

**Newcastle Elementary & Charter School**  
**PTC General Meeting Minutes**  
**January 16, 2019**

**Date, Time, and Location:** Wednesday, January 16, 2019 at 2:45 in Mrs. Ballew's classroom.

**Meeting Called to Order by:** PTC President Amber Eubanks at 2:50 pm.

**Attendance:** Dave Cory, Amber Eubanks, Kaitlin Roberts, Jennifer Turner, Sarah Nolivo, Heather Caplinger, Megan Craven, Anne Erickson, Kathleen Ballew, Erin Day-Moore.

There were 10 members in attendance; a quorum was reached. No guests were in attendance.

**Minutes:** The minutes of the November 14, 2018 meeting were reviewed and accepted. Jen moved to approve the minutes, Heather seconded. Ayes: 10, Noes: 0.

**Officers' Reports**

President: given by Amber Eubanks

- See New Business below.

Vice President: given by Jennifer Turner

- See New Business below.

Treasurer: given by Jennifer Turner

- The report and supporting financial sheets were presented for review.
- A "Wish List" from the TK and Kindergarten teachers for new outdoor equipment, games, and toys was presented for review and approval (total amount requested = \$275.80). The budget was reviewed to determine the availability of funds for the request. Dave stated that the PBIS fund could be reallocated to the General Fund. A motion to reallocate the PBIS Fund to the General Fund was made Heather and seconded by Sarah. Ayes: 10, Noes: 0. Megan made a motion to approve \$275.80 for the TK and Kindergarten Wish List, Kaitlin seconded. Ayes: 10, Noes: 0.
- Jennifer informed the PTC about a private donation received from Noreen Marks and asked if anyone knew whether she had an intended purpose for the money. The PTC will follow up with Noreen to find out if she intended for the money to be used for a certain purpose.
- Jennifer proposed the purchase of a new PTC laptop and Quickbooks software. Funds for the purchase would come out of the office supply line item in the budget. Erin made a motion authorizing Jennifer to purchase a laptop and Quickbooks software in an amount not to exceed \$600, Heather seconded. Ayes: 10, Noes: 0.
- For expenses associated with the 8<sup>th</sup> grade dance, Amber explained that PTC will reimburse up to \$1000 total. Reimbursements will be provided upon request and must be accompanied by a receipt.

Principal: given by Dave Cory

- Dave acknowledged and thanked the PTC Hospitality Committee for their recent kind gestures and treats provided to staff.
- The new school website is up and running. Dave stated that there is still a lot of work to be done on it. Online resources for parents are being compiled and will be available on the website in the future.

- Dave stated that registration for new student enrollment is open and will close mid-February. An informational night will be hosted at the end of January.
- The school will be sending a form home with students asking about their intent to return for the next school year.

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

- The teachers expressed their thanks to the PTC Hospitality Committee for the treats, goodies, notes, etc. that they have recently provided.
- Mrs. Ballew and Mrs. Erickson will follow up with Mrs. Hansen on the status of the Kindness Project.

### **Committee Reports**

- No specific reports were provided. The possibility of moving the Fun Run to the Spring was discussed as a way to potentially help build funds. Amber would like to set the date of the 2019/20 Fun Run at the March PTC meeting.

### **Old Business**

- **Kindness Project:** Mrs. Hanson was not in attendance to provide an update on the Kindness Project. The PTC needs further clarification on potential additional funds needed. If additional funds are needed, the PTC will have to revisit this discussion at its next meeting in March.
- **eScrip Lead and Marketing:** Amber and Sarah indicated that they will continue working on this item.
- **Bonding Insurance for Officers:** Amber discussed the need for bonding insurance for the PTC officers. Heather stated that she will request a quote from her agent and provide follow up information at the March PTC meeting. According to Heather, bonding insurance can cost anywhere from \$500-\$1800 per year.
- **Teacher Wish Lists:** PTC will prepare a draft form for Dave to approve. The form, which would be provided to all teachers to complete, would request a summary of teachers' wishes for the classroom (equipment, supplies, field trips, assemblies, etc.). Wishes included on the form would not necessarily be guaranteed funding. However, having the feedback from teachers would be helpful for PTC's budgeting and planning for future funding needs. Dave provided Heather with a rough outline of the document to be created. Heather will create a basic template for the PTC to review and revise/edit, as needed.
  - Amazon Wish Lists were also discussed as a possible mechanism for meeting classroom needs. These lists can be created under the PTC's Amazon Smile account for each teacher. The lists can be updated throughout the year and shared with parents and school supporters.
- **Shade Structure:** The PTC is waiting on a response from the architect for information regarding pricing, guidelines, and required permits. If the structure is not feasible, the funds will need to be allocated to another school project. Teachers have mentioned digital boards at both campuses, as well as a drinking fountain on the TK/K playground. Movement must happen by 6/2019. We will discuss further at March meeting.

### **New Business:**

- **His/ Her Knight:** His Knight has not had any volunteers to run or coordinate. Accordingly, no His Knight event has been scheduled. Her Knight is scheduled for Friday March 8<sup>th</sup>. There is an \$800 budget for the event. Receipts will be submitted to PTC for reimbursement. There will be no charge for attendance. PTC is looking into the possibility of doing a "Family Knight" in the Fall of 2019.

- **Recruitment for Vice President or Treasurer.** The PTC is still recruiting for Vice President or Treasurer.
- **PTC Website:** Sarah proposed moving the website to WIX with the services of Josh at Dedicated Designs. Josh will donate his design services (\$1500 value). The cost for WIX yearly is around \$300 for hosting and fees and is similar to the fees paid for the current site. The benefits of WIX include its user friendly platform, ease of updating and revising, and its inclusion of a merchant/POS system. Sarah believes it will make it easier for PTC to update without outside assistance. Amber stated that because no monetary funds are being spent at this time, Sarah could start the process of having Josh build the new site.

**Next Meeting:** The next PTC meeting is scheduled for **March 7, 2019 at 2:45 pm.**

**Meeting Adjournment:** Amber adjourned the meeting at 4:46 pm.

**Minutes Compiled By:** Kaitlin Roberts, Secretary, and Heather Caplinger, Hospitality Chair.