

2024-(09/04) Board Meeting

Present: Allison P, Alison T, MT, Beth Keebler, Chelsea Fisher, Laurel
Meeting start at 7:37

August meeting minutes review and approval.

Motion to approve made by: [Allison Pederson](#)

Second to approve: Alison Toshima

Minutes approved unanimously

Agenda:

Old Business: Review of past activities

Staff breakfast-was fun to have kids and PTC members participate

New Parent Breakfast update

Back to School Night- went well, swag and popsicles were well received

Financial/Treasurer Update

Whitney did some reconciliations of statements starting March '24

She is willing to help out with needs for basic financials

MT has reconciled the US Bank statements with budget and reports, and all is accounted for
June 30 is the cut off for 23-24 budget.

Proposed budget for 24-25 review (maybe attach budget from MT)

Closing balance from June 30 : \$27652

MT proposes we keep a 10k balance in checkbook

Move x to this years checkbook

Move x to track fund (19000)

We need to vote to approve the budget before money gets moved around.

Teacher/Staff funds are set for now, but flexible if needed. They are based on last year's spend.

Affinity club is \$500 less for budget balance

Question: Which passive FR was the target? Mc Men, Mc D's, OSFactory

MT will clean up the budget and send out proposal VIA TEXT and email the budget: Propose to
look at budget in January to see how things are shaking out.

MT's plan for a week out:

Reconcile 23/24 budget, created proposed budget, make deposits that we need to make, write expense reimbursements, follow up with insurance company to make sure payment was received.

Treasurer interest:

Bradley-new kinder-first vp

Tawney-treasurer

Saquina-Previously served on the board, treasurer interest

Wants to propose co-treasurer

Whitney would do busy work/volunteer work for board position

2 others interested in board positions

Transitioning in October to new Treasurer

Board votes for position filling if the year is already started

Volunteer Update:

Beth, Allison joined parent square volunteer sign up training.

Raptor system allows options of visitor or student, we may get a volunteer option...

Can volunteers check in earlier and print out a nametag when they get there? It may cause a backup if a lot of volunteers are coming in at the same time.

Non-parent/non-guardian vols: Community volunteers

Will possibly be able to print out label ahead of time

Spectators of RR-do all spectators need labels?

Designated spectator area last year is what we will try to do again this year

How do we utilize Raptor effectively? Especially around rocket run.

Rocket Run Planning

Planning committee

Some new folks reaching out for planning committee: JP/Yenny on planning committee plus two new folks.

Corporate Sponsorship

All previous sponsors have been reached out to, currently we are \$1,000 short on corporate sponsors. Kingpins has not committed yet.

Could be an opportunity to highlight a large sponsor on swag, shirts/bags

Rocket Run Planning

Beth can not be the board lead on RR, liaison between board/Jess/David and committee

MT on tshirts, JP on day of schedule

Needs: Snack, money counting, Allison P/Megan T/MT can work on the board liaison position

Amanda Rust wants to put up a banner on the fence for corporate sponsorship, is ok? MT says she thinks that's fine.

Passive FR Update:

Chelsea-

OSF fundraiser on 9/11-Pages for Pasta bookmarks coming to hand out to kids for a free meal if they

Odd Moes 9/27-Nick is super nice and excited and has not gotten back to CF about the logo. Will put flyers on pizza boxes, they are donating %20 for the whole day and no coupon needed.

October: will check out Chick Fil A, maybe can highlight the swag order

Still waiting for Winterhawks FR check, we will wait for the \$ before we can start doing the planning for the FR

Follow up on the METRO grant \$500

November- McDonalds Friday, no school day 11/15, no cookie sale this year

Emergency Kit Refresh:

PTC has managed refreshing and restocking emergency kits, we need to check buckets for expiration

Lump this purchasing in with RR snack purchasing

Replenish buckets when volunteers go in to classrooms to replace items in buckets

Comms Upcoming

- Create OSF flyer
- Launching optional online FR contribution site-MT and Megan can work with committee to establish a timeline for launching

Jess has put in an order for envelopes

- **October 2 PTC meeting at the school**
- **5th grade planning committee planning call for Vols**

8:46pm Board Meeting closed

Additional business via Email/Text

Monday, Sept 9- MT sent the updated 2024/25 proposed budget. Update from the email is included below:

Bank Account Summary:

_Checkbook Balance 6/30/24 \$27,652.10

_Savings Account Balance 6/30/2024 \$25,014.27

2024-2025 Operating Budget:

PTC Income: \$50,500
PTC Expenses: \$50,500
_Board Expenses: \$1,985
_PTC Events: \$18,600
_School Programs: \$17,195
_Teacher/Staff Funds: \$12,720

Major Changes from last year:

_ \$10 per student vs. \$20 for classroom budgets
_ \$15 per student vs \$10 for field trips
_ Increased Field Day by \$1.8K to accommodate Kona Ice
_ 50th Anniversary Event \$300 Budget Added
_ Adoc/Adtl \$1k added to Board Expenses for opportunities that pop up and are outside of the budgeted line items
_ Spring Carnival reduced by \$500 due to change in prize strategy + leftover prizes
_ David Westhora will manage the Field Trip fund (including buses) as a whole; the board will not have to allocate or approve additional spend requests this year.

Wednesday 9/11- Over text MT asked for motion to approve the 24/25 proposed budget. Motion made by Beth Keebler, seconded by Alison Toshima. Motion to approve budget proposal passed.

[2024/25 Budget](#) Final

Monday 9/16 MT-Over text MT asked for motion to approve Brad Manker as 1st VP and Tawnee Buckingham + Sakina Haqq as (co)-treasurers.
Tawnee will manage checking writing and deposits.
Sakina will manage month end reconciliation and monthly summaries for the board and for meetings.

Motion was made by Beth Keebler to confirm stated board positions, Megan Tekchandani seconded the motion. Motion passed via text