0**

- d) **Lighting Console Replacement** – C. Barton is requesting \$13,431.11 to replace the lighting console used in his Advanced Audio and Lighting course with a new console having “10 times the channel capacity and solid state hardware with a much longer lifespan” to ensure reliable, consistent lighting console in order to improve workflow, expedite programming time for PCHS performances, reduce the risk of failure mid-show, and to allow continued investment in modern lighting fixtures with higher channel counts, to benefit all PCHS students. Approved.

- a. **Amount Requested: \$13,431.11**
- b. **Amount Funded: \$13,431.11**

- e) **Spanish 2** – L. Bachrach is requesting \$350 to supplement the total cost of buses (\$1,245) to transport three Spanish 2 classes on a field trip to Olvera Street on October 26, 2018 where 120 students will learn about Dia de los Muertos, speak Spanish, view cultural products and learn Olvera Street history. The students have raised almost \$900 to date from parental contributions, but need additional funds to pay for the buses. Approved.

- a. **Amount Requested: \$350**
- b. **Amount Funded: \$350**

- f) **Virtual/Business Enterprise Class (VEI)** - B. Kolavo is requesting \$1,800 for registration and other costs to allow his two classes (24 students) to attend the 2018 San Diego Conference and Exhibition, the first tradeshow of the year. Students and parents have raised \$2,100. Approved, but for future trips we need detailed backup, breakdown of registration & all other costs.

- a. **Amount Requested: \$1,800**
- b. **Amount Funded: \$1,800**

- g) **Pali Baseball Infield Replacement (JV and Varsity)** – Matthew Rodman, Baseball parent, is requesting \$2,000 of additional funds to replace the baseball infield. Booster Club already approved \$7,500 for this purpose in May 2018, but funds have not yet been received. The current infield presents hazards to

athletes and school liability. Baseball parents/donors have raised \$10,000 to date and will fundraise an additional \$2,000 to complete the project. *According to the Minutes of the April 24, 2018 BC general meeting, \$7,500, sought by Dan Brecher to replace the baseball infield grass and dirt, was approved by the Board, contingent on school approval of the project; the total cost of the project was stated as \$14,500.- Italicized notes by BC Secretary.* Total project cost is \$21,000 including stripping dirt, testing for pesticides, etc., according to bid. Deferred; bid for total project cost is outdated and Board suggests obtaining new bid.

- a. **Amount Requested: \$2,000**
- b. **Amount Funded: \$ 0**

h) **Marine Biology** - Karen Newbill and Shana Sharfi are requesting \$5,500 for Marine Biology's multiple field trips throughout the year, benefiting 300 students. The field trips let the subject come "alive" for the students and are an integral part of the course. They have raised \$5,500 in classroom. Field trips include Leo Carrillo Beach, Malibu, whale watching, San Pedro Aquarium, Long Beach Aquarium, Marine Animal Care Center. Total cost of field trips is \$11,000 for 2018-19 school year (7 sections/classes of Marine Bio taught between 2 teachers) Four field trips/2 days in a row. Includes cost of hiring substitute teacher @ \$200/day, buses \$500-\$700 for each trip, \$13/person whale watching, other entrance fees. Approved.

- a. **Amount Requested: \$5,500**
- b. **Amount Funded: \$5,500**

i) **[www.Albert.io](http://www.Albert.io) Site License** – J. Vieira is requesting \$4,750, half of total cost of \$9,500 for the (annual) site license to Alberto, an "on-line learning platform that allows students to access high quality content review and test prep materials at various levels." An Alberto pilot program license was purchased for \$3,250 last year, funded by BC grant, for AP and other subjects; now the intent is to expand the pilot program school-wide to benefit all 3000 students. Over \$2,390.81 has been raised to date by parent donors. Approved up to \$4,750, pending continued fundraising from parents.

- a. **Amount Requested: \$4,750**
- b. **Amount Funded: \$4,750**

j) **Transportation Scholarships** - Sara Collins is requesting \$10,000 for transportation scholarships. This supports a GoFundMe for student transportation. Deferred.

- a. **Amount Requested: \$10,000**
- b. **Amount Funded: \$ 0**

**TOTAL REQUESTS:**       **\$48,031.11**  
**TOTAL FUNDED:**       **\$33,031.11**

1. **Next Booster Club Meeting** – The next Booster Club general membership meeting will be Tuesday, November 27, 2018 at 6:30 p.m. in the school library.
2. **Adjournment** – Thank you all for attending. Executive session followed. Adjourned at 9:00 p.m.

Dick and the Booster Club team