

Placer Elementary PTC Executive Meeting

Minutes: August 17th, 2017

- I. **Call to Order: The Executive Meeting of Placer Elementary PTC was called to order at 6:01pm by Joe Smith in the school cafeteria at 8650 Horseshoe Bar Road Loomis, CA 95650.**

- II. **Roll Call :** Officers Present: President, Joe Smith
Vice President, Pam Thompson
Recording Secretary, Kelsie Dales
Treasurer, **Absent**
Secretary-Treasurer-Holly Devito
Ways and Means Chairperson, Michaela Shull and Ashley Sjolie
Communications Director, Jen Bovolick

Others Present: Rick Judd (principal), Deb Parker (parent), Megan Garcia (parent), Alyson Whitaker (Hospitality Chair)

III. President's Notes:

- A. Meeting Format
- B. Making a Motion: Make a motion properly, minutes posted on PTC website, board members make motions and votes, any positions can be held by parent or a teacher. Motion passes with a majority vote (4 voting members).
- C. Votes: If absent, send a proxy to cover your vote. Another board member has to be your proxy.
- D. Respect: People need to respect each other and their positions on an issue. Board members did an activity to remind us of why we wanted to be a part of the board and to create a positive atmosphere. Members wrote their thoughts on a card and are kept in an envelope

to be opened at the end of the year. Secretary will hold envelope until the last meeting.

IV. Approval of July Minutes: Minutes Approved

V. Administrative Reports:

A. President: Nothing to report

B. Vice President: Welcome Back BBQ went well. Pam feels that the membership is low. Wants to communicate more with teachers regarding membership. Questions about membership drive and PTC week. Talk with Nadine (Placer secretary) regarding current class lists.

C. Secretary: Nothing to report

D. Secretary Treasurer/Treasurer: Nothing to report

E. Ways and Means: Working on finding chairs for committees. Make a motion to have chairs for events (Harvest Festival, Winter Fest and Daddy/Daughter Dance). Motion passed. Michaela talked with Vicky Dessert (print shop), she needs 1 week to get copies done for PTC. Joe asked Rick to see if Vicky could get us a copy of the process she would like for the board to use when needing copies. Board has suggested that any items that need to be printed be given to Kelsie Dales to turn into Vicky Dessert for printing. Copies should be given to teachers by Thursday to be sent home on Friday. PDF files given to Jen to be put on website.

F. Communications Director: Jen would like a volunteer list sent to her electronically. New budget needs to be linked to PTC website. Spirit wear needs to be addressed by chair and orders are coming from new families. School child roster that is online that is password protected needs to be removed. Jen wanted clarification about an "Executive" Board Meeting and a "General" Board Meeting. Executive meetings should be closed, but with board approval we will keep them "open". General meetings will be held 3 times a year and everyone is invited and it will be an open forum. Executive meetings will be held once a month.

G. Principal: Rick showed a power point that shows district objectives. He would like our PTC objectives to be aligned with district objectives. Rick presented the parking lot map again and reported that today's pickup was much better than prior days. Acknowledges that the parking lot is still a major issue for parents and needs to be addressed. LBEF grant will be filled out at the end of the year. Site and safety plan is filled out and turned into state. Rick presented a wish and goal list regarding past budgeted items. He wants to present it in a way that the board approves of. A state of an art library picture was shown to give an idea of how our library could be changed or sectioned into. Joe requested that Rick table the other items on his list for our next meeting due to time restraints.

VI. Committee Reports: Nothing to be reported

VII. Old and/or Unfinished Business

A. Meeting Dates- Will discuss meeting dates fully next board meeting. Meetings will be on the 2nd Thursday of each month. A budget meeting was proposed for August 23rd.

B. Jog-a-thon Date- November 3rd

VIII. New Business

A. Bylaws-Bylaws need to be cleaned-up. Motion was passed for Joe to clean up the bylaws. Will present to the board to be approved once he has looked through them.

B. PTC Budget- Joe passed July 2017-June 2018 budget out to members. Joe would like to table discussion on budget until Tracie Tweet is here at the meeting. Joe made a motion that Holly has full access to Quickbooks. Motion approved. Another meeting will be scheduled to address the budget. Holly would like to make sure that we use the proper procedures and to be transparent when raising money for a specific cause. Parking lot monies- \$15,000 went to taking out 8' of land to create a wider turn and created a walkway. Rick stated that the parking lot has better flow, not better parking. He feels he needs to clarify that better with parents. (Remaining \$6,000 to be spent.) Rick has been in talks with the district about

fencing off the District Maintenance Shop and materials. Bid for the fencing is \$29,000. District stated that if Rick uses the \$6,000, the district would pay the remaining amount. Board members felt they needed more information before approving the \$6,000 for fencing. This topic has been tabled for a further meeting.

C. Event Budgets- Bring budget for your event to get approved and work with the chair to manage it.

D. Board Positions- The possibility of a President Elect role was presented. Primary responsibility would be trained into being the President. Person would be a part of the board and would have a role. This person would be on board in the next 60 days. Motion for the board to approve the election of a President Elect. Motion passed.

IX. Open-Mic (Time Permitting) None

X. Adjure the Meeting

Meeting adjourned by Joe Smith at 8:09pm.

Submitted By: Kelsie Dales, Recording Secretary for Placer PTC

