



PTC Meeting Minutes, April 25, 2024

By: Amy Thompson

<https://www.delaveagaptc.org/>

Note: Hybrid meeting

IN-PERSON ATTENDEES: Amy Bosch, Amy Thompson, Jenna Branecki, Katie Hansen, Maestra Nancy Sapunor, Jacob Sackin, Mariana España

REMOTE ATTENDEES: Soledad Carvajal, Melody Hendren, Juliana Reyes

- **Minutes** from last meeting: [March 21, 2024](#) available for viewing.

NEW BUSINESS:

- **After School Programs:** Still have an extra \$10K in the budget; **Mr. Hua** has a proposal for STEAM Workshops on Wednesdays: Don't know how many spots are available, or what ages are eligible. Would be an extra 5 hrs/week for Nikki the Librarian.

TREASURER'S REPORT: *Katie Hansen*

- **'Statement of Activity 7/1/2023-4/24/2024,'**
 - **Income:** Carnival funds have come in mostly as sponsorship funds; Walk-A-Thon just income from checks has been tallied so far.
 - **Expenditures:** Not many large ones... Teacher grants are starting to come in; **Katie** will send a reminder to teachers including link and what is covered. Many will want to know how much they have left, but some have not used any funds. Deadline for the fiscal year will be May 10 to get it by the end of the fiscal year.
- **Budget:** several categories have been bumped up due to inflation.
 - **Reserve Fund:** the 25% (the part that cannot be spent) is ~\$42K
 - 'Spend down of program reserve' line item has been difficult to spend without the volunteers/staffing to run programs of interest: still exploring the option of installing a digital marquee.
 - **Food Service:** projected income bumped up due to how well Popcorn Sales have been doing this year. expenditures also bumped because it is not an air popper; requires oil in addition to kernels.
 - **Community Events:** bumped up last year for Dia de Los Muertos and we are bumping it up again for Dia Del Niño to match what was spent this year..
 - **Carnival:** Game Prizes in particular, but everything has increased in price.
 - **Walk-A-Thon:** usually very low cost; mostly just envelopes. Would like to have T-shirts based on feedback from other schools to sharpie the t-shirt and then they keep it. Per lap suggested donation could also be raised. Will be at the end of the year, so it will be kept separate from dragon wear, which is purchased at the beginning of the year.
 - **Dragon Wear:** a whole new budget item for a separate account through Spirit Hero for teachers to order during the Flash Sale. Will be a direct bill to PTC.
 - **Yearbooks:** Increased because the cost per book is expected to increase, but there will also be one more classroom and the calculations are based on the number of students.
 - **Fundraising Equipment Upgrades:** lowered last year because we bought. Could also be used for pop-up tents to replace and maintain.
 - **Insurance:** was less than \$300 actual, so bumping down from \$1000
 - **Principal's Fund:** Increased to \$2500; extra \$1000 to host the end-of-year staff party; so they do not have to have a potluck, and don't have to take it out of other smaller categories. Still need to notify Mr. Hua. Noting that there is a separate chunk for this purpose. Will have fewer, larger events and not have so much to do so much on the last day of the year.

- **Teacher Appreciation:** bumped up. Last lunch is not fitting into the schedule. Amy B. motions to approve \$1000 to use for THIS year's end-of-year celebration from the Unplanned Miscellaneous(will be covered in Principal's Fund for NEXT year). Mariana seconds. Unanimously
- **Recess Support:** Have been trying Play Works: Even though they do not do more, they are more than a glorified yard duty. They have been very much appreciated. Need input from **Mr. Hua**.
- **Recess Coach:** It has been difficult to find someone who wants to come work only during recess. Boys & Girls Club has 'Recreation Leader' 1 2 and 3. Mostly youth, so they have a limited number of hours they can work. UCSC Recreation: Kate Oates' husband and Joe Babik's wife both work there.
- **Staffing Costs** for 2024-2025: Paraeducator, Life Lab, and Library Assistant. Front attendance went down, so almost the same. Extra Work Requirement could be used \$3K
- **After School Programs:** budgeted couldn't find people to run the programs. Cut in half for next year, but added Word Lab. (see New Business above).
- **Student Assembly:** costs have increased.
- **Teacher Grants:** kept the same; should it be bumped?
- **Yearbook:** bumped up based on increased cost per yearbook,, but also need to increase
- **Unplanned Miscellaneous Expenses:** for any parent wishing to get involved.
- **Spend Down of Funds:**
 - Soccer Goals were approved at \$3500 but were nearly \$4K; however, a difference of \$500 or less does not need another vote.
 - Water fountain, drain line was damaged and backs up; it was too expensive to repair. Can have temporary use authorization until the entire fountain can be moved during summer.
 - Equipment Shed. and holds recess equipment and classroom materials; does not leak. PTC is welcome to purchase a bigger shed at their discretion.

TEACHER'S REPORT: *Nancy Sapunor*

- Marquee idea was met with general enthusiasm.
- New Soccer Goals are fabulous!
- **Banners:** Would like a new banner for events (e.g., Guelaguetza, etc.) Budget has a line item for this and can be reimbursed using a regular check request

VPs' REPORT: *Jenna Branecki, Juliana Reyes*

- **After School Care** where all students will be eligible; All ELOP qualify for free in CKC; need someone on staff to coordinate programs; a school bus to transfer kids to Boys & Girls Club; more space (like the newly-acquired Pacific Cultural Center); need, more staff (there are not enough to reach the legal ratio of adults to children; they do not want so few hours). Funding needs to be handled on a district level; however; PTC can help to mentor and match users to existing resources.
 - De Laveaga and Westlake have CKC, while Gault and Bayview have After School Academy via an ASES grant, but the window has closed. Population/demographics of student body may have something to do with qualifications. Need input from **Mr. Hua**.

PRESIDENT'S REPORT: *Amy Bosch*

- **Communications:** recruiting now; Lindsay will train in the fall. Would like to split into two positions:
 - Graphics, layouts, and general maintenance of website and social media.
 - outreach (e.g., Summer Camp information) and school-wide e-mails of upcoming events
- **Talent Show, 2pm-3pm:** *Jacob Sackin:*
 - There are 12 acts, each 3 minutes long. Can take breaks any time for piñatas; there will be four, starting with the youngest age group.

NEXT MEETING: *May 25, 2024, 7:00pm-8:00pm*
Hybrid: in-person (DeLaveaga school library) and/or Zoom link.

Check Newsletter for upcoming events: <https://www.delaveagaptc.org/>