



Terra Linda PTC General Meeting

June 5, 2024

Minutes

President	Jenn Collett
Vice Presidents of Fundraising	Allison DeHaan & Becky Seppala
Treasurer	Michael Achterman
Secretary	Amy Humble
Communications Coordinator	Brittney Dinsdale
Volunteer Coordinators	Becky Chmela & Melinda Khandoker

Join Zoom Meeting

<https://us02web.zoom.us/j/9294169707?pwd=WnF1SFhCMGRYUmQzUTQ0QlJaMVk4QT09>

Meeting ID: 929 416 9707

Passcode: GoTigers!

Meeting called to order: **6:34pm**

Review of May 22nd general meeting minutes: motion to approve (Allison), second (Amy)

Casey Albelo:

- Thank you! An honor to have the PTC support the music program. The risers are for the classroom and can fold and unfold into a stage, sitting/standing risers and kids can move them. There are a lot of things that I can do with them. Thank you for that and for everything else you do!

Becky C. & Melinda:

- New volunteer system coming this Fall - No launch date yet, except that it will happen in July. Check emails throughout the summer and we'll send emails out about new background checks and registering for being a volunteer. If we can get as many people registered in July/August to alleviate the backlog. All of the existing badges will be tossed and new ones will be created to delineate between new year and previous year volunteers.

Michael:

- Budget (Jenn): Move Book Fair into a different category rather than Income.
 - Leads are pretty accurate for 2024-2025.

- Misc. Income further down Jenn tossed a couple curve balls for things we want to add. Misc. inc at \$1700.
 - Has Ellen Winston been asked about One School, One Book? She does not want to be the Lead but is willing to help out.
 - Amanda Englund still has a 3rd grader (Passport Club).
 - Is Erin Taylor still on board for Art Blast? Becky C. will check.
 - Buying the water bottles and granola bars will be the responsibility of Jenn for August back to school.
 - Dawn D. replied to stay that she would stay on as the chair of the back to school picnic.
 - Field Day is Dawn Duncan and Lauren Hopkins.
 - Jenn proposed some new Line Items (Volunteer appreciation, Book Fair supplies, Library supplies, Career Day). Library supplies would be pens, paper, origami paper. There is not a pipeline in the school supplies to go to the library. Angela could make requests through Maria/Wendy.
 - Career Day \$400 is the appropriate amount? Becky C. yes, \$250 would be earmarked toward the food and \$150 for the rest of the things she wants to do. She wants to do the dress up stuff for next year.
 - Zoom renewal in July (Jenn to renew).
- Surplus spending to-date (Allison):
 - Everything is ordered with the exception of getting Wendy a gift card to work on the planters this summer. Does anyone have a good recommendation for a good garden place for a gift card for Wendy's gift card? Need big ceramic pots. Ceramic pots may not be ideal due to cracking and peeling in the winter. Al's Garden Center might have the best bet to get everything in one spot. Suggestion would be to give her a Visa gift card. Als does fundraisers for local schools, they might be able to give you a break.
 - Book collection - Maria is getting reimbursed for that. She will place an order in Summer. Emily needs to know the amount and she'll place the order and it will get invoiced when it actually ships (August). PTC already paid Maria for her budget to keep clean for the PTC budget.
 - Rockers were \$150 cheaper and waiting for confirmation on order.
 - Amy A. took over the teacher space and bathroom updates and was checking in with Wendy this week. Maria ordered the printer paper and it's on the way.
 - Outdoor games, cornhole and connect 4 for outdoors and should be here by Saturday to potentially be used for year end parties next week.
 - Map replacement moving slowly, check with Mrs. T-C and the right map. Getting resituated.
 - Wobble chairs have arrived.
 - Art drying racks arrived today. One box is damaged so need to confirm the rack is not.
 - All math games arrived today except one is backordered.
 - All ipads are ordered as well as cases.
 - Kona Ice is scheduled and will handle payment on Field Day.
 - Volleyball nets are coming.
 - Choir risers and orff stands will come to Allison's house as they have an 8-12 week shipping range. Allison will coordinate with Maria for delivery to the school.
 - Ask Michael if the map funding can be set aside in our savings account.
 - Ms. Wenz didn't understand why people were opposed to the budget for the career fair. They were able to use the extra chips from Sock Hop. Safeway

donated the breakfast pastries. Scouts donated leftover water. We got \$50 off the sandwich platter from Great Harvest (\$169) and with everything else was about \$250 total. Allison said she had \$400 total, did she not use the extra \$150? Ms. Wenz didn't get any of the costumes she wanted to get. Leftover food went to the staff room.

- Side note: We're not supposed to be doing potluck food for the staff per the rules and regulations.
- Volunteer Appreciation budget for 24-25, if everyone thinks that is appropriate to fund. This was removed from the budget.
- Mrs. Clark said that previously One School, One Book hadn't been every year. If that was something up for discussion to change.
- Does everything need to be on the budget for each year? Or would it be a paid expense? If there are no additional expenses this year for that line item, then we could consider taking it out for next year. That will inform our decisions for the following year's budget.

Jenn:

- Review and approve 2024-2025 budget:
 - Jenn's recommendation would feel more comfortable putting the misc. income back to \$1000. We need to find \$700 to align our budget. One idea she had was that the Thanksgiving project was bumped up (she was not part of the discussion for \$1000 in Fall and \$1000 in Spring). Background on those decisions: Becky C. thinks it was to support students through Spring Break too. Wendy: there is a trend of orgs doing help throughout the holidays and during Spring. That's what the conversation may have been. The number of families requesting seems to be decreasing. Go into the school year with a balanced budget and knowing we could end up with more surplus at the end of the year than we know about right now. Do we know how much per family we donate? We could add that into surplus spending if that's a route we want to take. We can make a motion to add that back in come September. We have new families enrolling all the time and the need continues to exist in our community all the time.
 - Keep Career Day as a new line item and table the other 3, (book fair, library supplies, and volunteer appreciation).
 - Passport Club is attempting to revamp for next year and Amanda Englund said we could lower the budget to \$300 for next year, saving \$100.
 - Jane Clark said we could lower the staff appreciation budget. Michael suggested we lower it by \$100 to balance the budget. It's difficult to stay within that budget. Head Start will only have one class next year.
 - Wendy will keep an update on the need list for families around the holidays.
 - Do we need the full budget of \$1000 for OBOB? What Jenn found was that she bought the books in the Fall. The district librarian said most people buy them all in the spring. She might use it all for 24-25. Jenn will find out more about the use of district funds for OBOB books.

Motion to approve the budget: (Becky C.), Second (Allison)

Risk Management said we can have an outdoor movie. Perhaps in Fall for next year. Supervision is difficult at these types of events. Have a volunteer monitor? We don't want it to be dark out because of risk of injury. Our movie license expires January 30, 2025.

Meeting adjourned at: 7:41pm

Respectfully submitted,
Amy Humble, PTC Secretary 2024-2026