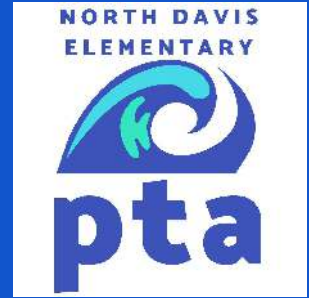


# NDE PTA Meeting

October 18, 2022  
(Zoom)



*Next PTA meeting: (Zoom)  
Special Meeting: 12/13/22*

# Roll Call of Officers

- President: Samantha Sime
  - Executive Vice President: Kelsey Lewis
  - VP (Events & Fundraising): Patty Yang and Ann Carroll
  - VP (Communications): Sakina Begum
  - Treasurer: James Yoon
  - Secretary: Jackie Teran
  - Historian: Katie Dietrich
  - Auditor: (vacant)
  - Parliamentarian: (vacant)
- 
- Teacher Representatives: Sarah Eich and Karen Fingerman
  - Principal: Sarah Roseen



# Agenda

Welcome, Introductions & Housekeeping

NDE Updates

Previous Meeting Minutes Synopsis

Calendar

PTA Executive Board Update & Call for Additional Members

PTA Updates & Events & Volunteer Needs

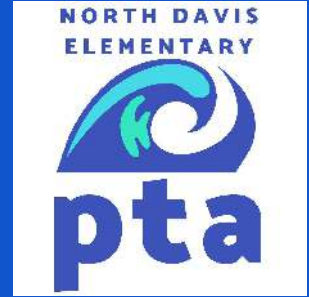
Field Trip Budget Request

Treasurer's Report, Vote to Release Funds, Vote to Ratify Expenditures

Bylaw Updates

Old Business/New Business: Vote to Approve Items

Open Forum (Q&A)



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pta

# NDE Updates

# NDE Updates: Principal Roseen

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# NDE Updates: Sarah Eich & Karen Fingerman

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# PTA Executive Updates



- Executive Board Volunteers
  - Social Media/Website Maintenance
  - Parliamentarian
- Class Reps
  - 5th Grade: Mrs. Neal
  - 6th Grade: Mr. Stewart
- Field Striping
  - (AYSO field striping ending October 22)





# Secretary's Report: Jackie Teran



# Minutes Synopsis:

- Minutes were sent to the Executive Board via email for review on September 28, 2022 - received one typo correction
- Any other corrections?
- Motion to approve the minutes as corrected?
- Second?
- Please type “approve” in the chat if you vote to approve the minutes. Type “disapprove” in the chat if you vote to not approve the minutes.

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# VP Communications Report: Sakina Begum

# Communications to & from the PTA:

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- Class Reps
  - Class Lists were sent out to each class rep
  - Look for emails from your class rep
- Favorite Things
- Newsletter - from Mailchimp Address - 1st Monday of the Month
- NDE Directory





# October & November Calendars: Patty Yang (Vun)

# October & November Calendars

October 28  
5:00 pm - 9:15 PM

Spooky Movie Night:  
Hotel Transylvania 2

November 1  
7:30 am 2:30 pm

Jog-a-thon

November 4  
8:20 am-8:50 am

Coffee & Donuts with  
Principal Roseen

November 9

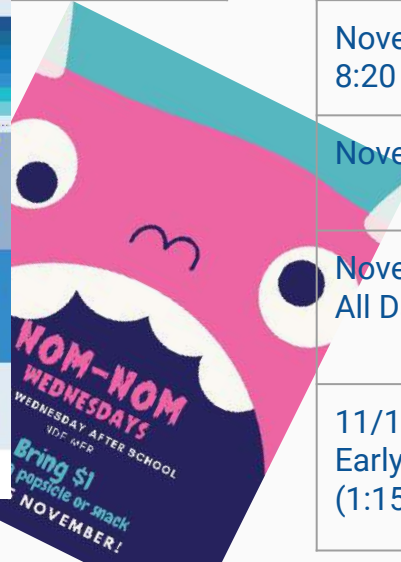
Nom Nom Wednesdays  
Start!

November 10 - 11  
All Day

No School!  
Elementary Teacher  
Workday/Veteran's Day

11/14-11/18  
Early Dismissal All Week  
(1:15 pm)

Conference Week





# PTA Updates: Events & Fundraising: Patty Yang (Vun) & Ann Carroll

# PTA Events and Fundraising Updates



- **Dolphin Drive Fundraising**
  - Funds raised to date: \$ 8,311.96
  - Goal:
- **Kona Ice → Nom Nom Wednesdays**
- **Upcoming Events:**
  - Cash Raffle - November/December
  - ~~Auction~~ - Time to Pivot! - Spring 2023



# Volunteer Needs - Look out for the SignUp Genius!

- **Nom Nom Wednesdays**
  - Popsicle/Snack Donations
  - Volunteers to sell and distribute snacks (45 minutes after school)
- **October 28: Movie Night**
  - Sell concessions
  - Set up and Clean up
- **November 1: Jog-a-thon**
  - Lap counters, Water stations

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# Volunteer Needs - Look out for the SignUp Genius!

- **November: Book Fair**
  - Parent Volunteers Shifts
- **November/December: Cash Raffle**
  - Raffle Coordinator
  - Ticket Design, Distribution, Collection
- **Spring: Auction Pivot Event**
  - Venue Coordinator
    - Work with venue on setup, amenities, etc.
  - Auction Coordinator
    - Reaching out through class reps asking for families to donate \$20, or whatever they are able to donate
    - Organize volunteers (basket makers/distributors)

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# Fundraising: Request for Expenditure Approval



## Fundraising Anticipated or Actual Expenses

Event	Expenses
<b>Movie Night (Oct. &amp; Dec.)</b>	\$2,700 (MPR rental, Movie Licensing, Concessions & Pizza - including purchase of popcorn cart)
<b>Jog-a-thon</b>	\$1,100 (based on last year's budget at \$800)
<b>Nom Nom Wed.</b>	\$200 (initial popsicle/snack purchase, if needed)
<b>AGO Raffle Application/Print Tickets</b>	\$30 (Required application fee)/ \$200 printing and cutting
<b>Auction Pivot</b>	\$1,000 (venue deposit - based on VMC experience)
<b>Misc./Multiple Events</b>	\$83.29 (30) Plastic stands for signs



# Treasurer's Report

James Yoon

# 2022-2023 Finances at a Glance



<b>Current balance (operating account): \$69,367.60</b>		
	<b>Expenses</b>	<b>Fundraising</b>
2022-23 Budget	\$70,820.00	At least \$50K
2022-23 Actual	\$4,828.15	\$10,708.17



# North Davis Elementary PTA

Transaction Detail by Account  
September 20 - October 18, 2022

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT BALANCE	
	Business Statement Savings (2124) - 1					<b>\$0.44</b>
	Classic Free Community Checking (9180) - 1					<b>\$3,185.90</b>
	Contributed income					
	Auction Ticket					
09/30/2022	Deposit		Deposit	Classic Free Community Checking (9180) - 1	70.00	70.00
	<b>Total for Auction Ticket</b>					<b>\$70.00</b>
	Corporate & foundation grants					
		10/07/2022 Deposit	Nugget NUGGET MARKET, I PAYMENT Market	Classic Free Community Checking (9180) - 1	182.89	182.89
	<b>Total for Corporate &amp; foundation grants</b>					<b>\$182.89</b>
	Dolphin Drive					
09/30/2022	Deposit		Deposit	Classic Free Community Checking (9180) - 1	638.00	638.00
10/05/2022	Deposit		CheddarUp TRANSFER ST-Z0H7H4O9L0 CheddarUp TRANSFER ST-Z0H7H4O9L0V1	Classic Free Community Checking (9180) - 1	2,130.00	2,768.00
	<b>Total for Dolphin Drive</b>					<b>\$2,768.00</b>
	Membership Dues					
09/30/2022	Deposit		Deposit	Classic Free Community Checking (9180) - 1	96.00	96.00
10/05/2022	Deposit	Membership Dues	CheddarUp TRANSFER ST-T8P8H1D0V4 CheddarUp TRANSFER ST-T8P8H1D0V4G0	Classic Free Community Checking (9180) - 1	84.00	180.00
	<b>Total for Membership Dues</b>					<b>\$180.00</b>
	<b>Total for Contributed income</b>					<b>\$3,200.89</b>
	Interest paid					
09/30/2022	Deposit		Interest Payment - Automatic	Business Statement Savings (2124) - 1	-0.44	-0.44



# North Davis Elementary PTA

Transaction Detail by Account

September 20 - October 18, 2022

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT BALANCE	
<b>Total for Interest paid</b>						<b>\$ -0.44</b>
Office expenses						
Zoom						
09/27/2022	Expenditure	Zoom	PAYPAL INST XFER ZOOMVIDEOCO	Classic Free Community Checking (9180) - 1	14.99	14.99
<b>Total for Zoom</b>						<b>\$14.99</b>
<b>Total for Office expenses</b>						<b>\$14.99</b>



Vote to ratify  
expenditures

# Vote to release funds (approved/budgeted expenses)



Grant Funding to NDE Includes departmental grants, art boxes, fitness, jump rope, art program, performing arts & music, musical production, special ed enrichment, library, Books Count, computer and technology, and field trip budgets	\$ 44,105.00
Planners for 4-6 Grades	\$ 689.62
Active4Me, Bubble Machine, Coffee, and Donuts (reimbursement to Kendra Shigematsu)	\$ 110.18
GrantStation from TechSoup (Miscellaneous Admin Expenses) (reimbursement to James Yoon)	\$ 99.00
QuickBooks from TechSoup (Accounting Program) (reimbursement to James Yoon)	\$ 75.00
PTA Insurance (reimbursement to James Yoon)	\$ 272.00
Fundraising Expenditure Request	\$ 5,500





# Proposed Bylaws Updates

# Proposed updates to the NDE PTA Bylaws

## Annual Dues

### ARTICLE IV - MEMBERSHIP AND DUES, SECTION 4. (pg. 3)

a. Each member of this Association shall pay annual dues of **twelve dollar(s) and cents (\$ 12.00 ) per member** (also means per capita) to the Association.

b. The annual dues shall be allocated as follows:

\*\*\*1. Two dollars and twenty-five cents (\$2.25) of each member's annual dues is payable to the National PTA.

\*\*\*2. Two dollars (\$2.00) of each member's annual dues is payable to the California State PTA.

3. ~~dollar(s) and seventy-five cents (\$ 0.75 )~~ of each member's annual dues is payable to Third District.

4. ~~dollar(s) and cents (\$ )~~ of each member's annual dues ~~is payable to Council.~~

~~4. Each association shall remit to the council per capita dues of dollar(s) and cents (\$ ) annually. [Out of council Associations should substitute the following.]~~

4. Each out-of-council association shall remit to the district per capita dues of five dollar(s) and cents (\$ 5.00 ) annually.

5. The remainder of each member's annual dues shall constitute the local portion and shall remain in this Association.

# Proposed updates to the NDE PTA Bylaws

## Officers

### ARTICLE V – OFFICERS AND THEIR ELECTION, SECTION 2. (pg. 4)

The officers of this Association shall be a president, executive vice president, ~~two (2) vice president(s), recording secretary, corresponding secretary,~~ treasurer, financial secretary, ~~auditor,~~ historian, and parliamentarian. These officers shall be elected annually with the exception of the ~~corresponding secretary and the~~ parliamentarian, who shall be appointed by the president subject to the ratification of the executive board.

PROPOSED CHANGE: Eliminate the two vice president positions and the auditor as elected offices. Allows us to have a smaller quorum, and allows for the creation of standing committees that accomplish the same tasks, without election. Allow for the PTA to hire an auditor, if needed.

# Proposed updates to the NDE PTA Bylaws

3. Check signers: Add all board members except for secretary and auditor

## Article VI - DUTIES OF OFFICERS AND CHAIRS (pg. 7) Section 3.

All disbursements of the Association must be signed by two (2) authorized signers. ~~Authorized signers are president, Treasurer, and Executive Vice President, Historian / elected officers, Secretary or auditor.~~ The signers and a

the Association must be signed by  
d signers are President, Treasurer,  
lected officers except the secretary or

# Proposed updates to the NDE PTA Bylaws

## Quorum for general association meetings

### ARTICLE VII - ASSOCIATION MEETINGS, SECTION 5 (pg. 8):

- a. This association shall establish a quorum for the translation of business in any meeting of this Association.
- b. **Eleven (11) members shall constitute a quorum.** If this Bylaw provision authorizes a quorum of less than one-third ( $\frac{1}{3}$ ) of the voting power, then only those matters the general nature of which was contained in the notice of the meeting may be voted upon at such meeting.

Proposed update: 11 is the minimum quorum allowed.

# Proposed updates to the NDE PTA Bylaws

## Teleconference Meetings

### **ARTICLE VII - ASSOCIATION MEETINGS, SECTION 8 (pg. 8):**

Members of the association may participate in and act at any meeting of this Association via teleconferencing using equipment with which all association members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and/or identification of individual members.

# Proposed updates to the NDE PTA Bylaws

## Executive Board Quorum Definition

## Teleconference Meetings

### **ARTICLE VIII - EXECUTIVE BOARD, SECTION 6 (pg. 10):**

- \*\*\*a. This Association shall establish a quorum for the transaction of business in any meeting of the executive board.
- b. **Five ( 5 )** member(s) shall constitute a quorum.

### **ARTICLE VIII - EXECUTIVE BOARD, SECTION 8 (pg. 10)**

Members of the executive board may participate in and act at any meeting of the executive board via teleconferencing using equipment with which all board members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and/or identification of individual executive board members.

# Proposed updates to the NDE PTA Bylaws

2. Standing rules: Updates to board  
member designees

## Article XIV - Standing Rules (pg.15):

Section 5. Vice President (currently reads as follows)

The *executive vice president* shall serve as the primary aide to the president and perform the duties of the president in the absence or disability of that officer to act.

and shall designate one or more alternate(s) to the president and in the designated order, perform the duties of the president in the absence or disability of

Executive  
raising

cept



# Proposed updates to the NDE PTA Bylaws

## 4. Meeting agenda items for Association and Board meetings

### Article XIV - Standing Rules (pg.15)

Section 8. Association Meeting Agenda (currently reads as follows)

**At least 14 days' notice**, in writing, must be given to the president in order to have an item of business or an announcement placed on the Association meeting agenda. (This allows members time to prepare the agenda and submit written notice to the president (10) days prior to the meeting.)

Section, "Any member of the PTA or NDE staff can provide an item to be placed on the agenda." (b) Reduce notice period to 5

Agenda (currently reads as follows)

in writing, must be given to the president in order to have an announcement placed on the Association meeting agenda.

**Proposed update: Add to the bylaws: "Any member of the PTA or NDE staff can provide an item to be placed on the executive board meeting agenda."**

# Proposed updates to the NDE PTA Bylaws

## Association and Executive Board Meeting Dates

### STANDING RULES (pg.16)

6. \*\*Association Meeting Dates – Association meetings are meetings of the general membership and shall be held on the third Tuesday ~~[insert week and day in the month, e.g., second Tuesday]~~ of September, October, November, December, February, March, April, and May of the school year unless otherwise ordered by the Association or the executive board.
10. Executive Board Meeting Date – Executive board meetings shall be held on the first Monday ~~[insert week and day in the month, e.g., second Tuesday]~~ of each month during the school year.

# Proposed updates to the NDE PTA Bylaws

## Authorization of Expenditures

### STANDING RULES (pg.17)

12. Authorization for Expenditures – The executive board shall perform the duties and responsibilities prescribed in the California State PTA Toolkit. It is authorized to pay bills for budgeted expenditures and other unbudgeted association bills not to exceed a cumulative total of seven hundred fifty dollars (\$ 750.00) between meetings of this Association. Ratification for payment of these bills must occur at the next association meeting and must be recorded in the association minutes.

**\*\*Proposed updates: (a) revise to increase \$500 limit to \$750 (maximum allowed per the number of times a year the association meets).**

# Proposed updates to the NDE PTA Bylaws

## Standing Committees

### Standing Rules (pg.17)

14. \*\*\*Committees – The executive board may establish committees as required to carry on the work of this Association, the California State PTA, and the National PTA. The quorum for a committee meeting shall be a majority of its members present at the committee meeting, all of whom must be members of the Association.

15. Members of committees may participate in and act at any meeting of the committee via teleconferencing using equipment with which all committee members participating in the meeting can communicate with each other at the same time. Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and/or identification of individual committee members.

16. Committee Chairs – The president shall appoint each chair of a committee and may appoint an assistant to any of the chairs, subject to the ratification of the executive board. All committees shall follow the rules and procedures prescribed in the California State PTA Toolkit. The term of office for a chair shall be one year. A chair may serve an additional term if appointed by the president, approved by the executive board, and ratified by the association. No chair shall be eligible to be appointed to the same committee position for more than two consecutive terms.

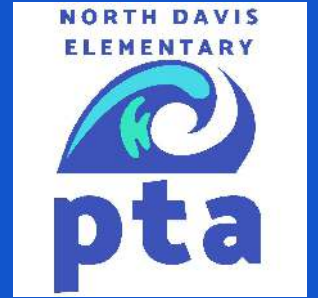
17. Standing Committees – The standing committees of this Association include ~~list all committees that function all year~~ **Events & Fundraising, Communications.**



# Vote to Approve Proposed Bylaws

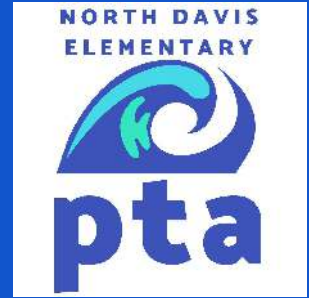


Old Business?



New Business?

*Next PTA meeting: Tuesday, December 13, 2022, 6:30-8pm on Zoom  
See <http://ndepta.com/> for more information.*



# Questions?

[NorthDavisElementaryPTA@gmail.com](mailto:NorthDavisElementaryPTA@gmail.com)