

Sage Elementary PTC Meeting Minutes
Wednesday, April 11, 2018, 4:00pm Sage Library

Attendance taken, 9 in attendance including PTC President Jessica James and PTC Secretary Susan Henry. Jessica James facilitating. PTC Vice President Jayci Larson and PTC Treasurer Shawn Hartfield absent. Introductions.

Secretary's Report:

- 1) Susan Henry submitted meeting minutes from March meeting for review and approval. **VOTE TO APPROVE MEETING MINUTES: YES 3, NO 0, ABSTAINING 6 (PASS).**

Budget and Bank Account Update:

- 1) New Treasurer is Shawn Hartfield (absent), budget sheet submitted via email. \$20,724.17 current bank account balance + recent deposit of \$265.65 from student store and vacation raffle ticket sales.
- 2) Financial Binder in PTC office is always available to look at.

Spring Vacation Raffle Update:

- 1) Yellow order forms have gone home with students.
- 2) 29 tickets have been sold so far (\$145 deposited) , we have 500 to sell.
- 3) Orders are due back 4/25/18, winner drawn at Bingo Night 4/27/18, extra forms in the office.
- 4) Incentives for the top 3 students who bring in the most sales (spirit wear) and the class who brings in the most sales gets a bingo and pizza party.
- 5) Heidi suggested posting a thermometer on sales, Jess will do
- 6) Assembly next Wednesday and PTC will speak to encourage sales

Family Bingo Night Update:

- 1) Friday, 4/27/18, 5:30-8:00pm
- 2) Need change (Treasurer), lots of 1's, 5's, and quarters
- 3) Susan will write script and get to Jenny to do an all call reminder, ask Judy to assist with Spanish
- 4) Flier reviewed, credit card discussion, Tonya and Heidi brought up that we should not charge a credit card fee and brought to vote. **VOTE TO NOT CHARGE A CREDIT CARD FEE: YES 8, NO 0, ABSTAINING 1 (PASS).**
- 5) Food and raffle will be cash only (Susan to make signs).
- 6) We have a lot of great prizes, cadets from Oregon Youth Challenge coming to help.

Bylaws:

- 1) Committee to be established (need volunteers) to review our bylaws, decision by board to review the bylaws and other workings of the board.
- 2) Tom McCall is a PTC, Jess working to get a copy of their bylaws for reference.
- 3) Committee Volunteers: All PTC Board, Heidi, Carolyn, Erin Lakey, Kelly Longoria, Brandi Croom. PTC President will chair.

4) Meeting date TBD (google calendar invite).

Teacher Funds:

- 1) \$100 per teacher in budget, forms out to teachers to fill out for reimbursement and we are starting to see some teacher requesting funds.
- 2) Teachers need to use their funds before the end of May (Jess will send reminder email).
- 3) Any unused funds will be given to the office to buy school supplies.

Spirit Wear Update:

- 1) Spirit Wear will be available for purchase at Bingo Night, we have quite a few Adult XL and Youth L.
- 2) Dry fit shirts were popular this year.

Monthly Meetings Discussion:

- 1) May meeting with elections, President position open on board.
- 2) Should we have a June meeting? Discussion about meeting time and decision by group to have the May meeting with elections 9:00am on 5/2/18 in the commons. June meeting at 4pm with a potluck.
- 3) Jess will do a half sheet flier regarding upcoming elections and sent to Heidi for translation

Teacher Appreciation Week May 7-11:

- 1) Monday 5/7/18 Cinco De Mayo theme with Taco Bar (PTC providing food)
- 2) Tuesday 5/8/18 Soup and Salad (PTC providing)
- 3) Wednesday 5/9/18 - classified staff doing this day. PTC will be decorating Carolyn's office as a cafe and we'll ask parents to bring in baked items for Thursday.
- 4) Thursday 5/10/18 Italian Cafe - PTC serving baked goods and Italian sodas
- 5) Friday 5/11/18 - Hawaiian Luau with pulled pork sandwiches (PTC providing food).
- 6) Susan will work on a signup.

Meeting adjourned at 5:00pm Next meeting will be Wednesday, May 2, 9:00am in the Sage Commons with elections.

"Whatever it takes for every child, every day."

ADDENDUM 4/19/19 VIA EMAIL

ALL 4 BOARD MEMBERS AND CAROLYN AND HEIDI

- 1) Request from Carolyn and office for PTC to purchase a pallet of paper for \$1,100 and gum for students during testing \$177.90. Requests approved by unanimous board vote via email, checks have been written.

Minutes Finalized. SLH