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**Terra Linda PTC Board Meeting**

**February 12, 2018**

**Minutes**

|  |  |
| --- | --- |
| **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