



Terra Linda PTC Meeting

March 20, 2024

Minutes

President	Amanda Morris
Vice Presidents of Fundraising	Allison DeHaan & Becky Seppala
Treasurer	Michael Achterman
Secretary	Essie Neeway
Communications Coordinator	Brittney Dinsdale
Volunteer Coordinators	Becky Chmela & Lauren Williamson

Meeting called to order: 6:35pm

Amanda:

- Introductions (via the chat)
- Review of meeting minutes: motion to approve (Brittney), second (Michael)-->passed
- 2024-2025 candidacy announcement and vote review:
 - Secretary
 - Jessica Grover, Amy Humble
 - Volunteer Coordinator
 - Melinda Khandoker
 - President
 - Jenn Collett, Essie Neeway

-May 22nd mtg to include vote and budget review: The way that the vote will work: anonymous through google docs and you will sign in with your email address and it will be separate. You must be present at the meeting to vote. Any parent/guardian/staff is a member of the PTC and is eligible to vote!

- Main office supplies (paper and tissues)
 - Tissues (about \$140)-->Becky S. will purchase
 - Paper (10 additional cases, about \$270)

Need a vote as they are both over \$100: Motion to approve (Jen), Second (Becky C.)-->passed
 Jen to Wendy: does any funding come from the district?

Wendy: Yes, there are some general funds but it would be less comfortable tissues if we used those funds. We can also purchase paper out of a general fund budget. The general fund budget is used to purchase everything else we purchase for the school. We are a small school so we have a small budget and she was relieved to find that the PTC pays for some paper. So they really appreciate whatever the PTC can help with. A small percentage of the general fund can roll over to the next year but they budget very cautiously.

Amanda: Do snacks in the front office for kids who need them come from that budget?
 Some do, some come from other sources.

Michael: We could comfortably do this within our budget.

Wendy:

-Summer boost funds: It is a grant that was written last year by Christy and some others and it's a lot of books and some supplies for the summer to prevent the "summer slide" for students. It also paid for some extended contract time for Christy Edmunds, our coach to work with kids. It was funded largely by BEF but schools were asked to pay for some out of their general fund and to also ask their PTC if they could allocate some money. She asked at the last meeting if it was a line item because we did contribute last year. We are part of this again

this year. Out of the general fund: \$500. PTC last year: Michael didn't see the amount from last year so it must not have been a line item. She is asking if we are willing again if we are willing to put \$500-\$1000 toward this IF we get the grant from BEF. The math will be less emphasized this year and it will primarily be for reading.

Jen: Is there any data from students at TL that there was a benefit in the past? Wendy: There is a big data piece of the grant so they were required to do a lot of surveying kids and they did gather that data from kids and it was very strong in terms of interest and attitudes toward reading. Christy Edmunds might be able to comment on this more specifically for TL. She can look into it more.

Michael: What is the timing on the grant about whether or not we receive it? She doesn't have the exact date but hopefully very soon. She will need to know if we can assist before the grant comes through. She just needs to ask, we don't have to give the funds yet. Wendy heard from Christy: The grant is not contingent. If we do vote to support it, we wouldn't have to pay until the grant is approved. Her ideal amount from the PTC would be \$500-\$750

Motion to approve \$500 (Jen), Becky S. (second)-->approved

Wendy can come back and ask for additional funds if needed.

-Surplus ideas: she has the teacher/school wish list ready and she will send it to Amanda to review at the next meeting and we will make recommendations from there.

Michael:

-Treasurer report: Timeline for proposed budget for 2024-2025 school year. It will be proposed in April, changes made in May and adopted in June. We will be making some changes about how line items are tracked. We will also be looking at any new things that we would like to include. One suggestion would be disconnecting some of the field trips and teacher funds. Either that or upping some amounts for the classrooms. The surplus discussion we will have in April and we will have a handle for what expenses will be for the remainder of the year. At that time we can start recommending what those ideas might be. All reimbursements are up to date. There is a mandatory shift from our quick books to an online version so that will also be an increase to the budget for our software. If you have any questions, please let him know.

Jen C.:

-OBOB (Oregon battle of the books) update: slideshow update→reading competition for 3rd-5th graders and it goes Oct-Feb. We had 41 kids participate, 9 teams with 3-5 kids. There are 16 books chosen by the state. Books include multiple genres and often are the first in a series. There is a MS and HS category. They have already put out the titles for next year. She had some budget left over from the budget this year so she bought books for the library so kids can read ahead and the Cedar Mill Library is also a great resource. If you think your kids might be interested, start reading in the summer! OBOB website is a great resource!

-Library Improvement project: It has been going on for quite awhile. Last year we had the fundraiser to improve the library. There was a \$20k budget last year that was part surplus and part fundraiser. We got new furniture, updated the book collection, book bins and shelves. The next proposed phase: \$994 left over and proposed purchases would include: complete purging, book shelf refresh (\$272 for removable wallpaper), more small book bins (\$140), 35 large book bins (\$488) and 7 table caddies (\$78) which come out to \$978. For potential surplus idea: book collection investment (\$8k), 3 Zuma floor rockers (\$473). Proposed phase 3 for the future: Story steps, more soft seating, area rugs, new circulation desk and read aloud chair, bookshelf updates, wall decor, book collection investment as needed. Emily at the district library keeps a large list of new titles, etc and what other schools have and what is popular. The scholastic dollars mostly go toward this.

Wendy: St. Pius does a day of service every year and she has secured a crew of middle school students for May 17th (accompanied by adults) and maybe they can help with purging. We will add it to our list for proposed surplus funds in April.

-Surplus fund ideas (Corn hole and Connect 4)-->added to surplus consideration. Will table until April meeting.

Meeting adjourned: 7:26 pm

Respectfully Submitted,
Essie Neeway, PTC Secretary 2023-2025

