

BASIS Ahwatukee Executive Board Meeting

July 11, 2023

Location: Orfe Kelly's home. 3444 E Sequoia Trail, Phoenix, AZ 85044



Attendees: Orfe Kelly, Chris Kamin (remote), Ally Hitzeman, Prameela Rajeesh, Nancy Diaz-Garcia, Celina Ly, Nicole Quillan.

Minutes

- Proposed Board Norms- Orfe Kelly

Orfe reviewed the following norms for the members of the Executive Board:

- Develop an environment focused on respect, trust and care.
- Be prompt and be fully present during Board Meetings.
- Cell phones should be on silent mode.
- No side conversations.
- Conduct only one piece of business at a time.
- Listen to all views.
- Keep discussion moving forward; do not rehash a topic over and over.
- The Board speaks with one voice once a decision has been made.
- Respond to emails within 48 hours
- If a member will be unreachable for an extended period of time, please inform the board.

- Purpose- Orfe Kelly

Orfe Kelly thanked everyone for their willingness to serve our school. Being on the board is one of the best ways to strengthen our community and support the students, teachers, and staff.

- Roles and Responsibilities – Orfe Kelly

Orfe Kelly summarized the roles and responsibilities of each member of the board and encouraged everyone to review the bylaws that can be found on the website where each role is described in detail.

- Budget – Ally Hitzeman

The proposed budget below was presented and it was voted unanimously by the board.

	2023-2024 budget	
INCOME		
Membership	\$	5,000.00
Lunches	\$	14,500.00
Restaurant Fundraising	\$	1,300.00
Teachers Holiday Fund	\$	7,500.00
Fun treats	\$	3,500.00
Employer Matching funds	\$	1,500.00
Boxtops	\$	-
Members Payment to stripe	\$	300.00
Shopping Rewards		
Frys	\$	500.00
Total	\$	34,100.00
EXPENSES		
Student Events and Activities		
Meet and greet	\$	(100.00)
Back to school Night	\$	(200.00)
Stampede	\$	(1,000.00)
Fright Night	\$	(500.00)
Science Night	\$	(1,300.00)
International Night	\$	(1,600.00)
Trunk or treat candy	\$	(300.00)
Volunteer Appreciation	\$	(500.00)
Teacher support		
Teachers Holiday Fund	\$	(7,500.00)
Teacher appreciation	\$	(1,750.00)
Operating expenses		
Supplies	\$	(250.00)
stripe fees	\$	(300.00)
Quickbooks	\$	(450.00)
Insurance	\$	(350.00)
AZ Corporation fees	\$	(10.00)
Website	\$	(150.00)
Tax Filing	\$	(99.90)
Boosters contributions to school		
Student Recognition (dogtags)	\$	(800.00)

Recess Equipment	\$	(500.00)
Directory	\$	(400.00)
Snacks for testing days	\$	(200.00)
Support of School or Student needs and Activities	\$	(4,340.10)
ATF donation	\$	(10,000.00)
contibution to reserves	\$	(1,500.00)
Total	\$	(34,100.00)

- School Year's events

Ms Quillan suggested that this year we host a "Stampede" for 4th grade to 6th grade. In addition, the Boosters will host Science Night, International Nigh and support Fright Night which is organized by the school and student council.

- Calendar of Events

The following calendar of events was proposed and approved:

Calendar 2023 - 2024

July

26 - Meet and greet at Barro's

26 - Teacher Appreciation Breakfast

31 - BAM Bash

August

7 - Executive Board Meeting

16 - Restaurant Fundraiser - Zzeeks Pizza

17 - Coffee Talk

23 - Fun Treats

30 - Teacher appreciation (5th grade)

September

11 - Executive Board Meeting

14 - Coffee Talk/General Boosters Meeting

- 15 - Stampede or Luau (4th to 6th Grade)
- 20 - Fun Treats
- 26 - Restaurant Fundraiser - Chipotle by TJ
- 27 - Teacher appreciation (6th grade)

October

- 16 - Executive Board Meeting
- 19 - Restaurant Fundraiser – Pita Jungle
- 19 - Coffee Talk
- 21 - Fright Night
- 25 - Fun treats
- 25 - Teacher appreciation (7th grade)

November

- 6 - Executive Board Meeting
- 8 - Restaurant Fundraiser – Tacos Calafia
- 15 -Fun Treats
- 15 - Teacher appreciation (8th grade)
- 16 - Coffee Talk

December

- 4 - Executive Board Meeting
- 7 - Restaurant Fundraiser
- 13- Fun Treats
- 13 - Teacher appreciation (9th grade)
- 14 - Coffee Talk

January

- 8 - Executive Board Meeting
- 11 - Restaurant Fundraiser
- 24 - Fun Treats
- 24 - Teacher appreciation (12th grade)
- 25 -PM Coffee Talk

February

- 5 - Executive Board Meeting
- 14 - Restaurant Fundraiser
- 15 - Coffee Talk/ General Boosters Meeting
- 16 - Science Night
- 21 - Teacher appreciation (10th grade)
- 21 - Fun treats

March

- 4 - Executive Board Meeting
- 6 - Restaurant Fundraiser
- 21 PM Coffee Talk/General Booster Meeting
- 27 - Fun Treats
- 27 - Teacher appreciation (11th grade)

April

- 5- International Night
- 8 - Executive Board Meeting
- 17 - Teacher appreciation (4th grade)
- 18 - Coffee Talk
- 24 - Fun Treats
- 27 – Restaurant Fundraiser

May

- 5-10 - Teacher appreciation week
- 6 - Executive Board Meeting
- 9 - Coffee Talk/ General Boosters Meeting
- 15 - Restaurant Fundraiser

- Meet & Greet

Orfe mentioned that the Meet & Greet will take place on July 26 at Barro's Pizza from 5:00 to 7:00. Prameela, Nancy, and Celina volunteered to attend the event and promote the Boosters to new families.

- Bam Bash

The back-to-school event "Bam Bash" will take place on August 1st from 1:00 to 7:00. Orfe mentioned that in the past new members received different items like pennants or stickers. Celina suggested that we do stickers again this year. This was supported by the board. An email with shifts will be sent to the board so that we can all take turns manning the Boosters booth.

- Lunch Program

Prameela and Nancy said that this year they are going to keep the same vendors that we had last year: Panda Express, Panera, Tacos Calafia, Zzeeks and Chick-fil-a. They are contacting previous volunteers and reaching out to new parents that signed up to volunteer at the information session in April. They will work with Anne Sepic to set up the website and the new menu. They are still hoping for more vegetarian options.

- Teacher Appreciation

Celina mentioned that we'll host pizza and salads for the teachers & staff on July 26. Subsequently we'll have monthly meals where each grade is responsible for providing items for one month. Families will also have the option to contribute with cash via zelle.

BETWEEN MEETINGS: Ms Quillan requested that the Boosters contribute \$400 to support the Positive Behavioral Interventions and Supports (PBIS) program. It supports social, learning, behavioral, and emotional needs of all students. Teachers will give students who demonstrate positive behavior "bam bucks" and with them they can purchase treats.