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**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.