

Sage Elementary PTC Meeting Minutes October 4, 2017 9:00am Sage Cafeteria

Attendance taken, 18 in attendance including PTC President and Treasurer. Jessica James (President) facilitating. Coffee and pastries provided by PTC.

Introductions: Jessica James, PTC President, and Deanna Markum, PTC Treasurer. Additional Board Members and help are urgently needed. Current Treasurer will be stepping down. Current President has a child in 5th grade and will not be here next year so also stepping down at the end of this term.

Open Positions: Secretary, Vice President and Treasurer (need to be voted in, 2 year term). Volunteer Coordinator, Members at Large.

Bylaws: Should revisit bylaws every 2 years (each board position is a 2 year commitment). Committee is needed to review bylaws.

Budget & Bank Account Update: - Deanna Marcum, Treasurer

- 1) Need to work on budget and bring to vote next meeting - Heidi in office is great resource
- 2) Treasurer still working to get everything entered into Quickbooks
- 3) Bank account total \$22,434.88 to date
- 4) Walkathon raised \$11,726.27 (goal was \$10,000). It helped that PTC members Jessica and Deanna were present at school every day and in classrooms which helped to keep teachers involved.
 - a) Funds raised will go towards arts and literature - Christopher Leebrick storyteller at Christmastime (cost \$2100 for every class to participate including 3 nights room and board).
 - b) Funds raised will go towards music or art teacher during spring testing week (\$2500-\$3500 cost approximately).
 - c) Funds raised will go towards National Geographic magazines for 1st, 4th, and 5th grades. Scholastic magazine for 3rd grade. Raz Kids for 2nd grade.
 - d) Funds raised will go towards books for library (must be hardback and cost about \$1000 per box, benefits all students at Sage).
 - e) ? possibility of headphones for every student?
 - f) Expenses from walkathon: Water bottles for every student \$650, volunteer lunch \$30, teacher incentives, class parties, small prizes for top boy and girl by grade = \$900 approximately in expenses.
- 3) Budget items (rough draft) approximately \$21,000-\$23,000 in expenses per year:
 - a) \$2 per child for field trips
 - b) \$650 PTC insurance
 - c) \$100 for each Teacher (Teacher's fund)
 - d) Staff Appreciation Week in May \$700 (office did this last year, italian sodas, food, would like PTC to take this over more this year, volunteers)
 - e) 4th and 5th grade agendas (planners) \$650 (law - cannot ask parents to pay for, only can ask for donations)
 - f) PBIs (positive behavior intervention) - badges and prizes \$500

Sage Elementary PTC Meeting Minutes
October 4, 2017 9:00am Sage Cafeteria

- g) Teacher funds \$2000 (not including specialists, PE, ELL, etc.)
- h) \$6000 project ideas and goals (i.e. paper for office, toner, etc.)
- 4) Income goal \$23,000 for year (a) Goal of \$1500 in box tops, ? contest ? bingo party to encourage participation? need to include teachers in competitions. (b) Family Nights \$500. (c) Fundraisers - walkathon, student store \$1000, others
- 5) Need rollover amount (\$5000-\$6000) held back for each year for start up of year activities

Pumpkin Carving/Fall Festival - Friday, October 27 (this is a no school day)

- 1) 8-10 staff members got together to general ideas including:
 - a) Door decorating on 1st floor (12 classrooms) and kids can trick or treat (need PTC volunteer help to pass out candy, also candy donation from PTC)
 - b) Cake walk/book walk in gym
 - c) Jail
 - d) Decorating pumpkins (carve or paint?) in cafeteria then auction them off - last year they went for \$3-\$18, need to start this year with a higher minimum (i.e. \$10)
 - e) Food (hot dogs/chili dogs), order through food services, spendy but they will buy back extra we don't use, require a food service person to be utilized at \$25/hr (well worth it).
 - f) Spooky Library for spooky stories
 - g) Title I (helps at risk students with reading and math support, grant funded, have 5 staff members at Sage) will have a table with 2 raffle baskets and information at fall festival, tickets to raffle off for Ridgeview football game
- 2) Need Volunteers to form a committee and plan
 - a) Sign up passed around, Susan Henry volunteered to take committee lead
 - b) Jessica James will email next meeting date after she talks with staff
- 3) School to do an all call in the morning of 10/27 to remind families

Fundraisers:

- 1) Jessica James knows of a 5th grade parent who has offered to donate a Trager or 2 to raffle off - funds towards 5th grade Outdoor School
- 2) Wreaths - did last year and was ok, people in community aware and looking forward to this, good company in the valley
- 3) Willamette Valley Pies (40-50% profit), good quality, confirmed for 10/9/17 start with delivery of pies 11/9/17 (we are definitely doing this fundraiser)
- 4) Cherrydale catalog - gift items, chocolates, gift wrap, magazines, etc. - catalogs passed around, incentive prize programs for students, discussion on adding this along with wreaths. Should we do this catalog fundraiser and the wreath fundraiser or is it too much? Question brought to vote after open discussion.

****VOTE:** By show of hands, unanimous approval to do Cherrydale catalog fundraiser and wreath fundraiser. None opposed, none abstaining.

Sage Elementary PTC Meeting Minutes October 4, 2017 9:00am Sage Cafeteria

Board Position Vacancies - applications received

1) Secretary - Susan Henry has applied, introduction. Motion made and seconded to approve Susan Henry as Secretary.

****VOTE:** By show of hands, unanimous approval to confirm Susan Henry as PTC Secretary 2017-2019. None opposed, none abstaining.

2) Treasurer - Kathleen Lowe has applied, introduction. Motion made and seconded to approve Kathleen Lowe as PTC Treasurer.

****VOTE:** By show of hands, unanimous approval to confirm Kathleen Lowe as PTC Treasurer 2017-2019. None opposed, none abstaining.

3) Vice President - Jayci Larsen has applied. Motion made and seconded to approve Jayci Larsen as PTC Vice President.

****VOTE:** By show of hands, unanimous approval to confirm Jayci Larsen as PTC Vice President 2017-2019. None opposed, none abstaining.

4) Volunteer Coordinator - Jennifer Schmidt has applied and she has been appointed to this position by PTC decision.

5) Member at Large - Deanna Marcum has applied and she has been appointed to this position by PTC decision.

Open Discussion:

1) Facebook page discussion - have done one in the past and office had to take it down as it was used negatively. Discussion on how to avoid negative comments (can make a post-only information page or one which does not allow posting comments). Jessica Yozamp may be a good resource to design page, Jessica James will follow up with her.

2) Karen Simmons in computer lab - meeting minutes should be forwarded to her to be posted to Sage website.

Meeting adjourned at 10:45.

Meetings will be held the first Wednesdays of every month. Next Meeting will be Wednesday, November 1, 9:00am in the Sage cafeteria.