

PTC GENERAL MEETING MINUTES

August 15, 2023 @ 7:00PM

Attendees

- X Dr. Renee Mallot, Principal
- X Mike Roe, Treasurer
- Emily Orloff, VP Communications (not in attendance)
- X Laurel Plewe, President
- X Andi McKinney, Secretary
- X Rebecca Clark, VP Fundraising (co-seat)
- X Janelle Harris, VP Fundraising (co-seat)

Agenda Items

I. President Report Out (Laurel)

- a. Roll Call / Introductions
- b. Welcome from Renee Mallot– We are all a part of the team and all in it for the kids. Lake Forest has the most parent involvement Renee has ever seen, which is wonderful!
- c. Hope parents continue to attend meetings so everyone is informed and involved.
- d. PTC Roster – looking for help in a few particular areas – Fall Festival, Makers Fair, Santa Breakfast, Beautification Committee, Staff Hospitality, Event Photographer – If we don't get a makers fair chair, then we will have to scrap that for this year and just do the fall festival piece. Hospitality is done quarterly, does not include staff appreciation week that is a separate chair. Let the PTC know if you're interested in getting involved.
- e. Volunteers – PTC events in the past were not required to be cleared as level 1 volunteers, but going forward, anyone wanting to volunteer needs to submit a level 1 volunteer package to the office, which does not require live scan fingerprinting, but does require TB test. It was stated that Sutter walk-in could be an option as they may cover TB test through insurance. Also there's someone that is starting a new fingerprinting business that may be willing to come to our school to help with parents wishing to volunteer.
- f. PTC meeting calendar – we'll stick to the schedule outlined on the agenda the best we can – Agendas will be posted 24 hrs in advance and the General meeting minutes will be posted as well to PTC website / social media. Please reach out with agenda items to the PTC ahead of the meeting.
- g. Picnic in the Park - The event will be on Aug 25th at Lake Forest Park 5:30 – 7pm to get families together to mingle.
- h. Ice Cream social – The event will be on Sept. 8th following after school pick-up. Students will be encouraged to bring a special friend, grandparent, etc. The event will be led by the Student Council group.

- i. Enrichment classes – classes should be out by the end of next week for sign-ups with a variety of durations and costs associated with the classes. There is scholarship funding for families that may need financial assistance.
- j. Fall Festival / Makers Fair – Sept 23 – Kids are welcome to participate in the makers fair.
- k. Questions?

II. Treasurer Report Out (Mike)

- a. Mike reported on the balance of the accounts.

ACCOUNT	7/25/2023	8/15/2023
Checking	\$8,018	\$16,606.73
Savings	\$88,712	\$78,713.75
TOTAL	\$96,730	\$95,320.48

- b. Summary handout of last year’s fundraising and spending - A similar handout to last year is being prepared and will be shared soon.
- c. Prelim budget for this year is being worked on - Also want to get parent feedback on a survey on how money should be spent, prioritized and what events were enjoyed last year. Hoping to have feedback by Aug 25th from families.
- d. \$19,800 was the total cost for the Mural
- e. \$950 was the approximate cost of the US Map
- f. Assemblies:
 - i. Music assembly in Sept. \$775
 - ii. Steam assembly in Oct. \$1,795
 - iii. Planetarium in May \$1895
- g. Art specialist - \$19,000 is the cost for the specialist plus \$2,000 for supplies, TK through 5th will have art twice per month “Meet the Masters” – reviews major figures in history and art project will focus on that style of art as well as a core project with an art show at the end of the school year. These funds were approved at the last meeting last year. Art will start the week of Sept. 12th.
- h. Reading Specialist is an hourly cost – There is \$8000 allocated for the Reading Specialist for the 2023-24 school year. The reading specialist cost is a recurring cost. We have a literacy intervention program (LIP), Funded by a combination of PTC funds and the District funds. Typically 1st through 5th because TK / K has the push-in aids. The students are chosen based on needs of students from teacher evaluations done at the beginning of the school year. Phonics are typically more 1st, 2nd and 3rd grade.

III. Communications Report Out (Laurel)

- a. Calendar of events are on the PTC website, social media and went home in Friday folders.
- b. Room parent meeting happening on Thursday night on zoom at 7pm. Link has already gone out on social media and dojo.
- c. Gala meeting – Tues, Aug 22 at 7pm in the library for those interested in helping with the event. We have 2 gala chairs for the party and the auction, but need volunteers to help support those roles. Gala will be Jan 27 at Folsom Community Center.
- d. Dolphin Drive Sept 5 - Sept 23 – flat donation drive, great opportunity if you have corporate matching. The budget will identify what the funds raised will be focused on before the dolphin drive begins.
- e. Questions?

IV. VP Fundraising Report Out (Rebecca / Janelle)

- a. Rebecca and Janelle are co-leading the fundraising role. The goal is to be clear on why we are fundraising and show the school community how the money is being spent (i.e. beautification on campus and fun events).
- b. Last year, \$71,000 was the net profit from the combined events (i.e. fall festival, golf, readathon, Charleston wrap, gala, etc.)
- c. Hoping employee match will help bring that amount up a bit. Estimating \$91,500 for profit this year. Read-a-thon did not allow for an employee match but many requested it, so hoping the dolphin drive will support that option for donations.
- d. If anyone has ideas for business sponsorships, let us know your thoughts!
- e. Sponsorships looking to be a headliner is an option. Rebecca and Janelle are working on a fundraising letter that will summarize the options on how to donate.
- f. The lighting for the stage still needs to be completed. The contractors are parents at the school that are donating their labor and can get the supplies at cost.

V. Principal Report Out (Renee Mallot)

- a. Successful start to the year, kids and staff are all excited to be here.
- b. Will be reaching out to teachers this week in interest for reps to attend PTC meetings.
- c. Student Council - 5th grade students will be receiving their applications to participate this week.

VI. Vote on Spending (Laurel)

- a. Anything under \$400 can be approved by the PTC President

- b. Anything over that amount needs to be brought to the general meeting or via a survey (the survey option was amended in the bylaws as approved at the general meeting last year).
- c. Family Picnic at the Park PTC providing otter pops for family at the park - anticipated to be under the \$400 amount, so no need to vote.
- d. Ice cream social – provided by PTC, anticipated to be under the \$400 amount, so no need to vote.
- e. Side note – PTC purchased a new photobooth and ipad that will be at all of the events, it was at school for TK/K orientation. This was approved for purchase during last year’s meeting.
- f. Teacher supplies - \$400 provided to each teacher by PTC funds for the school year, first \$200 will be reimbursement and the \$200 for the second half will be in the form of a gift card. May need to check on if gift cards can be done per the spending requirements. An idea could be to have the teacher put a \$200 gift card on their amazon wish list and then purchase the card through their wish list. The amount contributed is on par with other areas in our district and the state. – All agreed on approving the budget line item.
- g. Fall Festival / Makers Fair – Laurel, Mike and Renee are meeting to discuss the preliminary budget. Laurel is proposing a \$5,000 budget for fall festival expenses. Last year, the revenue was \$9,000. In the past, school age students required a wristband to participate in the games/activities at the fall festival. The wristband was \$5 per student and will stick with that price again, will also offer \$20 as a max for family pass. – All agreed on approving the budget of \$5,000 for the harvest festival expenses.
- h. The movie night is about a \$2,000 cost to rent the screen and obtain the movie license for the evening but that was sponsored in full last year, so it was a free event.

VII. Open Forum

- a. Room parent – sign up on the list that Stacie Hines passed around this evening. The first question on Aeries allows for parent contacts to be shared with room parents.
- b. A thank you for the mural would be great to show appreciation to Amanda McDonald. This is in the works and will be presented once the murals are completed. There will also be a plaque on the mural.
- c. Consider holding the read-a-thon during a separate time of the year from “I Love Reading Week.” The read-a-thon event can overshadow reading by creating a monetary driven factor. However, some families are driven by the incentives.
- d. There will be monthly reading assemblies with a character trait focus. This has been adopted district wide and students will vote another peer that embodies the character trait highlighted that month. The monthly reading assemblies will encourage students at all grade levels. Mrs. Shedd will also be encouraging

students to reach their goals. Accelerated Reader will log the number of words read.

- e. Idea for specialist funds could be to fund a specialist to train teachers on certain topics where there are gaps created by COVID. There's a survey going to staff and parents to request ideas like this for how to spend funds.
- f. District decided cross-country will be limited to 3rd, 4th and 5th graders, not 2nd. This will make it equal across all schools in the district to have the same grade levels participating.