

**Fairmont Elementary School PTA General Association Meeting**  
**Fairmont Main Commons**  
**September 11, 2023**

**Meeting called to order at 9:32am**

- Pledge of Allegiance led by Brooke Stevens

**Attendees:** Stephanie Giamela, Brooke Stevens, Lauren Hall, Erin Davenport, Stephanie Barbe, Casie Diaz, Kasie Unertl, Dorene Tammariello, Melissa Myerscough, Joann Lee, Trina Anderson, Amanda Smith, Jennifer Aguilar, Sheena Keo, Anne San Roman, Grace Stutz, Carol Fann Wayne, Lisa Kim, Robin Chung, Yolanda Aberegg, Jill Rogener, Jennifer Bolanis-Rogers

**President's Report: Brooke Stevens**

- Emily Job has resigned from her position as 1<sup>st</sup> VP as she no longer has a student at the school.
- Motion made by Brooke Stevens to remove Emily Job as a signer on all bank accounts for Fairmont PTA. Motion seconded by Casie Diaz. **MOTION CARRIED**
- Motion made by Brooke Stevens to appoint Taylor Fasching as 1<sup>st</sup> VP for Fairmont PTA. Motion seconded by Lauren Hall. **MOTION CARRIED**
- Brooke Stevens conducted a voice vote to elect Taylor Fasching as 1<sup>st</sup> VP for Fairmont PTA. Taylor Fasching was **APPROVED** as the 1<sup>st</sup> VP.
- Motion made by Brooke Stevens to add Taylor Fasching as signer to all Fairmont PTA bank accounts. Motion seconded by Stephanie Barbre. **MOTION CARRIED**
- The PTA has created a separate website ( <https://www.fairmont-pta.com/> ) which is linked on the school's website to therefore reducing the upkeep on the school's website while searching for a district approved vendor to maintain the school's website.
- The PTA's 2023-2024 school year calendar is available on ParentSquare.
- Draft a 501 (c) (3) donation letter and/or receipt template in preparation for all fundraising opportunities for businesses (i.e., Jog-A-Thon, restaurant nights, etc.).

**Principal's Report: Mrs. San Roman**

- Sweet Treats, greatly appreciated by staff and teachers!

- Back to School Night was a success.
- Great turn out at the Patriot's Day assembly.
- School will be participating in both Red Ribbon Week and Kindness Week
- Play will be announced Wednesday, September 20<sup>th</sup> and auditions will be October 23<sup>rd</sup> to October 26<sup>th</sup>. Rehearsals will start October 30<sup>th</sup> with the play performances in January.
- Jog-A-Thon kickoff assembly will be on September 20th with the event on October 18<sup>th</sup>
- Spirit Wear Friday's will begin on or after November once the Spirit Wear orders have come in as well as all students having received a Jog-A-Thon shirt.

**Teacher's Report: Grace Stutz**

- Thank you for the coffee and donuts last week, teachers and staff were very appreciative.
- Request for PTA signup forms and envelopes to be placed in teacher and staff mailboxes for friendly reminder.
- In the spirit of the AVID program, suggested removing the Dr. Seuss wall and replacing with college pennants.
- Room parents should work with all room parents across their grade level to provide equal and fair opportunities/activities/parties regardless of which classroom they are in.
- San Roman to discuss with all teachers to also provide equal opportunities for parents to be involved at the same level as other teachers across their grade level.

**Secretary's Report: Sheena Keo**

- The minutes from the March 30, 2023, Fairmont Elementary School PTA General Association Meeting were presented via the meeting invitation. Motion was seconded by Casie Diaz. The motion was approved, and the minutes were adopted as presented.

**Auditor's Report: Melissa Myerscough**

- Catherine Prebe Jones performed a secondary review.

- Melissa Myerscough has examined the financial records of the Treasurer of the **Checking Acct** for the Fairmont Elementary School PTA for the period starting January 1, 2023, and ending on June 30, 2023, and found them substantially correct.
  - Finding: Identified one warrant that did not have two PTA signatures. For check 9281, the warrant was missing the PTA president's signature.
    - *Recommendation: Ensure that each warrant is signed by both the PTA Secretary and the President.*
  - Finding: Three checks were written for an amount that was different from the total amount of the provided receipts. Two of the findings were remediated before the audit was finalized (Checks 9303 and 9290). The third check was for a difference that was a nominal amount of \$1.77.
    1. Check 9303 was written for \$208.83 to Erin Davenport; however, the receipts only added up to \$175.83. Ms. Davenport was unable to locate a receipt for the difference of \$33.00. This was remediated on August 4, 2023, when Ms. Davenport wrote a check to the Fairmont PTA for the difference of \$33.00.
    2. Check 9290 was written for \$259.57; however, receipts added up to \$294.89 for a difference of \$35.32 owed to Casie Diaz. This was remediated on August 1, 2023, with Check 9340 written to Casie Diaz for \$35.32.
    3. Check 9262 was written for \$665.12; however, receipts added up to \$666.89 for a difference of \$1.77 owed to Lauren Hall.
      - *Recommendation: Ensure the checks are written to the amount of the receipts.*
- Melissa Myerscough has examined the financial records of the Treasurer of the **Electronic Bank Acct** for the Fairmont Elementary School PTA for the period starting January 1, 2023, and ending on June 30, 2023, and find them correct.
- Melissa Myerscough has examined the financial records of the Treasurer of the **Shawn Knutson Scholarship Fund** for the Fairmont Elementary School PTA for the period starting January 1, 2023, and ending on June 30, 2023, and find them correct.
- Motion made by Melissa Myerscough to approve the audit for the period of January 1, 2023, to June 30, 2023, as presented by our auditor. Motion seconded by Casie Diaz.  
**MOTION CARRIED**

## Treasurer's Report: Stephanie Barbre

- Motion made by Stephanie Barbre to ratify checks 9316-9348, written between June 9, 2023, to September 10, 2023, in the amount totaling \$40,947.21. Motion seconded by Dorene Tammariello. **MOTION CARRIED**
- Motion made by Stephanie Barbre to ratify debit card transactions conducted between June 9, 2023, to September 10, 2023, in the amount totaling \$201.90. Motion seconded by Casie Diaz. **MOTION CARRIED**
- Banking report for the **Operating Checking Acct** banking period of August 1, 2023, to August 31, 2023, with a beginning balance of \$136,724.05 and with deposits totaling \$1,619.85 and ATM/Debit transactions totaling of \$201.90, and checks and miscellaneous fees totaling \$2,311.62 for an ending balance of \$135,830.38.
- Banking report for the **Electronic Acct** banking period of August 1, 2023, to August 31, 2023, with a beginning balance of \$4,109.62 and with electronic deposits totaling \$1,040.21 and other deposits totaling \$0 and withdrawals and miscellaneous fees totaling \$25.00 for an ending balance of \$5,124.83.
- Banking report for the **Shawn Knutson Acct** banking period of August 1, 2023, to August 31, 2023, with a beginning balance of \$4,321.98, with deposits totaling \$0.00 and checks and miscellaneous fees totaling \$2,000.00 for an ending balance of \$2,321.98.
- Motion made by Stephanie Barbre to approve the budget as presented for the 2023-2024 school year. Motion seconded by Stephanie Giamela. **MOTION CARRIED**

## Committee Chair Updates:

- Room Parent – Jennifer Aguilar
  - Draft of the “Approximate Timing of School Year and Room Parent Responsibilities” were provided to all attendees.
  - Room Parent Orientation is Thursday, September 21<sup>st</sup> in the main commons.
- Jog-A-Thon – Committee Group of Joann Lee, Janel Ryan & Jerry Espinoza
  - The theme is Space which aligns with the unifying theme throughout the district of “Together Toward Tomorrow.”
  - Toy donations are encouraged for opportunity drawings to help subsidize cost.
  - Prizes for the different fundraising tiers are all Fairmont Falcon themed items.
  - Parents questions to be relayed to the board’s 2<sup>nd</sup> VP Stephanie Giamela
- Yearbook – Trina Anderon & Amanda Smith

- 230 yearbooks have been sold to date.
  - The cost is \$45 until December 1, after which the cost will increase to \$50.
  - Yearbooks can ONLY be purchased online.
  - Ads for yearbooks end December 1, 2023.
  - This year the school is bringing back the sixth-grade cover contest. There is still one week left for sixth grade students to submit their artwork. The artwork will not have any student's information when the teachers and staff are voting.
  - Room parents will be given a link to upload all pictures taken throughout the school year for the yearbook chairs to use for the yearbook.
  - Yearbook email [fairmontyearbook1972@gmail.com](mailto:fairmontyearbook1972@gmail.com) can be used for photos taken of the students and staff around campus or at events that are not otherwise sent using the room parent links.
- Fundraising Restaurant Nights – Dorene Tammariello
    - October 10, 2023 – Blaze Pizza with 20% proceeds
    - November 1, 2023 – Rubio's with 30% proceeds (date can be changed as needed)
    - November 14, 2023 – Clyde's Chicken with 20% proceeds
    - Islands fundraiser is 20% proceeds spanning over two days (Tuesday & Wednesday) and provide free promotion.
    - Sixth grade Liaisons to work with Dorene to coordinate future fundraising events.
- Trunk or Treat – Taylor Fasching
    - Scheduled for Friday, October 27, 2023, from 5pm to 6:30pm
    - Sixth grade in charge of the food at the event
    - The possibility of a dance party and/or selling of glow sticks to provide additional things to do at the event.
- Open Chair Positions -
    - Assemblies
    - Community Outreach Chair
    - School Supplies
    - HSA Awards

**New Business:**

- Gifting of Swings for Upper Playground
  - The original estimate provided by the district was \$8,506.39.
  - An additional quote from the district was received which covered the demo, excavation, and installation totaling \$16,138.00.
  - Even with the increase in cost, Mrs. San Roman noted the swing set is ultimately something the school still wants and needs for the upper grade children.

- Motion made by Stephanie Barbre to allow funds from the gift budget to be used to purchase a new swing set for the playground. Motion seconded by Melissa Myerscough. **MOTION CARRIED**
  
- C Bins, please keep the storage unit organized and clean.
  
- Donations for college pennants to be displayed across campus.
  
- Spirit Wear online purchases only and will end September 15<sup>th</sup>, 2023, and items will be delivered and disbursed in November 2023.

**Meeting adjourned at 10:30am**

**Submitted by:**

**Sheena Keo**

**Fairmont Elementary PTA Secretary 2023-2024**