# cid:ECC48BF6-6DAA-41C7-94B9-78213159DB03@home

**Terra Linda PTC Board Meeting**

**January 22, 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 6:44.

**Meeting Minutes**

* Minutes from November 16, 2017 board meeting reviewed.
* Motion to approve minutes: Approved

**President Update**

* Schedule board meeting dates for the rest of the school year
  + February 12, March 21, April 9, April 30
* Discuss plan for the budget surplus
  + Reviewed list of proposed ideas: Gaga ball pit, wish list items, 20 Chromebooks, makerspace items, books for classrooms, 10 iPads
  + Teachers ranked list: 1st Wish List, 2nd Gaga Ball Pit, 3rd Makerspace Items
  + Makerspace could be a range of dollar amount, up to $10,000
  + Given current trend with enrollment, we think we will continue to have open classroom for Makerspace
  + Projected to have $15-18K surplus, including all money received from jog-a-thon
  + Current surplus $18,146.51
    - Plan to keep small amount of money for expenditures during the remainder of this year
  + Not including budget for buddy bench at this time because we don’t know details for next steps and cost
    - Christy researching what will happen next
  + Items on existing Wish Lists include drums, scanner, jump ropes, books, yoga set, along with smaller items
  + Chromebook suggestions
    - could purchase 10 instead of 20
    - possibly buy refurbished Chromebooks
    - need to research when district will purchase additional Chromebooks
  + Makerspace suggestions
    - Christy thinks we could get it running this year
    - would be a quick turnaround for children to see the benefit from jog-a-thon
    - impacts the most children
    - should establish expectations for managing Makerspace before moving forward
  + Wish List suggestions
    - Give each teacher additional money to spend instead of actual items, however if teachers don’t purchase items before end of year we would have another surplus
    - Purchase large dollar amount wish list items, leave smaller items for families to buy
  + Terra Linda has to purchase items, PTC reimburses Terra Linda
  + Agreed to budget $15,000 to spend before year end
  + Propose ideas at February PTC meeting, vote on ideas at March meeting
* School directory update (Tamara/Michele)
  + Michelle and Gavin posted opt-out form on website
  + Parents can opt out of all or part of directory
  + Deadline to opt out is January 30
  + Notified families about directory in PTC blast, Christy will include in email, possibly send school email specifically about this topic
  + Directory cannot be uploaded into ParentVue per IT
  + Directory will be posted on PTC website and will be password protected
    - Michelle will follow up to find out if it is one password or each user creates own password and if parents can opt out at later date
* Process for getting committee chair updates before PTC meeting
  + Emily will email chairs for updates one week prior to PTC meeting
* Forms page on website cleanup
  + Brian sent Michelle documents needed on website
  + Michelle will update website
* Homework for February: Create PTC Board Calendar of Events
  + For each function within PTC board, have calendar of events so new board members know what to plan each month
  + Each board member will create own calendar
* 50th Anniversary for Terra Linda (2020)
  + Add to list of committee chairs for next school year
  + Start reaching out to alumni

**VP Fundraising Update**

* How to use up hot dogs/otter pops from the back-to-school picnic
  + Suggestion to give out for free at Bingo Night
  + Have several hundred leftover
  + Can use our budget for buns and condiments
  + Jenn will follow up with Penny Galvin
* Should we move forward with planning Spirit Fridays?
  + Maybe once a month future Apollo day and the other Fridays are TL gear?
  + Raffle for kids and adults: Subway cards or other gift cards? Other little prizes?
  + Need someone to spearhead Spirit Fridays
    - Add to new business for February meeting, on agenda before the budget surplus
* Thoughts on a Summer reading book swap? Maybe in May?
  + Not moving forward with it at this time
* Thoughts on collecting board books to send home with families with young kids at home who may not have a lot of books at home
  + Idea came from meeting about Kindergarten readiness
  + Identify families that say they can benefit from additional books in their home
  + Have collection bin in lobby for collecting books
  + Jenn will follow up with Christy Batsell and Christy Edmonds for next steps
* Jenn completed Eco Network training
  + Mr. Young wants the leadership team to form a Green Team
  + Will meet mid - February to determine plan

**Volunteer Coordinator Update**

* Committee Chairs for 2018-2019
  + Michelle sent message to find out transition plan for chairs, received a few responses
  + Backpacks, Jog a Thon, and Plant Sale chairs will remain the same
  + Passport and Book Fair found replacements for next year
  + OBOB asking for co-chair
* Committee Chair Guidelines Document
  + Create guidelines for committee chairs that will review their budget, how to communicate with volunteers, establish deadlines, and possibly have a board member to which chairs can report and get feedback
  + Volunteer Coordinator and Communication Coordinator roles to work together
* Classroom Reps for 2018-2019
  + Met with Kelly Olson for feedback on classroom rep role
  + Will establish roles earlier in the year
  + Often times teachers are communicating directly with parents rather than using class rep

**Communication Coordinator Update**

* New board position update
  + Member at Large board member
    - In charge of social events
    - In charge of committee events
  + Community Relations board member
    - Michelle will research this role at other schools
  + 50 year Anniversary chairperson
* Debrief on Movie Night
  + Need better sound system
  + Set expectations for behaviors
  + Possibly establish quiet listening area
  + Rent better projector and sound system
  + Will have new chairperson next year, allow new chair to plan changes
* Committee Chairs
  + Large positions need to be filled by end of year
  + Smaller events filled three months prior to event
  + Will review roles at February board meeting
* Author Visit
  + Christine Baker will coordinate details of author visit with Olivia Buck
  + Christy, Kristy Edmunds, Christine Baker, Tamara, Mrs. Kohl will have meeting next week to figure out details
  + We are interested in having another author visit next year, possibly decide after this author visit
  + Artist in residence happens once every six years

Meeting adjourned at 8:43.