

Executive Session Minutes

September 5, 2018

Call to Order: 10:25 AM

Attendees: Ashley Krause, Tamara Divergilio, Lynne Thompson, Sarah Howell, Susan Stohl, Heather Dudley, Elizabeth Meckert, Zsu Winston, Lara James

1. Approval of Minutes (July 23rd Ex Session) – Motion to approve (SH), 2nd (TD). Minutes approved.

2. Welcome and recap of BTS Coffee – Ashley. Great turnout. Tour of flex classrooms with Kurt. Good sales for school store (Elizabeth originally thought it was more than \$300, but after meeting corrected to \$210)..

3. Board/ Committee Reports:

A) Treasurer – Zsu Winston. Numbers will be reported out at next meeting.

Would like to streamline how we take payments. My School Anywhere can take payment for directory, membership, and BBQ. Then PC website can also take payment via paypal for the above. It gets too confusing trying to reconcile funds and tickets from too many sources.

Julie D. suggested having only payments come in through MSA. Board agreed to remove the payment options for events from PC website. Zsu to communicate to Ali to remove the “pay now” buttons from PC website. At BBQ we will need to be sure to write down people’s names who purchase tix for BB through Square.

Consider next year having Chrome Books for online payment at registration. This would help streamline paperwork process.

Audit Report: Heather D and Elisabeth M. Presented audited financials to Ex Board. Audit was performed by Cynthia Stelk, Colleen Sze and Elizabeth Meckert. These will be posted to the School website under Parent Club. Reviewed all deposits and expenses and tied back to 2017 -2018 bank statements.

Beginning Balance July 1, 2017: \$41,508

Plus Petty Cash: \$150

2017-2018 Revenue: 137,652

2017-2018 Expenses: 142,164

Ending Year Balance: \$37,146

B) Directory – Tamara. Tamara and Bridget are working together to complete.

C) Fundraising- Barn Bash - Ashley K, Janell H, Robin W, Kirsten C

Janell says 90 tix sold for BB. Meeting on Tuesday. Ania M. has volunteered to help with BB and procurement. Kirsten working on sponsorship and will update team at meeting on 11th.

Zsu asked if there are deposits that need to be made. Tamara waiting for Barn Kestral invoice . Deposit down with Bartender. DJ has been paid. Photobooth is in process.

At Back to School Night: Promote Barn Bash, sell tickets with Square.

D) BTS BBQ – Tamara, 125 tickets sold as of today. Everything on track. Shuttle to game goes back and forth beginning at 6:30. No game tickets sold at BBQ. Check in will be under covered area for pay at the door and separate line for pre-paids.

Parent Club Table and Student Store will be in back of cafeteria. Barn Bash Tickets for sale at PC Table. Will need to keep a list of names for anyone who buys BB tix at BBQ.

E) Volunteer Coordinator- Lynne

Pie Sales moving forward . Art Lit getting staffed. Need student store shadows. We have a team for Hospitality and are getting them together in early October, Lynne is organizing and will get budget/ funds from Zsu.

F) School Store – (Elizabeth Meckert) \$2800 in sales at registration. \$210 at BTS Coffee. Ordering new sweatshirts, Elizabeth and Susan are going to work on a new design and will order. Elizabeth and Susan also need to be replaced for next year.

4. Principal's Report – Kurt (Had to attend another meeting)

A) Wish List – Kurt is reaching out to leadership teams and is refining wish list. Ashley/Tamara to finalize with Kurt before next week's parent club general meeting.

We have a list from teachers for items on their list (\$150/ FT teacher). Last year spent \$6800 on teacher support. \$150/FT Teacher, \$500 Science, \$300 office staff, \$500 counseling (\$100 to Spac/\$400 to counselor). Ex Team to review list and determine if counseling allocation needs to be increased in light of RTI and Tag additions.

B) Development of Fall kid/parent education program on Embrace Differences, Currently scheduled for November 14th (might move to 15th due to band concert). Plan is for kids to have an assembly at school and discuss in advisory, evening presentation is parent focused and will tie back to student assembly.

In terms of actual details these are still being worked. Kurt has had discussions with Diana C. of Coaching Peace. S.Pac would like to be involved in conversation on embracing differences. Important to convey that diversity does not just mean race, it covers so many facets, religion, gender, disabilities, etc...

C) New Building update. Plan still to have 10 portables set up over X-mas break.

D) Chromebooks being issued to the students. Vague on timing.

5. Coordinating Council Assignments - Ashley is going to September meeting.

6. New business, comments, questions

Meeting adjourned: 11:22