

August 2023
RCES PTC Meeting
7:23 pm meeting start

Present: Beth, Marianne, Chelsea, Alison T., Allison P, Megan

Absent: Chanel, JP, Paul

New Business:

Budget Approval*

The 22/23 had a carryover of \$19,217 which Paul and MT have discussed using for capital investments.

Proposed 23/24 budget of \$57,000

New Line item changes include Spring Carnival moved from Board expenses to Volunteer PTC Programs, a new line for Multicultural night in Volunteer PTC Programs, Affinity Clubs in Teacher/Staff programs.

MT requested adoption of proposed 2023/24 budget: Movement made by Allison to accept, Second by Beth. Yes votes present: 6, Yes votes via email: 1, budget was accepted by the board.

*Notes on budget

- Beth received NonProfit status for the Cava account, board does not have to pay for subscription.
- Spring '24 fundraiser ideas include a silent auction, bingo
- Garden could potentially be supported by Tillamook grant, Chelsea is looking in to it
- Field Trip line was increased for 23/24 due to inflation and bus cost
- Assemblies remain a priority
- Affinity group is encouraged to help find and write grant applications with the PTC being the submitting group. PTC would like for Affinity Groups to benefit the entire student base.

Gearing up for the year

Updates:

- No clothes/supplies requests as of yet
- Playground playdates (8/11, 8/19) will include some swag, both dates are covered with PTC volunteers
- Kindy Breakfast dates: 8/30 (Beth, Chelsea) , 8/31 (Megan) 8:30 am- 9 am, cafeteria
- Back to School night 8/24 6-7 pm: PTC will have a table in the front and in the back for otter pops and swag. Volunteer signups forthcoming.
- Staff Breakfast hosted by DW 8/21
- Catered staff lunch 8/22-Chanel

- PTC Board meeting on ZOOM 9/11 7 pm
- PTC meeting, first of the school year, in person 9/20 onsite. Meetings will alternate onsite/zoom so the October meeting will be on zoom.
- Will we have onsite childcare for the September meeting?

Rocket Run

- Sponsors are encouraged to commit soon so logos can get on TShirts
- Bach 2 Rock is committed to DJ the event
- Pre-load Volunteer opportunities asap so vols can sign up as they are approved
- Maybe a new pledge sheet with the flat donation option
- Conversation about possibly using a fundraising platform, but the board thinks that we do not need to spend the money this year, conversation TBC with Paul, JP, and MT
- Would like to have PayPal QR again
- Connection to Trader Joes for snack providing...MT will follow the lead

Planning Approach

- Comms likes the Wednesday Parent Square release, Thurs Rocketeer Newsletter, Friday Facebook roundup
- Passive Fundraiser Papa Murphy's maybe every other month, other FR in the works include Menchies, Old Spaghetti Factory-Chelsea and MT to meet to further discuss
- Beth will work on visually friendly calendar and PTC 101 info sheet for beginning of school year events and socials
- Volunteer orientation Zoom: 9/5, On site 9/8 in the morning, 9/20 before PTC meeting
- Committee solicitations should happen early this year, in September the PTC Board will assign leads and co-leads for committee leadership.
- MT would like to find a 5th Grade Send off Lead who can recruit/run a committee
- Beth and Alison will work on prepopulating sheets on the drive for upcoming events/committees
- Comms/MT will follow up with JP about website refresh or using what is current
- Paul and MT will work on reimbursement timeline, as well as a form. They will also be working on an excel workflow to streamline treasurer duties.
- Would like to have regular Tuesday or Wednesday volunteers to make copies for PTC events handouts

Meeting adjourned by MT

Next board meeting: September 11, 7pm, ZOOM

Amendments/Updates to Notes via Email from MT:

re: Budget Approval

From MT's notes, to be approved at the September PTC meeting:

We are projecting \$58K of income; this is flat to last year. **\$51K will be returned to the school/students/community with programming + events!!! The other \$7K is our organization's operating expenses.**

Three new budget line items have been added: MultiCultural Night, Spring Carnival, and Affinity Club.

Teacher and Staff Budgets are flat to last year's budget, but \$2K less than actual spend last year (we approved a few additional asks due to available budget). Please refer to the Blue Tab for the allocations. You and Jess are free to now communicate these.

Field trips are budgeted at \$10/student + \$300 per grade for buses.

David, your budget is \$2,500 for the year.

Assemblies are budgeted at \$2.1k; three assemblies at \$700 per + a fourth Rocket Run assembly for free.

Affinity club has been funded at \$3K.

Informs/Asks/Guardrails:

We will be preparing reimbursement checks once per month. We will share a formal reimbursement schedule + an updated expense form by September 20. For the immediate, all expenses should be submitted by September 25th using the existing form; checks will be available Monday October 23rd.

Staff are to be diligent about tracking their spend; we will publish financials at the line-item level (including staff spend) in January and April. Any overspend will be balanced by reducing another line item. Staff do not need to seek approval for items they want to purchase. Additional funds at the individual staff member or grade level can be submitted in February.

Affinity club is funded; however, we are requesting that Ashley + Michelle determine a means to impact the entire student population with what this smaller cohort is learning. We believe in this program, but it is a large amount of funds allocated to an after-school/opt in program. This can come to life through assemblies, students presenting to classes, learning that Michelle and Ashley incorporate into their curriculum. Additionally, we need all the facilitators to sign an acknowledgement that they assume all tax liability for the funds the PTC is providing for their work as a facilitator. We are also looking into how to properly record this from a tax filing perspective as this type of payment is considered income. I would like to suggest we do not make any payment to a facilitator until after January 1st; this allows us to not have to scramble to determine the personal and organization tax liability between now and the end of the calendar year. Finally, we would like to ask Michelle to apply for the grant that she applied for last year. The grant can be written to the PTC; however, that does not change the personal tax liability for any payment made for a facilitator's fee.

re:September General Mtg

Proposed Agenda:

Reminder: A volunteer orientation will take place at 6:30pm with the Mtg starting at 7pm

_Principal's Chat

_President's Welcome + Update

_High Level Review of Operating Budget (Paul)

_Review of PTC '23-'24 Calendar (Beth/Alison)

_Rocket Run (JP)

_Upcoming Volunteer Optys (Allison P)

Zoom Volunteer Orientation link:

<https://zoom.us/j/99935368307?pwd=eUFBeVRub1JxeTBVN1lzVFIKcjdUZZ09>

Meeting ID: 999 3536 8307

Passcode: 484603

Papa Murphy's Passive Fundraiser: Monthly, starting October

Art Literacy: Decision made by staff/teachers that Art Lit will only run for K-2. Amanda was just informed this week and she relayed the information to me. Although this is somewhat disappointing; the engagement from the 3-5 teachers with Art Lit and parent volunteers has been a struggle. I told Amanda we are not going to reduce the operating budget we have set; she is going to explore what an assembly or experience could be for grades 3-5. Allison P, we can remove the 3-5 volunteer sign ups in Better Impact.

September Board Meeting Proposed Agenda:

Agenda for 9/11 Board Mtg:

_Updates from MT

_Align on September PTC Mtg Agenda (see below)

_Board Roundtable - relevant updates, help needed, etc

_Rocket Run (JP)

_Review Passive Fundraising Calendar (Chelsea)

_Discuss + Activate Comms + Volunteer Opts for October Dance + Fall Classroom Parties