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**Terra Linda PTC Meeting**

**January 10, 2018**

**Minutes**

|  |  |
| --- | --- |
| **President** | Tamara Peters |
| **Vice President of Fundraising** | Jenn Collett |
| **Treasurer** | Brian Baldwin |
| **Volunteer Coordinator** | Rick Collett |
| **Secretary** | Emily Struthers |
| **Communications Coordinator** | Michelle Fordice |

Meeting called to order at 7:03 p.m.

**Meeting Minutes** – Emily Struthers, Tamara Peters

* Minutes of the December 6, 2017 meeting were circulated prior to the meeting and asked to be reviewed.
* *Motion* to approve minutes: *Approved*

**Open Forum** – Tamara Peters, Rick Collett, Kelly Olson,

* Spring Book Fair coming up, dates on school calendar
  + Theme is Paws for Books
  + This will be Pam’s last year so Rick and Pam planning event together
* Coding Club starts Friday, January 12
  + Building websites will be focus this year
  + 17 enrolled, 3 openings
  + Funded by PTC
* OBOB
  + January meeting will be mock battles
  + February meeting will be schoolwide battles
  + Tentative date is February 16, after school
  + Battle two teams at a time for 3 rounds, highest two teams move on to battle each other, final team goes to regionals in early March
* Running Club
  + Cancelled this week due to rain, but still up on running days compared to last year
  + Nearing 1000 miles for January
  + Special token for month of January is a snowflake
* Girls on the Run interested in program at Terra Linda, but still in need of a coach
  + T/Th after school for 90 min, 10 weeks, Saturday race
* Dining for Dollars
  + February 25, 4-8 pm, Subway Cornell and Barnes locations, no flier required - must mention Terra Linda, will put flier up in store and distribute at Terra Linda, we receive 10% of all sales including gift cards
  + Did not get McMenamins for this year, will apply again next year
  + Suggestion for Si Senor for future Dining for Dollars event, large location
  + Fundraiser is more profitable if we receive a percentage of all sales
  + Trying to have variety of restaurants, price ranges to serve all families at Terra Linda

**Volunteer Coordinator Update** – Rick Collett

* We now have 372 volunteers associated with Terra Linda in the Volunteer System!
* September through December we had volunteers spend 1920 hours helping the school!  Thank you!
* If you would like to volunteer at Terra Linda, please visit <https://www.terralindaptc.org/> and select Get Involved > Volunteer to see current volunteer opportunities, or to sign up to become a new volunteer.
* This month’s volunteer needs:
  + Movie Night – 1/19 – help with popping popcorn in the morning, setup, and concession sales. Sign-ups will be listed in the volunteer system soon.
  + Passport Club – 1/25 – help with the passport checks. Sign-ups are listed in the volunteer system.
* Looking ahead to next month's needs:
  + Valentine's Day Classroom Parties - if you are interested in helping with the party in your student's classroom, please sign up as a Party Helper for the classroom and the Party Parent will reach out to you.
* Questions about volunteering at Terra Linda?  Please let me know at [volunteers@terralindaptc.org](mailto:volunteers@terralindaptc.org)
* Trying to get more volunteers for Read to Me Kindergarten
  + Time slots available throughout the day
  + Christy will complete short training for volunteers
* Email to come with details on volunteer needs after movie night needs are established
* OBOB needs co-chair for next year
* Need to reach out to committee chairs to establish needs for 2018-2019

**Fundraising Update** – Jenn Collett

* The next Dining for Dollars event is coming up on Thursday, 1/25 from 4-8 pm at both the Saltzman Rd and Cornell Rd Subway restaurants. Take a break from cooking dinner and come out to support Terra Linda!

**Treasurer Update** – Brian Baldwin

* Request for funds to buy recorders - Devon McKenna
  + Plans to do recorder unit with 3rd grade only
  + Purchase recorders for students not purchasing own, students will check out and return; can be reused next year
  + 60 3rd graders, propose buying approximately 40 recorders
  + $3 per recorder through West Music
  + Previous years students couldn’t take recorders home to practice and needed to be cleaned daily at school
  + Anticipate at least half of students buying their own recorders
  + Devon to send home order forms this week, orders due next week, will establish purchase need after that
  + PTC can approve dollar amount now, order up to that amount after need is established
  + Requesting approval for up to $206.50
  + *Motion* to approve $206.50 to purchase recorders: *Approved*
* FYTD expense $26,042, not including $10K transfer to next year or $12K grant funds
* FYTD incolme $37,672, not including $10K transfer to next year or $12K grant funds
* All categories currently on track for spending
* $14646 surplus (assuming we hit all projected income), need to determine activities for this money
* Still waiting on some corporate matching for Jog a thon, occasional money is being received from students as well
* Explanation of how to read budget
  + Red means money we haven’t received yet
  + Green means money we have not spent, money in positive amounts
* Suggestion to help parents sign up for Amazon Smile while at movie night, have laptop available so they can sign up in the moment
* Misc. Income category wasn’t in the original budget - Tae Kwon Do fundraiser, random corporate matching, etc. are categorized here
* Teachers doing well spending their money this year, teachers are appreciative of the support, many will use the enrichment money this spring for field trips, fast turnaround on reimbursement from Brian, need to save receipts
* Wish list
  + Some teachers are receiving items and teachers like it
  + Some items seemed to be more necessary items than ‘wish list’ items
  + There are some larger items available
  + Wish list is a learning process for us and teachers as we determine how process works
  + Possibility to spend PTC surplus on wish list items toward end of year
  + Board will discuss when we need to establish plan for surplus, then bring ideas to whole PTC, possibly vote on ideas in February
* Link to budget is live on PTC website
  + Budget updated at least weekly
  + Brian open to questions anytime, but can also review budget on website
* Complete transparency on budget – grant money passes through PTC account and is listed on budget but totals zero, this way people can see that grant money is received and being used, until grant money is spent it can look like account is inflated

**Principal’s Update** – Christy Batsell

We are so happy to have students back at school after Winter Break! As we settle in, teachers will continue working closely with students on developing their reading skills.  All students should know their IRLA reading level, so be sure to ask your child. If they don't know, feel free to contact your child's teacher for details. In addition, all students have a reading goal that their teacher has helped them identify. Goals are intended to help students acquire the skills needed to move up to the next reading level. Students work on their goals during independent reading time at school, but they can also work on their goals at home. Does your child know his/her reading goal? This is a great conversation while you read with your student at night or on the weekends or just before h/she gets started reading independently.

Keep in mind that while it's important for students to work on reading goals and read books at their appropriate reading level, it is also important to read books of high interest. Consider stopping by the Cedar Mill Library and asking the librarians to help your child select books they really want to read!

At the PTC Meeting on February 7, fifth grade teacher Mrs. McAndie will be highlighting additional strategies we use with students in all grade levels to expand their reading skills and prepare them for middle school, high school, and beyond. Come learn about the 90-minute reading block, see an example of a mini lesson, and learn more about the Lucy Calkins Units of Study in Reading that we use Kindergarten through 5th grade. We hope you can join us!

* Mrs. Schroders class earned highest participation at Jog a Thon and earned $100 prize for their class. Mrs. Schroder motivated class during the Jog a Thon by completing a unit on a class pets and promised to buy a pet for the class with Jog a Thon money if they won. Class received a pet hamster today and will name the pet in the next few days!

**Upcoming Author Visit** – Olivia Bucks with Usborne Books

* Michelle Nelson-Schmidt will be author visiting Terra Linda
* Visit will be Friday, May 4th
  + Up to three 1-hour presentations, number of presentations depends on space,
  + Michelle doesn’t change message much due to age of audience
  + Michelle tells lots of stories to keep younger kids engaged, older kids more in tune with the message of her books
  + Encourage parent to enjoy event sponsored by PTC
* First author visit Terra Linda has had in many years
  + Goal is to have author at least once every 3 years
  + Olivia hopes to have author available each year if we are interested
* $400 for Michelle’s visit, more affordable than some authors’ fees; fee can be closer to $550 for out of town authors, Usborne tries to use sponsors to help reduce costs of hotels/food/etc.
* Follow dreams, perseverance are themes in her books
* Author made handbook with activities to do with students before author visit
* Will put up flier with sponsors for the visit
* Have 3 of Michelle’s books available for classes to read before her visit
* Contract and W-9 for PTC to sign before visit
* ‘What if’ character about turning this around
* ‘Cordelia’ about being your own hero
* ‘Bob’ about your imagination and finding people who see you for who you are
* ‘Dog and Mouse’ about friendship
* Michelle brings large artwork to show during presentation
* Our schedule effects Cedar Mill Elementary as Michelle will travel to their school after Terra Linda
* There are plushies that go along with the stories that Olivia can lend to classes
* Sponsors include First Impressions printing in Lake Oswego, Edwards Bungalow, Hilton Garden Inn
* Book sales – Olivia will have pre and post sales, all books will be autographed by Michelle
* Not sure if books will be delivered day of or day before event
* 40% of book sales, once we hit $250, will go to Terra Linda to pick books for library/classroom
* Michelle has Wednesday storybook live online each week
* Michelle visiting 10 schools and hosting evening events during her week in Portland
* Next fall the visiting author will be Eric Odie
  + Books feature rhythm and rhyme
  + Teaches writing through music
* Literacy programs available through Usborne: matching grant at 50%, book fairs, reading incentive program, cards for cash, direct sales
* Depending on grade level, many teachers will do some introduction of author in the classroom and some post work with classes as well; Olivia gave example of entire school writing ‘what if’s’ on giant ‘What If’ monster or classes dressing up like character, visit is more impactful when kids are familiar with stories
* PTC needs to determine next steps for how to get teachers and students involved; will have follow up meeting with Olivia and PTC board

Other Business

* Buddy Bench proposal – Robyn Cooper
  + A place a child that is feeling lonely or sad can sit
  + Other kids will stop and help out lonely child, if teacher sees someone picking up a buddy they earn a Tiger Paw
  + Trimet has a bench they will donate but need to finish legalities, need to arrange for transportation of bench, painting, location of bench, needs to be anchored to the ground and approved by risk management
  + Need to be creative to make it look appealing and labeled buddy bench
  + Possible dedication ceremony
  + Trimet interested in doing publicity around Buddy Bench
* Movie Night
  + Sonia Peterson is chair
  + Possibility to add donation aspect to movie night, donate money, books, canned goods, coats, sock drive
  + Money could go to charity or buddy bench
  + There has been some push back from families wanting events to been free instead of centered on donations
  + Will reach out to Sonia and chairs of other spring events to add possible donation component
  + Possible book exchange schedule later in the year