



**MINUTES**  
**BHIS PTA Meeting**  
**5/4/10 at BHIS Staff Lounge**

Voting Members

- Maythia Airhart, President
- Leslie Stewart, Treasurer
- Sung Lee, Secretary
- Allison Delong, Co-Chair Fund Raising
- Erin Musser, Co-Chair Fund Raising
- Jill Davies, Membership Chair
- Maria Navarrete, Latino Committee Chair

Non-Voting Members

- Susie Murphy, Principal
- Kate Poux, PTA Liaison
- Angela Johnson, Event Coordinator
- Ortencia Santana

A. Welcome – 6:00 PM

1. The minutes of the 4/6/10 meeting were approved.

B. Reports

1. Susie's updates

- BHIS was able to budget a full-time counselor for 2010-2011 school year.
- BHIS has established a sister school in China, at Chong Ching Renmin elementary school, thanks to the Confucius Classroom program.
- Parents are welcome to visit the sister school in Nicaragua this summer. Families from Nicaragua are being invited to come to Beacon Hill this summer.
- Summer programs at BHIS: Chess Camp, Reading Camp, CDSA, and CDSA with Mandarin.
- Funding has been received for the Spanish summer camp here and at Concord.

2. Latino Committee Chair

- None.

3. Fundraising Co-Chairs

- Crossing Guard and Peer advisors request-Erin filled out the grant application form for the pizza lunch event. It is approved by the board.
- Read-a-thon exceeded goals.
- Red Apple owners approved going from \$500 to no limit.

- International school auction update-Susie, Allison, Kate Poux, and Mary Howard attended the meeting. Dick Lee will pick a date in October for an evening event. Parents may be asked to staff the event. Each international school will have some responsibility.
- Received \$300 SCPTSA grant for cups, silverware, etc. Era will hold check until all the conditions are met, and will give the check to Leslie for deposit.

#### 4. Membership Chair

- The numbers have slowed down for membership.

#### 5. Treasurer

- The report shows more money for annual fund was raised, KMPG will be wiped out by Susie, and merchandise for BHIS should stay in one category.
- WLMA is budgeted for \$600 and has not been expensed.
- Sue and Tricia have a fund for fourth grade arts. They also paid for the Johnny Appleseed program before the Read-a-thon. The next treasurer needs to understand that this money stays here through the PTA. This is just a pass through account for funds collected by these teachers.
- City, county, and state governments all have employee charitable giving programs. BHIS is signed up for all three.
- Unbudgeted expenses moved and approved (see attached amendments).
- ACTION ITEM: Sung will scan in the treasurer's report and attach it to the approved minutes.
- ACTION ITEM: Leslie will create a General expense reimbursement form and have posted on the website.
- More details to follow at the May 8<sup>th</sup> budget meeting.

### C. New Business

#### 1. Golden Acorn Awards

- Nancy Fujimoto needs 10 minutes to present these at the June 8<sup>th</sup> meeting.

#### 2. June 8<sup>th</sup> Family Involvement Meeting

- Outreach efforts to notify parents and families-Translation of the date and time in at least three languages. Flyers home and signs on the school doors should help advertise the event.
- ACTION ITEM: Kate will ask each grade level teacher to identify parents, who can help Mary Howard with set-up and break down for the art walk.
- ACTION ITEM: Sung and Allison will ask Thomas if he could move CDSA to pre-school at 5:30 pm for the June 8<sup>th</sup> meeting.
- ACTION ITEM: Angela Johnson will handle materials and supplies.
- ACTION ITEM: Kate will ask instrumental teacher how long this portion of the program will take, probably 30 minutes.
- PTA agenda before performance-art walk at 5:30 pm, 6:30 pm potluck and announcements at 7 pm: budget report for five minutes, election of officers for 15 minutes, Nancy's Awards for volunteers for 10 minutes, and instrumental music. End the program with cake.

#### 3. Donation link on website

- Tabled.

#### 4. PTA Job descriptions and vacancies

- Leslie reformatted the descriptions and sent them to the group on Sunday. She will ask Boun to post on the website.
- Maybe kindergarten teachers can suggest parents for PTA recruitment.
- ACTION ITEM: Kate Poux will write out the description for staff liaison and approach possible candidates on the staff.

#### 5. Charitable Organization with Secretary of State

- Leslie will register BHIS before May 31<sup>st</sup>.

#### E. Build preliminary agenda for next Board Meeting

Adjourn 8:15 PM