

# PTC Board Meeting

## Quick recap

The January 8th PTC board meeting covered several key updates and discussions. The board reviewed financial updates, including Rocket Run fundraising progress that was on track to meet its goal, with \$29,414 raised so far. They discussed the track resurfacing fund, which currently has \$19,500 saved, and debated whether to continue hosting a Fun Run fundraiser or invest the funds instead. The board also planned upcoming events including a Winter Family Game Night on February 12th, Spring Dance on March 13th, and Staff Appreciation Week in May. Garden Club was reintroduced as a 6-week program starting in February, and Yennie proposed cleaning out the school attic to prepare for the spring carnival, though scheduling challenges were discussed regarding staff availability during school hours.

## Next steps

- ✉ Brad: Send email to Matt (Bach to Rock) to remind about Spring Dance booking and CC Beth, then hand off follow-up to Beth
- ✉ Brad: Create and share a Google Doc with general ideas/brainstorm for Family Game Night and coordinate with interested volunteers
- ✉ Allison: Set up Google Sheet/Doc for Family Game Night volunteer sign-ups and help event leads with organizational tools
- ✉ Beth: Confirm with Amy if the library can be used for Family Game Night in addition to gym and cafeteria
- ✉ Beth: Check popcorn supplies for Family Game Night and Spring Dance
- ✉ Beth: Reach out to Amy (and/or BSD facilities contact) to clarify PTC responsibility for track maintenance and potential district support
- ✉ Yennie: Research investment options (high-yield savings, bonds, etc.) for track fund and report back to group
- ✉ Sakina: Look into high-yield savings options (e.g., First Tech, SoFi) for track fund
- ✉ Beth: Send out financial update slide deck to board and Sakina/Tawnee ahead of February 5th PTC meeting

- ✉ Brad: Coordinate Garden Club volunteer needs and collect donations of pots, soil, seeds, and garden implements
- ✉ Beth: Donate seed starter kits and seeds to Garden Club
- ✉ Brad: Order lumber and hardware for new picnic tables for Garden Club
- ✉ Beth: Talk to Amy about possibility of attic clean-out access during evening/night hours and clarify staff supervision requirements
- ✉ Beth: Coordinate with interested volunteers to determine best times for attic clean-out and confirm number of helpers
- ✉ Brad: Send out list of game/activity ideas for Family Game Night to the group
- ✉ Beth: Send AI transcript to Nate

## Summary

### Camera and AI Recording Issues

Beth and Brad discussed technical issues with Beth's camera and AI recording settings for a meeting. Beth confirmed she had resolved the AI recording problem and was now recording to the cloud. They agreed to proceed with the meeting agenda once other participants joined.

### Board Meeting Agenda and Updates

The board meeting began with introductions and updates from members, including a discussion about the start of the new year and the upcoming busy season for some. Beth shared the agenda items, which included approving previous meeting minutes, discussing upcoming events, reviewing financial updates, and addressing website changes. The meeting was set to start at 7:06 p.m., and the board planned to review the November meeting minutes, which were mistakenly labeled as September.

### PTC Meeting Minutes Review

The PTC board reviewed and approved minutes from their November meeting, which covered fundraising progress, club updates, and various action items. They discussed upcoming events, including a pizza fundraiser in January and a PTC meeting scheduled for February 5th, which was moved from February 4th to avoid conflicting with a district workshop. Brad confirmed that the new meeting date had been updated in Facilitron, though he noted difficulties with the system. Beth requested feedback on potential guest speakers for the February meeting and confirmed that Amy would provide a principal's update.

## **Winter Game Night Planning Meeting**

The board discussed plans for Winter Family Game Night on February 12th, with Brad leading the event and proposing a multi-zone setup including board games in the library, active games in the gym, and card games in the cafeteria. They agreed to serve popcorn and potentially offer prizes, with suggestions to use gift certificates from local businesses and items from the attic clean out. Allison announced a switch from ParentSquare to Google Docs for event sign-ups due to better accessibility and safety features. The conversation ended with a brief mention of the upcoming Spring Dance on March 13th, which Beth offered to lead.

## **Spring Event Planning Coordination**

The meeting focused on event planning and coordination. Beth and Brad discussed reserving Bach to Rock for the spring dance, with Brad agreeing to send a reminder email to Matt and CC Beth. They also decided to include popcorn at the family game night and dance, with Beth agreeing to check on supplies and add volunteer slots. The group debated whether to set aside funds for track maintenance, but Beth suggested tabling this decision until after the financial update. Upcoming events in May were mentioned, including a PTC meeting, Kindergarten Orientation, and Spring Carnival, with a call for volunteers to help with Staff Appreciation Week and the carnival.

## **Staff Appreciation Week Planning Meeting**

The meeting focused on planning Staff Appreciation Week, which will take place from May 4th to 8th. Beth outlined the usual activities, including catered meals and small gifts, and suggested repeating the coffee cart from last year, with pre-orders to improve efficiency. Yennie confirmed her assistance in organizing the spring carnival, while Beth agreed to handle vendor coordination. Sakina expressed interest in helping with the carnival planning but noted her potential absence due to a trip to Switzerland in May. The conversation ended with a brief mention of the upcoming field day in June.

## **Fundraising Progress and Goals Review**

The team reviewed their fundraising progress, with Sakina reporting they had reached their Rocket Run fundraising goal of \$30,000, though they were initially concerned about discrepancies in the numbers. Beth and Tawnee confirmed they were close to meeting their overall budget targets, with passive fundraising at \$2,300 against a \$6,000 budget and Rocket Run at \$29,414 against a \$30,000 goal. The team expressed confidence they would meet their remaining fundraising goals before the end of the year.

## **Financial Updates and Budget Management**

The meeting focused on financial updates and budget management. Tawnee reported that only one expense report was submitted in December, with most staff having already spent their budgets earlier. The field trip account had a remaining balance of \$25 after a small school visit expense. Brad inquired about the handling of unused field trip funds, which Tawnee clarified stay in the account and do not roll over to the next year. Beth mentioned she would reach out to Amy regarding field trip planning and bus requests, as these often require advance coordination.

## Track Fund Fundraising Strategy

The board discussed the track fund, which currently has approximately \$19,500 of a \$30,000 goal. They debated whether to organize a fun run fundraiser, with concerns raised about the event's workload and potential confusion with existing running-based fundraisers. Brad suggested promoting track repair specifically during future Rocket Runs, rather than adding a separate event. The group confirmed that the track fund money is currently in the savings account, and Beth mentioned a previous spring fundraising event called the Blast Off Benefit that was not revived after COVID.

## Track Fund and Garden Club Planning

The PTC discussed several key topics including a track fund investment strategy, with Yennie proposing to investigate high-yield accounts or bonds as a low-effort way to generate interest on the approximately \$20,000 track fund. They also discussed the reactivation of the Garden Club, led by Brad and Stephanie, which will start with a winter session in February and needs volunteers for presentations and supplies. The conversation ended with a discussion about cleaning out the school attic, where Yennie requested help organizing carnival equipment and other stored items, though scheduling challenges were noted due to staff availability and school hours restrictions.