PTC Meeting

2014-08-11

**Meeting commenced:** 7:05pm

**Board Attendees:**

* President: Amber Farman
* Vice President: Santos Ramos
* Treasurer: Jen Garland
* Secretary: Sume Baik
* Parliamentarian: Forrest Farman
* Emeritus President: Christine Clark

# Business:

1. Guest Scott Roseman attended and had suggestions on improving PTC budget transparency and to provide continuity in PTC processes over time as PTC board members change. There have been a number of financial malfeasance incidences at other schools in the last year so additional checks and measures are welcome. Scott is willing to fund and help find future sponsors for these initiatives:
   1. Authorize Tri-City bank to send PTC bank statements to an interested party for review. This will provide fund oversight by a 3rd party that is not a PTC member or LBCS staff and does not have access to accounts. The interested party will be able to note and flag unusual expenditures or patterns of spending to the Board for review.

**A/I:** Did we agree to this and shall Scott be the interested party?

* 1. Use of a service like Shoeboxed.com to digitally track and archive receipts which are categorized automatically. This service is IRS approved and will allow the scanned/photographed/email receipts to be tracked. Phone apps are available. Details will need to be investigated further – for example, committee heads can approve the expenses and mailed receipts can be cc’d to the [LBCSPTC@gmail.com](mailto:LBCSPTC@gmail.com) account to verify the expense has been approved as Shoebox does not archive text in emails, only the scanned image.

**A/I: Jen and Gayle** to contact Scott for a demo and to evaluate how this can be used with our new accounting software system, SchoolBooks.

* 1. Hire a bookkeeper to track and record expenses and deposits to free the Treasurer up to oversee the budget. This will also provide financial continuity as Treasurers change. Estimated number of invoices processed per month is typically less than 500 and the potential cost may be low ($2,000/year?).
  2. Simplify published PTC budget and list items according to ‘mandatory’ versus ‘discretionary’ and ‘one-time’ versus ‘on-going’ expenses. Separate “social” events from “fundraising” events expenditures/profits. In addition, detail how the previous year’s Auction fundraising was used for the current year.

**A/I: Jen and Gayle** to provide a detailed budget for PTC review at meetings and a simplified budget to be published on the PTC website.

1. Updates
   1. Accounting software update (Jen) – Gayle and Jen are training on the new system. The goal is to introduce and use the 8th grade Catalina trip payments in October as a trial run before deploying to the rest of the school.
   2. PTC Teacher Liaison for 2014-15 will be Mrs. Messerli.
   3. Fall Carnival Chair is Eva Winger.
2. Budget
   1. ‘Technology’ is the largest forecasted expenditure ($45,000) in the budget. This may be an overestimated amount based on last year’s expenses. We need to verify this amount is valid for the 2014-15 school year.

**A/I: Forrest has sent email to Mr. V**

* 1. Budget for school year 2014-15 to be Board approved by 6/30/2014.

**A/I All:** My notes indicate we are making modifications to the budget, do we approve after modifications are made?

* 1. Proposal to sell older computers to LBCS families as they are replaced by the PTC. Proceeds will be used to fund future technology purchases.

**A/I: Forrest has sent an email to Mr. V**

1. Proposals
   1. Proposal to separate Pledge drive from Back-to-School information packet sent home at the beginning of the school year and move Pledge drive out 3-4 weeks. If we can tie in the Pledge drive with the new accounting system that allows online payments, we may have more participation. Approved.

**A/I: Santos** to contact Tammy and have the Pledge drive form removed.

**A/I: All** review and approve new Pledge drive form.

* 1. Proposal to replace staff room refrigerator. The current refrigerator freezer stops working periodically and the ice maker is broken. The staff would like refrigerator with a top or bottom freezer or French door style that will allow more flexibility in storing large items with a built-in icemaker. Approved. The Board has allocated $1,700 (including tax and delivery) for the new refrigerator.

**A/I: Santos** to research and recommend several options for approval in the next week.

* 1. Proposal to fund Ms. Bettina’s Art Supply order of $1,100. Approved.
  2. Proposal to ask Debbie Augustine to lead this year’s Spirit Wear drive. Last year’s designs were a success.

**A/I:** Sume to follow up with Debbie.

* 1. Proposal to organize a yearly ‘Welcome to LBCS’ social for new students and families. This year’s social was a success however the PTC insurance policy states the PTC is liable for any PTC events including water, jump houses, etc. so future events with these activities must not be PTC sponsored.
  2. Proposal to provide a simple ½ page information sheet at the Welcome breakfast on the first day of school. This information sheet will have the next meeting date, current need and the PTC website address.

**A/I: Amber** to draft information sheet.

* 1. Proposal to focus fundraising advertising to specific needs rather than the General fund. Highlighting the top needs may resonate more with parents and generate more donations.
  2. Proposal to re-instate the ‘Business and Interest’ forms used a few years back to get more company donations and parent involvement in new BASE programs.
  3. Proposal to have a “kick-start” meeting for all classroom volunteers (Room Parent, Art Docent, etc.) to propagate information and build a network for advice and help.

Previous Proposals and Action Items:

1. Science and Math Docent budget does not include prep time, only in-class time is funded. Consider increasing Science and Math Docent budget to include prep time.
   * 1. **A/I: Amber** to find out how much prep time is required.
2. Event schedules for 2014-215 to be finalized with Erica Sloane.
3. Proposal for an online Family Directory versus the printed directory. This will save Tammy time and allow parents to update contact information during the school year.
   * 1. **AI: Amber** to see if Constant Contact supports this feature.
     2. AI: Sumeto contact Amber Fawson to see if there were any other tools considered. Update: Amber Fawson did not find another tool that would fit our needs.
4. Document guidelines for Committee Head responsibilities and expectations (budget, track payments, expenses, review of what went well, improvements needed, etc.)
5. Proposal to digitize event information for Committee Heads. This will replace the hardcopy binders for each school event (Carnival, Winter Festival, etc.)

**Meeting adjourned:** 9:00pm

**APPENDIX: Updated Calendar and Event Chairs:**

Jog-A-thon Chair needed

Lead Room Mom needed