

PTC Board Meeting

May 9, 2018

Board Members in Attendance: Marilee Shafer, Alicia Schenbeck, Amy Harrison, Shawna Grigsby, Laura Harding, Megan Mumford, Kristin Glover

Others: Carrie Tillotson

Budget update-budget meeting date set

- Curriculum- Kindergarten request from Jennifer Rogers
 - \$718 for headphones
 - Approved unanimously.
- Grant- 2nd grade request from Caitlin Castonguay
 - \$150 for Belkin tablet stage
 - Asked to use her staff account and supplement with the grant for the rest.
 - Approved unanimously.
- Christine Hansman- PE
 - \$300 for disc golf equipment
 - take out of PE fund and Recess
 - Approved unanimously

By-law review and by-law up date review in prep for vote

- ARTICLE V – Executive Board Section 9
 - Add Communications coordinator responsibilities under Secretary.
 - Includes Website, Facebook and Newsletter
 - The Communications Coordinator will be included under the responsibilities of the Secretary. If a chair cannot be found, those duties would default to the Secretary.
 - Approved unanimously.
- ARTICLE XI- Financial Policies Section 3
 - Increasing the check amount that requires a signature from \$300 to \$500
 - Because of the checks and balances we have in place the board felt comfortable with the increase.
 - Approved unanimously.

Monetary Policies and Procedures Document Review

- The Board reviewed the Monetary Policies and Procedures Document created by Amy Harrison.
- Discussion of Section 3. Collection of funds
 - do board members have to be present to count?
 - Agreed that it needs to be consistent for everything from Book Fair to Fun Run, Popcorn, Fifth Grade fundraising, etc.
 - Two people to count- preferably a board member present.
 - Tabled vote until next month. After review of checks and balances and of the insurance policy.
 - Change “Deposit Voucher” to “Cash Counting Worksheet”
 - This summer review forms- make sure the name is clear. Make sure the headers match the place they are referenced in this procedure.
 - At the end of the event- change to say be deposited that day if possible. If not, lock it in the cabinet in the PTC room and ensure that a PTC Board Member knows that the deposit needs to be made.
- Section 7: Contracts
 - Contracts only valid when signed by executive board member.
 - For significant purchases there need to be price comparisons made
 - Need to determine a price point for “significant”
 - The committee chair should refer to the “approved vendors” list put out by the School District.

PTC Keys

- The key to the room is going to be in the PTC mail box in the work room. It will be in an envelope with a sign in/out log so we know who has it.
- The cabinet key will stay in Marti’s desk.

MVP entry/Volunteer Coordinator

- In the list of things to do- June July August covered the things that Laura was unsure about.
- For the 2018-19 school year, Laura (Volunteer Coordinator) will work on getting all the events into MVP before the school year begins.

Website “ownership”

- The website owner needs to be transferred from Staci Ayers so that she stops getting emails from Blue Host.
- The paperwork has to be signed and witnessed by a notary
- Alicia Schenbeck will be the name on the account.
- Kristin will coordinate the paperwork and find a time for everyone to get together to sign.

Bathroom art update

- There are two ways we could go about doing the bathroom art- Decals or paint directly on the walls.
- If we do decals, they are easily removable and we can just get them approved by Meghan Warren and Monica Arbow.
- If we want to do something more permanent, like paint, we need to get in touch with the school district and coordinate with the facilities department.
 - This is mostly so that we know what their painting schedule is and don't paint a beautiful mural that will just be covered up a few months later by a fresh coat of paint.
 - Because the school year is coming to a close, it was agreed to table this project until the 2018-19 school year.

Upcoming Events:

- 5/16 Fun Run Prize Assembly
- 5/18 Popcorn Friday
- 5/23 Family Art & Culture Night
- 5/25 5th Grade Colonial Fair
- 5/30-5/31 Passport Check
- 6/6 PTC Meeting
- 6/15 Field Day