

## Meeting Agenda/Minutes

<b>8.9.19</b>	<b>6 pm-7:30pm</b>	<b>Tina DeRungs</b>
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Facilitators	Staci Thatcher, Tina DeRungs
Note taker	Tina DeRungs
Attendees	Staci Thatcher, Tina DeRungs, Nina Cloutman, Kristi Coupe, Kimberlie Brooks, Leslie Martinez

### Review of meeting with Kati Messerli

Presenter	Staci Thatcher, Tina DeRungs
<b>Discussion</b>	<ul style="list-style-type: none"> <li>Events–reinforce that teachers not take on events, need to have parents take over</li> <li>PTC will buy 2 totes for each classroom so kids can put lunches in them. This way lunches will not be out in the heat (MYP)</li> <li>New campus update: no real news</li> <li>Leadership will take over management of marquee.</li> <li>Directory info will come from Aeries. Any parent who marked no to sharing info on Aeries will be contacted re: being included in the LBCS Directory</li> <li>PTC must vote on funding of PE Assistant position</li> <li>Review of new requirements with SIG Insurance re: events</li> <li>New system for use of Charter buses</li> <li>Review of fundraisers to offset field trip costs</li> <li>Want to focus on including grandparents in volunteer recruitment</li> <li>Back to school night</li> <li>Moving all PTC meetings to evening</li> </ul>
<b>Conclusions</b>	N/A

Action Items	Person Responsible	Deadline

**Treasurer Report**

<b>Presenter</b>	<b>Kimberlie Brooks</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Will try to recruit replacement for Treasurer position mid-year so they can shadow Kimberlie and be phased in</li> <li>• When it comes to accounting and check writing duties, we need to keep in mind separation of duty</li> <li>• Wednesday (first day of school) will close books and set up for new year</li> <li>• Next meeting will have 19/20 budget</li> <li>• Next meeting will provide 18/19 final numbers</li> <li>• Lunch acct-fundraiser for field trips. This account is not closed yet. Of what is left in this account, a portion will assist in funding field trips and a portion will be used to fund PE Assistant position.</li> <li>• Copy of 19/20 budget distributed</li> <li>• Gold highlighted lines are income from fundraisers</li> <li>• Other items are events that are not meant to raise money. If they happen to earn money, it goes into the General Fund.</li> <li>• Money Market account does not earn interest</li> <li>• There is a reserve, but this is meant for emergency purposes only</li> <li>• Pledge Drive differs from Company Match/Parent Donation</li> </ul>
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>• Will need to resume Pledge Drive (last year PTC paid for this) to fund teachers' classroom costs</li> <li>• Will need to think of something new to encourage parents to participate in the Pledge Drive</li> <li>• Presidents will need to get on account as check signers and take Kelly off (we need these meeting minutes approved to do this)</li> </ul>

<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Add new co-presidents as check signers on account	Staci/Tina	

**Review of 2019/20 events**

<b>Presenter</b>	<b>Staci Thatcher, Tina DeRungs</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Review of events currently on schedule</li> <li>• Possibility of new ways to put on Oktoberfest</li> <li>• Possibility of adding a movie night</li> <li>• Discussion of various fundraisers and ideas for new fundraisers</li> </ul>

<b>Conclusions</b>	Staci and Tina will look into this
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Action Items	Person Responsible	Deadline
Place under volunteer tab what each class level will be responsible for: K-LBEF Events 1 <sup>st</sup> -Mother/Son event 2 <sup>nd</sup> -Field Day 1st thru 5 <sup>th</sup> grade 3 <sup>rd</sup> -Father/Daughter Dance 4 <sup>th</sup> -Jog-a-thon 5 <sup>th</sup> -Carnival 6 <sup>th</sup> -Open House BBQ 7 <sup>th</sup> -Eighth Grade Promotion Dance 8 <sup>th</sup> -Go the Distance	Nina	

## Vote on PE Assistant position

<b>Presenter</b>	<b>Staci Thatcher, Tina DeRungs</b>
<b>Discussion</b>	We have one PE teacher who must supervise 2 classes of children (simultaneously) and now class size is larger. The PTC has been asked to fund a part-time position: PE Assistant
<b>Conclusions</b>	Everyone present (six of eight PTC members) voted YES. PTC will fund the PE Assistant position.

Action Items	Person Responsible	Deadline
Let Kati know we voted to fund the position	Staci/Tina	Once the minutes are approved

## Back to School Night (8.12.19)

<b>Presenter</b>	<b>Staci Thatcher, Tina DeRungs</b>
<b>Discussion</b>	Leslie, Tina, Staci will all be at Del Oro for back to school night with their freshmen
<b>Conclusions</b>	Britt and Amber will be at the school Kelly will be there as well selling spirit wear We will have someone put up the Watch DOGS informational board



Action Items	Person Responsible	Deadline

Next meeting is (date, time, location)

<b>Presenter</b>	
<b>Discussion</b>	September 11th, 7pm Granite Bay Beach Hut
<b>Conclusions</b>	Possibility of bringing back volunteer lunch? Pursue Sami Circuit, Family Dance, Star Stuck?

Action Items	Person Responsible	Deadline