

# PTC EXECUTIVE MEETING AGENDA

August 15, 2023 @ 6:00PM

**Attendees**

- Renee Mallot, Principal
- Mike Roe, Treasurer
- Emily Orloff, VP Communications
- Laurel Plewe, President
- Andi McKinney, Secretary
- Rebecca Clark / Janelle Harris, VP Fundraising

**Agenda Items**

**I. Treasurer Report Out (Mike)**

ACCOUNT	7/25/2023	8/15/2023
Checking	\$8,018	\$ _____
Savings	\$88,712	\$ _____
<b>TOTAL</b>	<b>\$96,730</b>	<b>\$ _____</b>

- a. Preliminary Budget
- b. Mural Payment
- c. US Map Cost
- d. Assembly Payment
- e. Specialist - Contribution on Cost for Art Specialist / Other Specialists

**II. President Report Out (Laurel)**

- a. Review 2023-2024 Budget
- b. PTC Roster
- c. Upcoming Events / Activities
  - i. Picnic in the Park
  - ii. Grandparents / Special Friends Ice Cream Social
  - iii. Enrichment Classes
  - iv. Fall Festival / Makers Fair
- d. Upcoming Expenses

**III. VP Communications Report Out (Emily)**

- a. Calendar of Events 2023-2024
- b. August Events
  - i. Informational Room Parent Meeting - Aug 17 vis Zoom
  - ii. Gala Volunteer Interest Meeting - Aug 22
  - iii. Family Picnic at the Park - Aug 25
- c. September Events
  - i. Dolphin Drive - Sept 5 - 23
  - ii. Grandparents/Special Friends Ice Cream Social - Sept 8
  - iii. Enrichment Classes Begin - Sept 11
  - iv. Fall Festival / Makers Fair - Sept 23

**IV. VP Fundraising Report Out (Rebecca / Janelle)**

- a. Fundraising Letter
- b. Summary Flyer of 2022 - 2023 school year fundraising / spending
- c. Fundraising Projects for 2023 - 2024 school year / Survey

**V. Secretary Report Out (Andi)**

- a. Approve Meeting Minutes previous Executive Meeting
- b. Amendment to Bylaws
- c. Updates to Website
- d. Executive Board & General meeting schedule

Executive Board Meetings from 6pm-7pm	General Meetings starting 7pm
<ul style="list-style-type: none"> <li>● 8/15, General Meeting to follow</li> <li>● 9/12</li> <li>● 10/17, General Meeting to follow</li> <li>● 11/14</li> <li>● 12/12, General Meeting to follow</li>   <li>● 1/16, General Meeting to follow</li> <li>● 2/13</li> <li>● 3/12, General Meeting to follow</li> <li>● 4/16</li> <li>● 5/14, General Meeting to follow</li> </ul>	<ul style="list-style-type: none"> <li>● 8/15                             <ul style="list-style-type: none"> <li>○ Agenda: Calendar of Events</li> </ul> </li> <li>● 10/17                             <ul style="list-style-type: none"> <li>○ Agenda: Budget allocation</li> </ul> </li> <li>● 12/12                             <ul style="list-style-type: none"> <li>○ Agenda: TBD</li> </ul> </li> <li>● 1/16                             <ul style="list-style-type: none"> <li>○ Agenda: Mid-year update/follow-up</li> </ul> </li> <li>● 3/12                             <ul style="list-style-type: none"> <li>○ VOTE: President / VP Fundraising</li> </ul> </li> <li>● 5/14                             <ul style="list-style-type: none"> <li>○ Agenda: End of year review</li> </ul> </li> </ul>

**VI. Teacher Representative Report Out**

**VII. Principal Report Out (Renee)**

- a. Teacher Representatives for PTC
- b. Student Council Formation
- c. Shade
- d. 2nd/3rd grade reading incentives