

APPROVED



Parker Performing Arts School

Minutes

Parker Performing Arts BOD Monthly Business Meeting

Date and Time

Tuesday May 2, 2023 at 5:45 PM

Location

Tonight's meeting will be VIRTUAL due to events at the school

PPA Board Business Meeting

5:45 – 7:00pm

Google Meet joining info

Video call link: <https://meet.google.com/oda-whev-vkc>

Or dial: (US) +1 435-574-4432 PIN: 141 848 371#

Directors Present

E. Remington (A, #2) (remote), J. Adamson (A, #3), K. McDonald (E, #4) (remote), R. Sanchez (A, #8), S. Cooke (E, #6), V. Olivas Smith (E, #7) (remote)

Directors Absent

C. Walker (E, #1)

Ex Officio Members Present

P. Molfino

Non Voting Members Present

P. Molfino

Guests Present

Amber Schoming Biviano (remote), T. Maestas (remote)

I. Opening Items

A. Call the Meeting to Order

R. Sanchez (A, #8) called a meeting of the board of directors of Parker Performing Arts School to order on Tuesday May 2, 2023 at 5:50 PM.

B. Record Attendance & Introduce/Recognize Visitors

C. Reading of Vision and Mission

Read by Director K McDonald

II. Approval of Consent Agenda

A. Adoption of Agenda

Move to adopt amended agenda as written by Director R Sanchez
seconded by Director S Cooke
passed unanimously

B. Approval of 4/18/23 PPA BOD Working Board Meeting Minutes

E. Remington (A, #2) made a motion to approve the minutes from Parker Performing Arts BOD Monthly Working Meeting on 04-18-23.

R. Sanchez (A, #8) seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Public Comments/Scheduled Appearances

A. Welcome scheduled guests and meeting attendees

No guests on schedule tonight

B. Public Comments

none submitted

IV. Administration Reports

A. PrinciPAL Update with Mr Molfino

Update by P Molfino

- Finance situation working to final numbers beginning of June.

- Working on finishing spending before June 1st
- FunRun approx 44K gross committed at this time
 - looking to push towards the 60k goal
- CMAS finished and immediately onto iReady
- 627 enrollment on paper
- big tour on 04/19/2023
 - Ginny will be there
- Staff retention strong
- website
- PCA elections on Thursday
- New Family night on 10th - ask for Board members to join
 - Director K McDonald committed
 - second person please email to R. Sanchez and P Molfino

B. Business Manager's Report

T Maestas

- Budget due to district on the 15th
- supplemental budget in June - must be in by June 30th
 - need to have a board meeting to vote on budget
 - plan for June Business meeting
- April financials in a couple of weeks and will have a bigger picture at that time

V. Committee Reports

A. School Accountability Committee (SAC)

Update by Director K McDonald

- Teacher and Elementary Surveys
 - Results of the survey discussed per the documents on agenda
 - teachers survey was overall positive in feedback
 - elementary survey also overall positive feedback

B. Marketing Committee

Provided by Director R Sanchez

- Meeting with the magazine she has been working with was productive on ad space

- update to be provided next meeting

C. Grant Committee

No update at this time - scheduled for a monthly update from Committee Chair

D. Fundraising Committee

Update provided by Director S Cooke

- Parry's Pizza night: \$196.31 check
 - dine ins seem to do less business
 - options with a drive through seem to do better
 - developing schedule for next year to have out
- Working on building a Gala committee that is separate from the fundraiser committee
- Dance nights with pre-purchasing bouquet fundraiser mostly done at the bigger shows now
 - florist Bloom Town can pre-order bouquets with order forms to be picked up at different shows to be picked up
 - maybe Fundraiser committee has smaller arrangements that would be available for purchase at smaller shows too
- Gallery night for potentially putting kids artworks onto various things such as mugs for potential fundraiser
- Boondocks night?
 - presale tickets - \$15-\$20 back from ticket sales
 - 4 hours unlimited
 - does not include arcade
 - Potentially Tuesday or Wednesday, last day Thursday also has a happy hour on it
 - Sale for \$35
 - \$22 to Boondocks \$13 to the school
 - Look at a potential back to school night?
 - looking at logistics on how to run

E. Finance Committee

Update provided by Director JT Adamson

- Finance sitting well - looking at ways to earn interest on money sitting in the account
- looking at spending for the end of the year and opportunities for teacher retention

VI. Actionable Items

A. Board Member Training Modules

Director R Sanchez

- Please make sure they are completed ASAP

B. 23/34 SY Board Strategic Meeting - draft agenda

Director R Sanchez

- Invitation has been sent please respond ASAP
- Very important for full board to be present
- Prioritizing 23/24 initiatives
 - success plans begun for work on in this meeting
- Send information on actionable items to Director R Sanchez for inclusion in agenda

C. Review and Approve 23/24 Budget

Presented by Director JT Adamson

- First draft - are aware there will have to be a revision later due to some things that are unknown that we are still waiting on
- 650 enrollment assumption - currently this is on the high end of enrollment
- Open for questions:
 - Mill levy numbers not currently being worked into budget?
 - 9% raises preliminarily in line with district numbers
 - Was ERC eligibility looked into?
 - ERC looked into but are not eligible
 - Contingencies built in for legal and capital spending?
 - yes
- Motion to approve proposed 23/24 budget by Director JT Adamson
 - Seconded by S Cooke
 - passed unanimously

D. Recording of virtual meetings

Director R Sanchez

- Propose creation of policy that anytime having virtual meetings to record meetings for Board and Committee
 - not published on website
 - held and stored in the drive for ability to reference back to

- all meetings will need to have a disclaimer that the virtual meetings are being recorded
- Motion to create policy that all virtual committee meetings for all Board, PCA or Parker Performing Arts committee be recorded and stored in the school's Google drive
- Seconded by Director V Olivas Smith
- Vote passed unanimously

VII. Other Business

A. Other Business/Actionable Items

Update on PCA from Director V Olivas Smith

- Election coming up
- Parents coming with a lot of questions
 - Regarding election for PCA - voting via Survey Monkey
 - Only 1-2 days for the voting? Wondering if possible to keep open longer
 - will be kept open later due to going out later
 - Who is handling putting the survey out?
 - Kelly Berry
 - How will the results be handled/overseen?
 - administration will oversee results
 - Email to P Molfino in order to get more information/answers
- Please make sure to accept the meeting invitations in order to keep in compliance with transparency
- One meeting in June for recommendations and proposed budget
- Open Board Position as an appointed position
 - Community member - to join in August

B. Plans for Next Meeting

Virtual meeting planned for May 16th

- Volunteerism in the school survey
 - the different places to volunteer broken out in the survey as areas of interest
 - how would you like to receive notification on volunteer opportunities
 - timing and where are you available to volunteer
- Survey question, Why were you not able to complete your volunteer hours
 - Small children
 - work schedule
 - opportunities taken very quickly
 - Help Counter makes it very difficult to find opportunities

- Survey to be sent to P Molfino for approval and to be sent out

Motion to adjourn meeting by Director R Sanchez

Seconded by Director JT Adamson

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:12 PM.

Respectfully Submitted,

E. Remington (A, #2)

Documents used during the meeting

- Board Updates 22-23 (3).pdf
- Business Manager Update - May 2023.pdf
- Teacher Survey 2022-2023.pdf
- Parent Survey (Elementary) 2022-2023.pdf
- PPA FY24 Notice of Budget.pdf
- PPA FY24 Proposed Budget 4.27.23.pdf