

Newcastle Elementary & Charter School
PTC General Meeting Minutes
April 4, 2019

Date, Time, and Location: Thursday, April 4, 2019 at 2:30 in Mrs. Ballew's classroom.

Meeting Called to Order by: PTC President Amber Eubanks at 2:43 pm.

Attendance: Kathleen Ballew, Heather Caplinger, Dave Cory, Anne Erickson, Amber Eubanks, Callie Hansen, Kaitlin Roberts, Sarah Nolivo, Jennifer Turner, and Jim Trimble.

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

Minutes: The Minutes of the March 7, 2019 meeting were reviewed and accepted. Heather moved to approve the Minutes subject to a correction to the listed meeting location (Mrs. Erickson's classroom rather than Mrs. Ballew's) and a correction in the Treasurer Report section to change "Mrs. Callie" to "Mrs. Hansen." Kaitlin seconded. Ayes: 10, Noes: 0.

Officers' Reports

President: given by Amber Eubanks

- Amber stated that she will be discussing her items under New Business.

Vice President: N/A (position remains vacant)

Treasurer: given by Jennifer Turner

- The updated budget spreadsheet was presented for review.
- The budget for the 2019/20 school year will be discussed at the next meeting.

Principal's Report

- Dave introduced new administrator, Jim Trimble. Jim will be providing administrative support for the lower campus.
 - Jim provided a brief introduction. Jim stated that they will be working on re-doing the garden on the lower campus. He might come back to PTC in the future to ask for a financial donation for the effort.
- Dave presented the final numbers for the Think Kindness project: 5,296 acts of kindness were recorded and 130 pairs of shoes collected.
- Dave stated that the school will be holding a presentation for 7th and 8th grade to address the dangers of vaping.

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

- Mrs. Ballew stated that the Volunteer Ice Cream Social will be held on April 29th from 2:00 to 3:00 at lower campus. If it rains, the event will be moved to the gym.
 - Heather will check the PTC shed for supplies for the event.

Committee Reports

- Her Knight was held on Friday, March 8. Amber noted that the event was a success overall but there was not a lot of physical volunteer help before and after the event.
 - PTC will be putting together gifts for the event coordinators.
 - Amber suggested that the gift include Studio Movie Grill Tickets (purchased at the discounted \$5 fundraiser rate). Amber further suggested that the PTC purchase additional tickets to have on hand for future gifting/hospitality purposes. PTC will also extend the offer to purchase the discounted tickets to all staff, PTC board members, District Advisory Council, and Site Council. Sarah will prepare a ticket order form. Money for tickets will be collected prior to placing an order. The deadline to order will be 4/24.
 - Heather moved to purchase 20 tickets at \$5 each using funds from the hospitality budget and 9 tickets at \$5 each from funds remaining in the Her Knight budget. Dave seconded. Ayes: 10, Noes: 0.
 - Sarah moved to extend the offer to purchase tickets at the \$5 price (with pre-payment required) to all NES/NEC staff, PTC board members, District Advisory Council, and Site Council. Jen seconded. Ayes: 10, Noes: 0.
- His Knight is being organized by Mary and Amanda. The event will be held at 6pm on May 17th and will include dodgeball games and a photo booth.

Old Business

- Review Survey Results and Teacher Wish Lists. Sarah clarified the results of the survey – specifically in relation to the feedback on Amazon Wish Lists. The teachers are fine with the Amazon Wish Lists as long as they are in addition to (not in lieu of) the money that is usually provided by PTC at the beginning of the year.
- PTC Website: Sarah said the site should be ready to review by next meeting.
- Bonding Insurance for Officers: Heather indicated that the cost for bonding insurance ranges from \$800 to \$1800, depending on coverage needed. Since this relates to the budget, it will be further discussed at the next PTC meeting in May.
- Fun Run
 - Jim suggested having the run earlier in the school year. In his past experience, this type of fundraiser does better in the fall than in the spring. He also suggested making it very clear to parents the specific “needs” that the fundraiser money will be used for.
 - Heather moved to schedule the Fun Run on October 18, 2019. Kaitlin seconded. Ayes: 10, Noes: 0.
- NCA Event on May 5th: PTC will share a booth with the school. PayPal reader will be needed for donations.
- Fall Board Openings:
 - Sarah will create a flier for recruitment.
 - The current officers discussed their availability to serve on the board for another term.

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

Meeting Adjournment: Amber adjourned the meeting at 3:45 pm.

Minutes Compiled By: Kaitlin Roberts