

Newcastle Elementary & Charter School
PTC General Meeting Minutes
March 7, 2019

Date, Time, and Location: Thursday March 7, 2019 at 2:45 in Mrs. Erickson's classroom.

Meeting Called to Order by: PTC President Amber Eubanks at 2:55 pm.

Attendance: Kathleen Ballew, Heather Caplinger, Dave Cory, Anne Erickson, Amber Eubanks, Callie Hansen, Erin Day-Moore, Sarah Nolivo, and Jennifer Turner.

There were 9 members in attendance; a quorum was reached. No guests were in attendance.

Minutes: The Minutes of the January 16, 2019 meeting were reviewed and accepted. Jennifer Turner moved to approve the Minutes, Sarah Nolivo seconded. Ayes: 9, Noes: 0.

Officers' Reports

President: given by Amber Eubanks

- Amber asked that her items of art decorating committee, NCA May 5th event, and Kindergarten round-up/open house PTC booth be discussed during new business.

Vice President: N/A position not currently being held by a member.

Treasurer: given by Jennifer Turner

- The budget was presented for review with the understanding that it will need to be updated with the correct assembly names under the "Enrichment Category." Mrs. Hansen updated everyone on the assemblies that were scheduled for the 2018-2019 school year. The **Anti-Bullying** (TK-4) and **#icanhelp** (6th-8th) was to be replaced with **Think Kindness. A Touch of Understanding** is scheduled for May and was already budgeted for by PTC. Mr. Cory will not need to use the principal Incentive fund to cover **A Touch of Understanding. B Street Theater** will not be scheduled this year and will be removed from the budget. **Wild Things** came in under budget by \$50. The \$330 allocated for **A Touch of Understanding** will be removed and moved into its own line item as Shakespeare Assembly. An overage in the Enrichments 2018-2019 budget is expected at the end of the school year – the total amount will depend on the final cost for **A Touch of Understanding**.

Principal's Report: by Dave Cory

- Dave stated that the student lottery was completed last week and communication with families went out this week. Charter requests for the 2019-2020 school year are up from last year and almost every grade has a wait-list.
- Book Fair this week has been very successful. The set-up was a success and it seems to be consistently busy every day after school.
- Facility updates will happen again this summer. Construction is set to start on Monday June 10th. Updates will include, but are not limited to, exterior updates to remove current and replace with stucco, repaint, cement work on courtyards, pole and overhang updates.
- District has posted 2019-2020 school schedule. School will begin August 14th. The October break is part of the 2019-2020 school year. Construction will not affect the current posted schedule.
- Social Media:

- Mr. Cory is in talks to create education and informative videos for parents to watch at their leisure.
- Wants to address the concerns he has in the filters right now with the "MoMo" issue. Filter is picking up the "momo" term more and more each day. Wants to make sure parents are aware and paying attention to what their kids are watching on you tube and through social media. The videos and articles are meant to educate parents especially to parents who may not be aware of a current "trending" topic/issue on social media.
- Mr. Cory met with the Community Resource Officer. Using PowerPoint, videos, and group work they will address the 7th and 8th grades on topics such as bullying, sexting, vaping, and other current issues.
- Amber asked/requested the videos could be added to a parent resource center on the schools website, possibly password protected. Mr. Cory stated he would have to check to see if it is a possibility and within guidelines. Idea is to possibly link resources in Knights Herald.
- If a PTC board member finds an article they believe could be a proper resource for parents they are to send it to Sarah and she will forward to Lisa for review and approval.
- Amber brought up the topic and voiced her concerns with proper discipline relating to online bullying and other "social media" issues. Mr. Cory said they are in new territory and they are doing their best to bring the mental health awareness to issues arising at school and online, but also making sure that there is recourse for repeat offenders.

Teacher Representative: given by Mrs. Ballew, Mrs. Erickson and Mrs. Hansen

- The teachers expressed their thanks for everything PTC did for Valentine's day for staff and teachers
- Teachers are in the middle of report cards and conferences start on March 18th.
- Kindergarten round up for new incoming families will be the week of conferences March 18th-22nd.
- They Liked the **Think Kindness** assemble but though it could have been better and more interactive. Think Kindness has asked for feedback and the teachers will follow up with the organization.
- Mrs. Landry asked with PTC would fund the *Volunteer Ice Cream Social* again. This will be held on April 29th from 2:00-3:00 on the lower field by the pond. Ice Cream will be ordered through the school and paid for by PTC, the rest will be purchased and receipts turned in. Amber asked that they fill out a funds request form and the PTC will vote via email, but didn't see it being an issue and stated last year was a success.

Committee Reports

- Her Knight will be tomorrow Friday March 8th. They have at least 98 students signed up to come. Amber and the board agreed that the PTC will provide a locked card/money box for the volunteers to collect donations. They will then be handed over to Jennifer for deposit and recording after the dance. Amber will pick up a box today.

Old Business

- Shade Structure Update. Funding doesn't even cover 10% of the lowest bid given. Estimated cost is over \$350,000. Even with District help there is not enough funding to continue with the permanent shade for the amphitheater. Sue is getting bids for smaller shade options on places such as upper playground, lower pickup area, basketball courts and a few other areas. PTC is okay to not move funds quite yet and will wait on bids to make final decision. Two options: leave funds in account and attach a "bid" to the amount to avoid tax penalties. If the PTC does need to move it, then it can "donated" to the district and they could place it in a trust like account so the funds will only be used in a PTC board approved way. Per Amber, PTC is to discuss options for the funds at May budget meeting.

- PTC Website: Sarah is still working with Josh at Dedicated Designs. They have the basic set up but they are currently working on building content.
- Assemblies and funding needs: see Treasurer Report above.
- Teacher Wish Lists: PTC created a form based on draft form from Mr. Cory, still waiting on final approval. The form, which would be provided to all teachers to complete, would request a summary of teachers' wishes for the classroom. Teachers were concerned about Amazon wish lists, as they believed they would replace the funding they got at the beginning of the year from membership drive. Amber clarified that the wish lists are in addition to the membership drive income. With Sarah's survey results showing that over 88% of parents like the Amazon wish list idea, they should really ask for anything they need, even if it's a larger item. PTC to finalize at next meeting.
- Bonding Insurance for Officers: Heather needed additional information for quote. PTC to decide which members will be covered. Amber stated she wants two quotes one for the four title members and a \$50,000 gross RCPT yearly coverage and another for the full board 9 members and a \$50,000 gross RCPT yearly coverage. Heather will call back Rich with Farmers with additional information for final quote. PTC will discuss at April meeting.
- Fun Run: 2019-2020 date to be finalized at next meeting.
- Survey Results: Sarah provided a summary of the results. While only around 40 people completed the survey, the feedback is helpful. Next year, PTC will work on clarifying/simplifying Fun Run funds allocation to the community and parents. PTC can use the survey results to prioritize funds, determine where extra funds should go, and build campaigns to help achieve project completion (new equipment, school improvements, etc.). The results also indicate that families are in favor of a Family Knight. PTC will start looking into facilities for a possible event in 2019-2020 school year. Refer to survey results for additional information.

New Business:

- Board Recruitment for 2019-2020 school year. PTC agrees that a flyer in the folders for kindergarten round up and a table at open house will help achieve more PTC board members. Mr. Cory has agreed to allow the PTC to have some time to speak at open house to help drive traffic to the PTC table. Volunteers to help run the Open House table will be needed.
- NCA May 5th Event: Volunteers are needed for this event. PTC/ NES will have a booth and hopes to increase membership at this event. Also, the PTC will have the coloring contest and a possible STEM activity at the table. Idea of selling spirit wear may be an option, as well. PTC to discuss at April meeting or finalize via email.
- Staff/ Parent Education and Social Media Posts: See principal report above
- Art Committee (added from President Report): Amber would like to create an Art committee to help facilitate beautifying the campus with art. Ideas like a fundraising tile wall, murals and art work will all be facilitated by this committee. Prospective committee volunteers should send their contact information to PTC. This category could be added to the PTC membership drive form, as well.
- Fundraising (added from President Report): Amber and Jennifer would like to create a resource for teachers, parents, or classrooms to provide fundraising ideas for their own specific needs such as field trips, etc. By next school year, PTC will collect information on campaigns such as Studio Movie Grill, Chipotle, Sees, etc. so classrooms/teachers will have options for their own needs.

Next Meeting: The next PTC meeting is scheduled for **April 4th, 2019 at 2:45 pm** (this meeting's focus will be prep for the May budget meeting).

Meeting Adjournment: Amber adjourned the meeting at 4:30 pm.

Minutes Compiled By: Heather Caplinger