



Terra Linda PTC Meeting

June 7, 2017

Minutes

President	Tamara Peters
Vice President of Fundraising	Jenn Collett
Treasurer	Brian Baldwin
Volunteer Coordinator	Rick Collett
Secretary	Vacant
Communications Coordinator	Vacant

Meeting called to order at 6:59 p.m.

Minutes – Tamara Peters

- Minutes of May 3, 2017 meeting were circulated prior to meeting and asked to be reviewed
- *Motion to approve minutes: Approved*

Board Update

- Fundraising – Jog-a-thon Committee is moving forward with event which will be 10/20/17. Looking for corporate sponsors to self-fund the Jog-a-thon t-shirts. Dining for dollars at McMenamins raised \$1955. Received first check of \$65.45 from the Bales bottle recycling. These will be quarterly checks. Continue to collect boxtops collect over the summer.
- Volunteer Coordinator – Many open positions for committee chairs for next year. An email will be going out this week or next asking for these positions to be filled. In May we had 81 volunteers completing 529 hours.

Board Nominations and Election

- Secretary – Kristine Baker volunteered for position. PTC accepted the nomination.
Vote to approve: approved
- Communications Coordinator – Michelle Fordice volunteered for position. PTC accepted the nomination.
Vote to approve: approved

Bylaw Discussion and Vote – Tamara Peters

- Copies of the bylaws were passed out to run through highlights. Bylaws were modified to clean up old terms and change board member descriptions and terms.
- Board member term limits was changed to a max of 2yrs; was 1 year.
- Volunteer coordinator description was updated.
- Communication coordinator was added as a new board position with a general description. Description will be updated next year.
- An increase in the amount the board can approve was set at \$100. Anything over must be put to a vote at a PTC meeting.
- A funding request form was added. If an item is not in the budget then the form needs to be submitted 2wks prior to the PTC meeting. It is helpful if the individual submitting the request comes to the meeting.

Vote to approve: approved

2017-2018 Calendar – Jenn Collett

- Aug. 31 Back to School Picnic/Track Celebration 4:30 drop off begins; 6:30 track event begins
- Placeholders on calendar for PTC meetings
- Dining for Dollars will be added; a canned food drive will happen before Thanksgiving; movie night in January; book fairs in Oct/February-March; Author Visit slotted for 5/4 in the morning.
- Science Fair and Bingo being separated
- STEAM night (Art Blast Component) being added with an Usborne Book Fair
- Family Literacy Night not scheduled, should this move to every other year?
- One Book One School not scheduled, should this be every year?

Vote to approve: approved

Proposed 2017/2018 Budget - Tamara Peters / Brian Baldwin

- An overview of the current year provided. \$64,435 was raised, including a \$23,500 carryover. Expenses came in at \$38,137 with \$25,000 in expenses to be paid out by the end of the year; we must assume that this will be spent. There will be a \$25,000 carryover to next year.
- It was commented that BSD frowns up having more than \$9000 in the account for a rollover.
- Current board feels that they didn't have a clear picture when they transitioned and the books have been cleaned up and new budget has eliminated items giving up the ability to utilize our funds better.
- Board will continue to clearly communicate the budget on the overhead with a breakdown.
- There was a \$3,000 transfer prior to 2014 – comments that is might be from the purchase of iPads.
- Reserve money put into artisan residence with next project being completed during the 2020/2021 school year.
- Reserve money put into author visit with the intent to bring in high quality authors every 3 yrs.

- IXL Discussion: The Eureka math program is begin adopted and Dreambox and Zearn are new math programs that are paid for by BSD for the fall. There are also other free math applications that can be used. Comments that Zearn not necessarily a program that can be used at home. IXL is good for students who need to be advanced. PTC will fund IXL for one year and make a transition plan. IXL line item added back into the 2017/2018 budget at \$2800.
- AR Discussion: The district is adopting a new approach to reading. Teachers are looking at best practices for teaching reading. Units of Study has been started and teachers are receiving training. This is a rollout that will take a couple years. The teachers were asked about AR and have talked to TOSA's about teaching reading. Benefits can be reached without AR. All students will have set reading goals. Students need to be able to analyze. Only a handful of teacher's using AR. Comments that AR is important for our readers and students/teachers should be able to use it. Suggested that we could just do EARLA which costs \$2200. AR line item added back into 2017/2018 budget at \$2200. Is a team of volunteers needed to form a committee to look at the pros/cons of this program?
- *Motion to approve \$500 being moved from running club to track celebration: Approved*
- New line item for track celebration: \$500 moved forward from running club with an increase to \$750
- Intend to charge \$5 for OBOB registration
- Line item for Art Blast \$350, Line item change at \$80 for website; Line item change for ESL night – increase to \$500 from \$200, they have been overspending. Line item change for staff appreciation – increase \$500 from \$250.
- Removing spending on family literacy night for 2017/2018
- One book one school will remain on budget, but is this something we want to see happen again in the future?
- New tradition will begin with the 4th grade class holding a pancake breakfast to fund their 5th grade party. Parents of the 5th grade party/fundraising will oversee the donating back to the school if overfunding occurs.
- No constitution showcase for 5th grade
- There will be a \$10,000 carryover for startup expenses. Savings is separate from this.
- Teacher wish lists will be organized over the summer with the intent to roll this out next year.
- There needs to be an ongoing conversation on how much is being spent and what money is being spent on. Teachers should be able to ask for things and given money – goal is to spend the money.
- *Proposed for Fall conversation* – set up a process that if the carryover is more than \$10,000 it triggers a review to determine why/how it happened and to determine if we are over budgeting.
- Comments that we need to be a unified community. PTC committed to setting goals for next year, be transparent, and communicate.
- *Motion to Approve budget for 2017/2018 - Approved*

Principals Report – Christy Batsell

- None – meeting ran late

Other Business – Tamara Peters

- None – meeting ran late

Meeting Adjourned at 9:05 p.m.

