

**Austin Creek Elementary Parents Club**  
**General Meeting Agenda**

**September 9, 2011**

**Welcome & Call to Order**

**General Attendance :**

Mendy Maccabee	Barb Saylor	Priti Kurtz	Sarah Tvejise
Suzanne Karel	Jennifer Sycip	Ingrid Anderson	Sheree Kamler
Cheryl Willet	Martha Turley	Matt Lightner	Ron Kamler
Maegan Hausman	Pam Shimer	Samantha Donohue	Maria Murray Chavez
Shelly Hubenette	Holly Sichel	Katherine Larson	

**Appoint the New Board Members**

- \*a full list of appointed board members are listed at the end of the minutes
- \*board members with a star by their name were in attendance.

**Motion to appoint the board members called out**

- \***Motion to approve... Josh Weil**
- \***Seconded by Jennifer Strunk**
- \***Majority in favor.**

**Approval of May 2011 Meeting Minutes**

- \*Meeting minutes were on the website and handed out
- \*Motion to approve Maria Cutler-Liu
- \*Seconded by Anita Markoff
- \*Majority in favor

**Principal's Report – Mr. Kellison**

The California test score report card is for Austin Creek. 954 API Score  
Austin Creek is Number 1 in Sonoma County.

\*All STAR scores are out and our school scores look great.

This year we will be implementing the “TOOLBOX” –  
1<sup>st</sup> tool to be introduced Monday...breathing

**5<sup>th</sup> grade highlight:**

Piloting: elective wheel – 2 afternoons a week  
\*fine arts, math/science, Lego robotics  
ART SHOW – held in conjunction with electives  
SCIENCE OLYMPIAD this year

6<sup>th</sup> grade will be headed off to camp - Sept 19 – 22<sup>nd</sup> @ Westminster Woods

Safety Week – to address the issues of safety we see here at school... Sept 26 – 30<sup>th</sup>  
-headed up by Shell Hawkens

- \*internet safety
- \*pedestrian safety
- \*bike rodeo (target 3 -6) – we will need parents to help make this work  
-Sheriff's department will deliver this
- Kids will be able to bring in helmets and have them adjusted/checked out for fit
- \*SUGGESTION was made to extend the program to lower grades after school

**President's Report – Katie Ruppe**

Looking for: (filled during the meeting☺)

Webmaster-Samantha Donohue  
Co-chair staff appreciation – Katherine Larson and Shelby Moeller  
Membership – a new member

**1<sup>st</sup> Vice President's Report – Josh Weil**

- Robert's Rules reviewed-  
The order of events when correctly done:
1. A motion is brought forward
  2. Someone must second the motion
  3. Vote taken...majority rules

## **2<sup>nd</sup> Vice President's Report – Stephanie Shelton**

[Stephanie@AustinCreek.org](mailto:Stephanie@AustinCreek.org) – e-mail her if you are not receiving e-mail blasts

## **Treasurer's Report and Budget – Kelly Carroll**

Thank Anita for bringing goodies

Budget shows:  
Our Budget vs. Actual Budget  
Approach her if there is anything on the budget you do not understand.

\*Budget shows what all ACPC funds for our school  
1<sup>st</sup> column - Generated monies  
2<sup>nd</sup> column - Budgeted monies  
3<sup>rd</sup> column - What has been used to date

Concern expressed: Brown Bag Book Club has no budget shown.  
Mr. Kellison explained that the money was combined to library/media. This was done at the Goals Committee. The \$200.00 is still available.

There was a request to send out our non-profit # for matching funds by Priti.

## **Business to Discuss:**

### **Safety Week Thursday, Sept. 29th**

\$500.00 was approved in budget however; Shell Hawkens got the bike rodeo donated by the sheriffs dept.

She is requesting food donations for the sheriff's department and volunteers on the day of the event.  
Someone will be here to perform a bike check/safety (possibly the Bike Peddler)

Bike registration  
Bike rodeo starts at 10:00am – course set up on the playground

There was a suggestion to allow the K-2 students to “at least hear the message” from another source other than mom or dad.  
Multiple volunteers will be needed. Sign-ups to be posted online?

### **Funding Discussion/Brainstorming**

ACPC has carried forward a lot of money over the year and we are looking to spend a bit of it wisely.  
\*Improve K playground  
\*additional play structure pieces  
\*find someone to monitor the field so it can provide another play space for the children at recess (yard duty)

Other ideas welcome as they come up. Send them to Katie Ruppe or Josh Weil.  
\*Josh would like a bit of a budget to be presented with the idea

## **Committee Reports/Introductions:**

\*Author's Day- taken on by the librarian but, financial contribution by ACPC  
This year we will have an author on 22<sup>nd</sup> of the month (Michael Elsohn Ross) for K-3  
Preorder books now and he will sign them.

\*Box Top – Jennifer Strunk - last year we raised \$524.00

- would like to exceed that this year
- something coming home to make it more fun this year
- \*Brown Bag Book Club – Start with 3<sup>rd</sup> graders, do activities in the librarian, Kathi Aitchison
  - Liz Araujo is working with teachers on web pages
  - Kathi is looking for volunteers to “read the shelves”
- \*Community Outreach – Tamara Gullixson
  - 3 ideas being looked at:
    - Salvation Army
    - Hurricane Irene – book replacement for a school in Vermont
    - Annadel fundraising
- \*Directory – will be done by Amanda Pehlke
  - distributing class lists
  - RVEF produces the directory
- \*E-Scrip –
  - fundraising program that allows merchants to give back to schools based on the amount you spend
  - we will do a bit more research to make sure we are utilizing e-scrip to the fullest
  - research will determine if Safeway Club card is sufficient to link your donation to AC, or if you have to link the credit card you pay with to receive credit
- \*Family Fun Nights – Shelby Moeller
  - Teachers scooping at Baskin Robbins – September 22nd
- \*Field Day – Shannon Baker organizes this at the end of the school year
- \*Fine Arts Day – Lisa Salmon & Christina Cartier-Cambron
- \*Hospitality –Anita Markoff brings the goodies. Thanks!!
  - Anita is working on getting the coffee donated
- \*Hot Dog Social – Denise Alvear
  - Raised \$1766.00 – and did not spend any money
  - The money is used for the end of the year 6<sup>th</sup> grade party
- \*Marquee - Brenda McFarland
  - updating the marquee in the front of the school
- \*Membership –
  - looking for a parent to head this up
- \*Movie Nights – Mando Alvear
- \*Newsletter – Stephanie Shelton
  - sending e-mail blasts instead of a newsletter
- \*Open House Social – Stephanie Thibault
  - please let her know if anyone else will be doing food or treats at Open House to save money
- \*Room Parent Coordinator – Katie Orr
  - she is off and running
  - they have already met and parents are getting started with their responsibilities
- \*Staff Appreciation – Shelby Moeller and Katherine Larson
  - signed up at the meeting
- \*Student Empowerment Program – Raylene Leavitt
  - the new “Toolbox” will assist with this
  - the Student Empowerment Program will give students a voice
- \*Thursday Folder - A BIG Thanks to Raylene Leavitt –
  - they are out to all students and they are great
- \*T-shirt – Kareen Paulsen

-looking to do this earlier so students may use the t-shirts for spirit day

\*Walk-a-thon – Katie Ruppe  
October 14<sup>th</sup> – Mark the date  
Kick off Monday Sept 26<sup>th</sup>

Katie has needs: ASK HOW YOU CAN HELP!

\*Welcome Lunch – Clare Mollard and Leticia Sotelo  
- the luncheon already took place and it was very nice  
- several thank you's from teachers were passed around

\*Wish Upon A Star – Maria Cutler-Liu  
-teachers make requests for anything they would like  
-look on teacher's doors for the requests

\*Webmaster – Samantha Donohue  
-Just signed up

**RVEF**... We have a few representatives from Austin Creek  
-Looking for more representation from our school  
-Facilitator...sets up, cleans up, gets lessons ready, does not teach ...big part of our program  
Our new facilitator is Stephanie Shelton

#### **Discussion-**

Parent requested 6<sup>th</sup> graders to work in cafeteria...Mr. Kellison announced that this cannot happen.

#### **Meeting Feedback**

Worked well  
-Keep it short

Improve  
-Stick to times

**Denise Alvear motioned to adjourn.**

**Josh Weil seconded the motion.**

**Majority in favor**

**Meeting Adjourned at: 9:53am**

**\*\*Voting Board and Executive Committee on the next page.\*\***

#### **Voting Board Member List**

**(those with a \* by their name attended the meeting on 9/9/2011)**

Denise Alvear\*  
Liz Araujo\*  
Kerrie Blenker  
Christina Cartier-Cambron\*  
Jeremy Fietz  
Tamara Gullixson  
Shell Hawkens\*

Maria Cutler-Liu\*  
Anita Markoff\*  
Brenda McFarland\*  
Shelby Moeller\*  
Claire Mollard\*  
Katie Orr\*  
Lisa Salmon  
Lish Shackelford\*  
Jennifer Strunk\*  
Stephanie Thibault\*

**Also in attendance was the entire Executive Board:**

Katie Ruppe  
Josh Weil  
Stephanie Shelton  
Rhonda Glenn  
Kelly Carroll

*Minutes respectfully submitted by: Rhonda Glenn on 9/9/2011*