

**Nimitz School PTA**  
Meeting Minutes for 01/08/07

**Attendees:** Tracy Burriss, Carla DeMartini, Dale Jones, Nathalie Landesman, James Liu, Lenora Louie, Doron Rand, Fiona Sadowski, Susannah Vaughan, Eleanor Watanabe, Lorraine Yamashita-Black,

Nathalie Landesman called the meeting to order at 7:40 p.m. This week's agenda and the current budget were passed out.

**1. CEEF – Eleanor Watanabe gave us a CEEF update.**

- CEEF will be providing matching funds of \$3000(?) towards arts and technology programs at Nimitz this year.
- Teacher of the Year presentation/fund-raising event at the Cypress will be changing format for next year to be more flexible timewise for the changing "crowd". ( i.e. more restaurant tastings) CEEF is hoping to raise funds for the teacher mini-grants by selling drawing tickets – the goal is for each school to sell 20 sets of 5 tickets for \$5/ticket or \$20/set.
- 4/28 Community Arts & Technology Festival at Miller Middle School. School's performing arts groups are invited. There will be an ePic film festival. This is a free educational event that shows what students are doing around the district (like student science and math projects).

**2. President's Welcome**

- Nathalie welcomed the attendees of the meeting.
- Doron made a motion to approve the 10/06 meeting minutes as submitted by Susannah and Dale seconded.

**3. Principal's report**

- Library Task Force - A task force has been set up whose responsibility it is to be allocating funds for improving our library. The task force will be viewing other school libraries to see what changes can be made. Funds are a portion coming from a block fund that should be received soon.
- Diversity Committee – Mr. Freed's class is responding to an Sunnyvale Sun editorial letter that the Thanksgiving Multicultural Feast was inappropriate as a Thanksgiving event by submitting counter argument letters.
- West Valley Running Club Challenge – Nimitz has a challenge with West Valley school for who can have the most student laps from their running club. The principal of the losing school will do an appropriate "stunt"/service at the winning school. .

**4. President's report**

- Events & Planning
  1. Walkathon (Nathalie) – The students have exceeded the incentive goal of \$5000(?) and we need to choose a "treat" for the school/students – more about that later (see info about popcorn machine below.).
  2. Diversity Committee "Happy B-Day" project (Susannah) – International B'day project postponed until March/April (tba) to allow full celebrations of Valentines, 100th day and from the diversity committee Lunar New Year which falls that weekend (18th.) This event will be similar to the carnival / potluck – we will be inviting our community to run a booth with a birthday theme – The PTA will probably be purchasing a popcorn machine as the "Walkathon incentive/Bday gift" for the school that can be used for the school at the Birthday event.
  3. Signatures Reminder – 80 PTA members with 15-18 members who are part of the school staff. Nathalie has asked Mrs. DeMartini (our Teacher/Staff rep at this meeting) to thank the staff for their participation.
  4. Objectives Follow Up (Susannah) – we need to publish the PTA Objectives and

- finally approve it.
5. Next Year's PTA Board – Names for candidates should be submitted by March. Please start thinking about this now.
  6. Scholastic Book Fair – need to get a coordinator (paid or volunteer) for this event April 12th. Susannah had some information from a previous year's coordinator – Liz Cobble that provides some advice on how to run it for the future. Last year we had issues with point-of-sales and the end-of-day reordering to restock. We have a goal to form a committee to coordinate this in 3 weeks.
  7. See's Fund Raiser (Susannah) – the See's fundraiser will be offered before Valentine's this year.

### **3. Committee Reports**

- Treasurer (Fiona) – distributed an updated copy of the 2006/2007 budget and the annual financial report. Fiona explained the line items for the budget and the report. Susannah questioned the line item for the Direct Donations. (Thought there should be about \$19,000 but only seeing about \$17,000 on the printed budget). Fiona said she would check this amount.
- Membership (Doron) – Doron had some proposals for preparing for next year.
  - Translated (into multiple languages) beginning-of-year documents for the PTA and someone to answer questions to get information about the school and PTA for different languages. Per teacher budget for what they want to accomplish in the classroom for the year. A package should be almost ready for the parent's for the beginning of the next year. This flyer/package should be sent directly (via mail) to the student's family's home. This will get much more attention, membership and more active participation.
  - Maybe have more parent-wide assemblies – not just PTA board meetings.

### **4. For our next meeting**

- Check the status of the Scholastic Book Fair planning.
- Consider unallocated PTA funds for the end of year and what they might be used for

Meeting adjourned at 9:13 p.m.

**Next Meeting:** Monday, February 12 at school, GLC, 7:30pm.

Hospitality for next meeting: Lorraine Black

Minutes submitted by Lenora Louie

### **Action items**

**PTA meeting held on Monday, Jan 8 2007**

<b>Topic</b>	<b>What</b>	<b>Who</b>	<b>By when</b>
<b>Community involvement</b>	<p>Create a comprehensive, but short document, that will include :</p> <ul style="list-style-type: none"> <li>• Outline of programs currently supplied by District</li> <li>• Planned and executed programs for 2006/2007</li> <li>• Anticipated expenses(requests from parents) for 2007</li> <li>• Budget collected and used.</li> <li>• The document will include PTA's mission statement and objective</li> </ul> <p>The goal would be to increase awareness' and improve communication with parents</p>	Doron Rand	First Draft (English ) , will be presented on our next meeting-Feb 12th
<b>Scholastic fair</b> 22-30 April(we booked to start Thursday-only set up), Friday is a staff learning day).Sales will be held following M-F	<ul style="list-style-type: none"> <li>• Build an outline for the event</li> <li>• approaching volunteers</li> <li>• coordinate training dates</li> <li>• Identify potential coordinators(paid personnel)</li> </ul>	Steering committee: James Liu, Susannah Vaughan, Tracy Burriss, Fiona MacKellar and Van Welch	First meeting by the end of January. To be presented on our next meeting(Feb12th)
	Publish initial announcement(web, Volunteers groups)	Nathalie	By Jan 15th
<b>International B-Day</b> party-Feb 16 <sup>th</sup> ..postponed-new date TBA	Purchase and test the new Pop corn Machine, to be operated in the party	James Liu	By Feb 10th
Budget Requirements for next year	Planned programs for next year	Dale Jones	To be presented for next meeting(Feb 12)