

Placer Elementary PTC Executive Meeting

Minutes: September 15, 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, Jessica Spangler**
 - Treasurer, Samantha Gray (proxy)**
 - Secretary-Treasurer-Holly Devito**
 - Ways and Means Chairperson, Michaela Shull and Ashley Sjolie**
 - Communications Director, Jen Bovolick**

Others Present: Dana Swain (6th grade teacher), Cindy Zenovic (3rd grade teacher), Alyson Whitaker (Hospitality Chair), Samantha Gray (co-chair auction), Lori Wolfley (drama), Brian Bieber (parent), and Andrea Bell (parent.)

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 August Minutes: Minutes Approved

V. Administrative Reports:

A. President: Update individual dates for PTC meetings (possibly change to other days.) Motion passed.

B. Vice President: Nothing to report but membership drive in progress.

C. Secretary: Nothing to report

D. Secretary Treasurer/Treasurer: Nothing to report

E. Ways and Means: All chair positions have been filled for everything. On Google drive there are folders with procedures and directions on needs/jobs. Goal-help every committee to run smoothly.

F. Communications Director: Throughout the week, each day has a push out of information.

G. Principal: No report (Absent)

H. Andrea Bell (parent): Parking lot safety- Andrea has spent many hours advocating for more changes to be made regarding parking lot and parking spaces (safety) at the District Board meetings, and meetings with Mr. Medd. Andrea would like a time set aside to meet with the board members to discuss ideas for a solution. Joe will set a date on the calendar to talk about parking lot (town hall meeting.) Joe has met with Mr. Medd, and walked the Placer parking lot. Joe hasn't met with Mr. Judd to discuss parking lot solutions.

VI. Committee Reports: Book Fair this week-Rhianna Synder and Kim Dales in charge. The fair is going well. Mother Son Event-positive response and lots of verbal excitement (it is not a fundraiser.) Parent Night-district information night at HCP about new curriculum. If board members attend this meeting, please report back to the board. Harvest Festival-need a list of volunteers for certain jobs (Ways and Means will try to set up Sign up Genius to sign-up for volunteers. Possibly putting it out on the Placer PTC website too.) Leading towards 'Event Bright'-using this to help

purchase tickets for events. Haunted House items needed (try to get the word out for specific needs.) Ways and Means will possibly create a contest for best baked items (per class) during the Harvest Festival. Possibly a silent auction to generate money. Trading Post is asking for spirit wear donations. Spirit wear should not be money maker, and thoughts towards possibly lowering the cost of the items. Need to update the spirit wear pricing. The board needs to help Jen B. notice website mistakes or need for updates. Samantha Gray (Tracie Tweet proxy request) would like a plaque or bench in honor of Carolyn Cowles. Samantha and Tracy will look into cost and location on campus and get back to the board.

VII. Old and/or Unfinished Business

- A. Update on budget will come. (Parking lot-questions on money spent.) Adding two weather structures for the bus kids. The board is deciding in February to continue P.E aide or not. Joe suggests that someone on the board educate themselves on Lexia Core 5 and Achieve 3000 and report back to the board. Budget meeting in February. Cross Country-PTC gave money to Robyn Nugen to have more coaching staff-safety (will discuss item on budget in February.) Starstruck is exciting and fun new program (need to get kids excited about dancing.) Classroom funds-not changing the amount, but possibly changing procedure(s) and will discuss in February. Joe would like more visibility in the budget line items before it is approved in February. Joe suggests PTC might want to create its own 'tech' community. Approval of two water systems last year –next step figure out the process to install them. Samantha Gray will contact Principal Cara Alfonso about how they did this at Penryn.**
- B. Meeting Dates- Possibly moving times, locations, and dates. (Will revisit dates and times at next meeting.)**

**(October 11th @ 3:30, November 13th @ 6:00, December 6th @ 6:00
*may be cancelled, January 9th.) Joe motions to leave the January 9th**

date as is. Motion passed. Joe would like to set a meeting up a for parents to come and ask questions directed at the board (public forum) one before Christmas break and one after. Joe will talk with Mr. Judd about dates and locations. Joe motions that we make motions via email to amend the by-laws. Motion passed.

VIII. New Business

- A. Water Filter Systems: Joe motions for a committee chair to head installation of water filter systems. Motion passed. Joe motions for Samantha Gray to be head chair of water systems committee. Motion passed.**
- B. Father Daughter Dance moved to February 3rd. Mother movie night on January 19th. Winterfest/Starstruck dates are tentative. Father-Son baseball tournament idea as possible fundraiser.**
- C. President Elect-Position is open and there is a need for a person. Possibly Robert Kime. Open discussion on how we might want to nominate or give out nominations to general public, or whether we should just nominate a person. Joe would like the president elect here now, so they understand the process and procedures for upcoming year. Holly motions we nominate Robert Kime as president elect. Motion passed. Samantha Gray will get in contact with Robert Kime to see if he is interested, and if he will come to the next meeting.**
- D. Membership-The class roster contacts is only PTC members. Spirit wear-Matt will help input the breakdowns of PTC membership levels into sprit wear. 60% PTC membership (school wide) at this time. Membership form needs an address to send to on the PTC forms.**
- E. Check request and deposit procedures for PTC funds sheet-Tracie will create a Google doc to share with PTC board members.**
- F. Mrs. Swain-PTC request form for 6th grade Ancient Artifacts and 5th grade Native Americans presentation/field trip on campus. Joe motions to approve. Motion approved.**

- G. Lori Wolfley (drama program director) PTC request for tuff shed \$1,500 to store large set pieces on campus. Joe suggests that we wait to get an exact amount for the shed.**
- H. Mrs. Zenovic-PTC request form to purchase another bulletin board for her classroom to support the new Language Arts program. Joe motions to approve. Motion approved.**
- I. Mrs. Spangler-PTC request form to purchase for on campus field trip/assembly for first grade. Placer Nature Center presentation on 'Things with Wings'. Jen B. motions to approve. Motion approved.**
- J. Joe would like PTC purchase request form via electronically 2-3 days before board meeting for board to review before,**
- K. Mr. Shimp-RSP-PTC request form to purchase for Moby Mac. Cindy will talk to Mr. Shimp about Moby Mac and the need for more information. Tabled.**
- L. By-law descriptions-Look over descriptions and think of 'who' might fit this job description for next year board potential members. Joe would like the board members to give an accurate description of what you do and the time it takes. Joe would like this to be done by November and sent to him via email prior meeting.**
- M. Next meeting-Joe would like one board member to think about being election chair for next year. Revisit next meeting.**
- IX. Open-Mic (Time Permitting) None**
- X. Adjure the Meeting**
Meeting adjourned by Joe Smith at 7:55pm.

Submitted By: Jessica Spangler, Recording Secretary for Placer PTC

