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**Terra Linda PTC Board Meeting**

**February 12, 2018**

**Minutes**

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

Meeting called to order at 6:40.

**Meeting Minutes**

* Minutes from January 22, 2018 board meeting reviewed.
* Motion to approve minutes: *Approved as amended* – change spelling of Kristy Edmunds and Mrs. Kohl

**President Update**

* Homework for March: Create PTC Board Calendar of Events
	+ Create calendar showing timeline of responsibilities to ease transition for future board members
	+ Bring calendar to March board meeting
* Cedar Park Middle School Principal to attend March 14th PTC meeting
	+ Scheduled for 15 minutes at beginning of meeting
* Beaverton School Levy
	+ Yes for Beaverton Schools asked to present at PTC meeting
	+ Decided not to invite them to speak at PTC meeting because we want to stay impartial
	+ Info about Levy shared at PTC meeting and Christy’s email; will share again in PTC Blast and reminder in March PTC agenda

**VP Fundraising Update**

* Plan for follow up conversation on budget surplus at March PTC meeting
	+ Three teachers have expressed interest to Christy about formulating plan for Makerspace
	+ We would like one teacher to come to March meeting to propose plan for Makerspace
	+ Goal to have Makerspace open by STEAM night
	+ Tamara will follow up with Christy next week about plan from teachers
	+ Makerspace committee can include parents as well
	+ May include printer on budget surplus proposal within Makerspace plan
	+ Need to determine cutoff date to spend extra $300 teacher funds; leftover money will go to library
	+ Michelle will share details with teachers about Wish List items being purchased and extra $300 for classroom teachers
	+ Need to clarify class funds versus enrichment funds on the budget for next year

**Volunteer Coordinator Update**

* Unable to fill spaces for hearing volunteers, even with one-week notice
	+ Looking for ideas on how to fill volunteer spaces
* Rick will attend Better Impact Training in March
* Welcome Packets
	+ Move toward online Welcome Packet
	+ Want to determine contents early so we can start working on it
	+ Michelle will take lead
	+ Rick will share copy of Welcome Packet from last year
	+ Print one page that will introduce PTC and have link to website with info about school events, committees
	+ Include link to opt out of school directory so we can distribute school directory earlier in the year
	+ District opt-out form allows families to share all information or none, PTC opt-out will allow families to choose what information to share
	+ Will have a few printed copies of Welcome Packet for families without access to computer
* School supplies for kids in need
	+ Jenn had conversation with Christy at last Principal’s coffee about how to better provide school supplies for families in need
	+ Would be nice to collect and distribute supplies in advance so that students in need could arrive with own supplies like the rest of the class
	+ Terra Linda has tried using company where families could purchase entire school supply list, however quality of supplies was poor
	+ Possibly use Angel Tree model in which families could grab ‘ticket’ to buy supplies for one extra student
	+ Need to work through logistics of how to inform families willing to donate and how to get supplies to families needing supplies

**Communication Coordinator Update**

* Committee chair vacancies for 2018/2019 school year
	+ Michelle reached out to current chairs
	+ Several new chairs, all names listed on Committee Chair document
	+ Still need to reach out to Art Blast and Art Lit chairs
	+ Art Blast and Science Night chair are two separate roles, for this year both chairs worked together to create STEAM night on April 20th
	+ Enrichment committee is existing committee but has not used any funds this year
		- Tamara will contact chairs to discuss ending enrichment committee
	+ One School One Book – all families/staff receive the same book
		- Possibly do program every two years, need chairperson, determine budget for high-interest book, possibly end event with Literacy Night
		- If unable to find chairperson, move budget for this category to another area
	+ Share list of chairperson vacancies at March PTC meeting, if unable to fill spots we should discontinue committee and move budget to another area
	+ Board members will decide by next board meeting if we want to continue next year
	+ Add chairperson for 4th grade parent to fundraise for 5th grade party
* Committee chair email reminders— approval from Rick / Brian
* Teacher email approval — need edits from Brian
* Directory
	+ Michelle will check in with Gavin
	+ Will share link in PTC blast and email from Maria
* Calendar
	+ Start working on calendar for 2018-2019 school year this spring
	+ Reach out to committee chairs for schedule suggestions and budget needs
	+ Preferably be done with schedule before end of school year

Meeting adjourned at 7:56