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**Terra Linda PTC Meeting**

**April 4, 2018**

**Meeting Minutes**

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

Meeting called to order at 6:35.

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

* Motion to approve minutes as written
* *Motion Approved*

**Open Forum - Robyn Cooper**

* Buddy Bench
	+ Meeting with Mr. Young rescheduled
	+ Bench installation will cost about $500
	+ Want to continue planning this year, but wait to introduce bench to students until next year
* Kindergarten orientation April 12th, 6-8 pm
	+ Robyn Cooper will have table to invite families to join TL facebook group for kindergarten families

**Guest Speaker – Ashley Vanderjagt**

* BSD Emergency Coordinator, Ashley Vanderjagt, will provide an overview of BSD’s emergency preparedness program and improvements, emergency protocols and drills, and emergency preparedness tips for the home and family. Bring your questions and ask the expert.
* Ashley has been speaking to several schools around the district this year to inform families about safety upgrades and protocols
* Ashley has been working in emergency management for 12 years
	+ Volunteered after Hurricane Katrina and then worked for city of New Orleans to help them prepare for emergencies
	+ Worked at University of New Mexico
	+ Moved to Oregon two years ago
	+ Emergency Coordinator position created in 2014 and Ashley is the first person to hold this role within Beaverton School District
* Improvements over last few years
	+ Standard response across schools for lockdown, lockout, shelter in place
	+ All teachers and students are trained
	+ Security upgrades
		- All doors are locked and only one point of entry to schools
		- Staff has access through other doors with key cards
		- Key cards can be canceled immediately if lost
	+ District Emergency Operations Plan adopted by district that overviews emergency management for the district
		- Separate plan for TL that follows district plan but has additional details that apply to TL such as maps, utility shut off, seismic upgrades
	+ 2600 emergency bins purchased, one for each classroom across the district
		- Contain standard supplies such as emergency vest, garbage bags, hand sanitizer
		- All supplies in bucket so that bucket can be used as bathroom in an extended emergency situation
* Beaverton is ahead of many other districts in the area in terms of emergency preparedness
* Student safety
	+ Students are trained with same protocol across schools
	+ Close relationship with law enforcement
	+ School Resource Officers in schools every day
		- Typically stationed at high schools, but also visit elementary and middle schools
		- Develop relationship with students and families
		- Help put out small problems
		- Five SRO’s from Washington County and seven from Beaverton Police Department
		- Partially funded by Beaverton School District
		- SRO’s are police officers that have applied to work in school setting
		- SRO’s are listening to police radio all day and can implement safety plan when necessary
* Standard Response Protocol
	+ Did a district wide lockout earlier in the year and communicated to families so they would be aware of safety plans
	+ Continuity throughout years for students to use the same vocabulary and protocol
	+ Lockdown: something bad happening inside the building, typically implemented by the administrator or staff member that sees something in the building
	+ Lockout: something bad happening outside the building, all perimeter doors locked, teacher keycards still work
	+ Evacuate: used for fire drill, after earthquake
	+ Shelter in place: hazmat situation, during earthquake
	+ District working toward push to lock door handles
		- TL still has key locks on the outside of doors
	+ If students are in hallway they are trained to get to the closest locked place
	+ If students are in bathroom they are told to get into a locked stall
	+ All areas of TL can lock including library, cafeteria, gym, hallway doors to primary and secondary areas lock
* All district phones have a lockout and lockdown button on them
	+ Once pressed, announcement comes over loudspeaker to go into lockout/lockdown
	+ Exterior doors lock automatically when button is pressed
	+ 911 is not automatically called, someone from the school needs to call, district safety team also notified and calls 911
* District communication
	+ Lockout
		- Families not notified in case of lockout because students are learning as normal inside of building
		- District and school website will have update
		- Families will be notified of lockout if it is during arrival or dismissal
	+ Lockdown
		- Families are notified of situation via text or phone call
		- Social media and school websites are updated
		- Do not come to school or call school as this takes resources away from handling situation
	+ Parent reunification
		- District has a plan and families will be notified via text or phone call
		- Bring ID
		- Slow, formalized process to ensure student safety
	+ Earthquake
		- Parent reunification will happen at school
		- Pick up students as quickly as possible
		- Any adult picking up child needs to be listed in ParentVue
		- Natural disaster contact should be someone listed at least 100 miles away, preferably out of state
		- Create emergency contact list on notecard and keep in child’s backpack
* Drills
	+ Monthly fire drill
	+ 2 earthquake drills
		- Drop, cover, hold
		- Safest method in buildings that are not going to collapse
	+ 2 Lockdown drills
	+ 2 Lockout drills
* Personal preparedness
	+ Should have 2 weeks food and water
	+ 55-gallon water drum recommended
	+ Use chlorine phosphate to treat water
	+ First aid kit
	+ Emergency contacts written down
	+ Keep small amount of food and water in car
	+ Think about medications, pets, elderly, treats/games for kids
	+ CERT training available in our area
		- Several weeks course taught by firefighters or emergency personnel
* Ashley is available for questions or another parent safety night at TL

**Treasurer Updates – Brian Baldwin, Tamara Peters, Bridget Piper**

* Reminder: PTC Board will be working on the proposed 2018-2019 budget in April. It will be presented at the May PTC Meeting. Teachers and Committee Chairs, please submit changes, additions, or deletions by April 20th so it can be considered for next year’s budget.
* Request for Funds: Popcorn Machine & Binding Machine
	+ Popcorn machine is broken and is a safety hazard
		- Proposal to buy 8 oz size, commercial size popcorn machine
		- Cost is $919
		- Have supplies that can be used with new machine
	+ Binding machine
		- $304 for new machine that can punch holes and bind
	+ Laminator
		- Very few people know how to use it and jams easily
		- Difficult to change film and clean machine
		- Previous quote from 3 years ago is for $1700
		- Haven’t received quote back from vendor but anticipating about $2500
	+ $3723 for all three requests
	+ Laminator is highest priority
	+ Binding machine and popcorn machine would be nice but not necessary
	+ Suggestion to wait until May or June PTC meeting to vote on popcorn machine
	+ Motion to approve $2800 for laminator and binding machine
	+ *Motion Approved*
* Budget update
	+ Expenses about $39,000
	+ Income about $43,000
	+ Extra funding estimated $7,000
	+ $10,000 in savings for next year, plus would like to keep about $2,000 in checking to cover unanticipated expenses for the remainder of this year
* Bridget Piper, 2nd grade teacher
	+ 2nd grade teachers plan learning celebration each year
	+ Decorating hallway must be done with fireproof paper
	+ Students hang jellyfish using ribbon, fabric, etc
	+ Asking for $150 for celebration this year, and to add it as a line item in the budget for future years
	+ All 2nd graders participate and other classes visit as well
	+ Celebration is on May 17th this year
	+ In previous years, teachers used enrichment funds, personal money, or family donations to cover costs
	+ Suggestion to approve $500 and inform Brian when all spending is complete so that we know how much money to anticipate for next year
	+ Motion to approve $500 for 2nd grade learning celebration
	+ *Motion Approved*

**Communication Coordinator Update – Michelle Fordice**

* PTC will be sending out a survey to all TL parents regarding next year’s budget.  We understand that not all parents can be present at PTC meetings but we value your input.  We want to make sure that your PTC dollars are spent well.  Look for an email coming this week with the survey.  It will only take 3 minutes of your time!

**VP Fundraising Updates – Jenn Collett**

* Plant sale
	+ Order forms due 4/12
	+ Plants delivered 5/10
* STEAM Night
	+ Don’t miss this fun evening of Science, Technology, Engineering, Art, and Technology scheduled for 4/20 6-8 pm
	+ Come see student science and art projects, participate in hands-on inquiry stations, and tour the new MakerSpace

**Volunteer Coordinator Updates – Rick Collett**

* We now have 406 volunteers associated with Terra Linda in the Volunteer System!
* Field Trips - If parents want to be eligible to volunteer on an upcoming class field tip, you must be an approved volunteer in the system.
* 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.
* Thank you to Penny Galvin for coordinating Bingo Night and to the volunteers who helped make it a fun event.
* This Month's Volunteer Needs:
	+ Look for volunteer opportunities for the Usborne Book Fair and STEAM Night within the next week.
* Questions about volunteering at Terra Linda?  Please let me know at volunteers@terralindaptc.org

**Principal’s Update – Christy Batsell**

* Staff discussed identifying emotions and teaching students to express how they are feeling
	+ Adding to vocabulary to describe emotions
	+ Zones of regulation: Blue, green, yellow, red
	+ Helping kids recognize that it is okay to feel all colors and how to move between colors
	+ Helps develop empathy between students
* Smarter Balance starts end of April for 3-5 grades
	+ Students take tests in classroom on Chromebooks

Meeting adjourned at 8:11