

# Henry Ford Elementary School P.T.A



---

[www.henryfordpta.org](http://www.henryfordpta.org)

650-368-2981

2498 Massachusetts Avenue, Redwood City CA 94061

---

## ASSOCIATION MEETING MINUTES | October 9th , 2018, 7:02pm, Staff Room

Attendees: Colleen Lewcock, Corinne Tsui, Jane Garrino, Jen Cambouris, Ellen Jacobson, Angel Lam, Becky Foutch, Keri King, Monica Sotelo, Ivy Burg, Jen Givens, Tracy Hulmquist, DeEtte Jones, Ellie Artale, Susan Bouchard, Luis Torres, Sarah Mrsny, Kathryn Brisbim

Minutes from 09.18.18 meeting approved

### Officer Reports:

**Lynne Griffiths** - Principal's Report, reported by Colleen Lewcock

- Field trip finger printing and TB testing going well

**Amy Barstad** - Faculty Liaison, reported by Colleen Lewcock

- Thank you to Ivy and volunteers for breakfast on Friday
  - Superintendents Advisory council update - Oct 16th meeting hearing is our recommendations
- Community engagement forum - Oct 22nd, McKinley and Oct 25th, Taft. 6-8pm

**Colleen Lewcock** - President Report

- New webmaster doing an awesome job, thank you Kathryn!
- Add a wish list to the website and news letter for items that we need and the budget cannot afford
- Headphones in computer lab not working, could be the computer jack not headphones
- Crome cart has been ordered

**Jeff Waite** – Treasurer

- Need a reimbursement form for all reimbursement requests
- School Lamination Machine large format, Lynne asked PTA to purchase one. \$2000 needs to be voted on for the laminator - **Motion made and approved**

### Committee / Events Updates

**Membership Update** - Janet Lawson, reported by Colleen Lewcock

- PTA online membership now available through Totem

**Direct Donation Update** - Jeanette Camacho, reported by Colleen Lewcock

- Up to \$18,270 in direct donations, company matching is really helping this number

**Box Tops** - Nicole Caldwell, reported by Colleen Lewcock

- Competition is happening now end Oct 26th

**Fall Fiesta** - Jane Garrino / Keri King

- Need helpers Thursday evening 6pm to take out games
- Ellen has 20 high school students coming to help

**Staff Appreciation - Ivy Burg**

- Great spread of food teachers loved it
- Next breakfast in December, signed up through March for teacher snacks

**Dinner Out - Jen Cambouris**

- Oct 16th - Chipotle give back 33% | Nov 14th - Galeotti's - Lunch and Dinner

**New Business****Fall Fundraiser - Corinne Tsui**

- If direct donation given you can receive the prizes. Assembly for the kids Oct 17th to talk about fundraiser
- Orders should arrive by Dec 12th

**Oktoberun - 10/28 7:30am (arrive by 7:15) - 750 Bradford St. - Jen Givens will take on on the day coordination**

**Hometown Holidays - Becky will coordinate parade - December 1st, application needs to be sent**

**Pasta Dinner Auction - DeEtte / Colleen**

- Looking at how much money each area of the night brings in
- Revise how things are working to maximize our profit. Online scaled back, still class baskets and raffle
- Raise raffle tickets from \$3 - \$4, bundles will be available
- Moving timeline back to January instead of November for donation letters to be sent out

**Steam Update - Becky Fouch**

- Grant almost written for after school girls Steam program 4th and 5th
- Maker Space ask for donations for initial set up of items needed

Meeting adjourned at 8:28pm. | Next Meeting: Tuesday, November 13th, 2018, 7:00 pm, Staff Room