

Newcastle Elementary & Charter School
PTC General Meeting Minutes
August 15, 2018

Date, Time, and Location: Wednesday, August 15, 2018 at 2:00 pm in the NESD Office at 645 Kentucky Greens Way, Newcastle.

Meeting Called to Order by: PTC President Amber Eubanks at 2:00 pm.

Attendance: Dave Cory, Amber Eubanks, Kaitlin Roberts, Jennifer Turner, Monika Towne, and Lila Aylstock (via phone).

There were 6 members in attendance; a quorum was reached. No guests were in attendance.

Minutes: The minutes of the May 15, 2018 meeting were reviewed and accepted. Dave moved to approve the minutes, Lila seconded. Ayes: 6, 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 Lila Aylstock

- The report and supporting financial sheets were presented for review.
 - Bollin Fund – Lila explained that the Bollin Fund has been removed from the Profit and Loss Report and is now included as an asset on the Balance Sheet. Dave is going to find out about the future of the Fund. The possibility of transitioning to a scholarship fund in the future was discussed. PTC will revisit this topic at a future meeting date.
 - The rescission of budget allocations was discussed. Lila proposes to move all funds leftover in the budget at the end of a school year (unless designated for a specific use/purposes) to the General Fund. Jennifer moved to approve the rescission of allocations from 2016-2017 and 2017-2018 budgets and the transfer of those funds to the General Fund, and moved to continue this same practice moving forward, Kaitlin seconded. Ayes: 6, Noes: 0.
- Expenditure Approvals:
 - Staff Shirts: Kaitlin moved to contribute \$400 for the purchase of Staff shirts, Jennifer seconded. Ayes: 6, Noes: 0.
 - Umpqua Fees: This item was removed from the agenda as it was previously considered and approved at the May 15, 2018 meeting.
 - Based on feedback provided by Monika Towne, PTC is going to consider adding a line item to the budget to help compensate the school for use of the copy machine, toner, paper, supplies, etc.

Principal: given by Dave Cory

- Information regarding the upcoming school year was provided in a Welcome Back Letter that was sent out to parents.

- Dave asked the PTC to consider allocating funds to help pay for miscellaneous Principal expenses/incentives/activities during the school year. This would be a budget line item with no rollover for funds not used during the school year. Jen moved to allocate \$2,000 to a Principal's fund, Kaitlin seconded.

Teacher Representative:

- No Teacher Representative in attendance.

Committee Reports

Fun Run Committee: given by Lila

- The Run is scheduled for 10/12/18. Lila ordered the packets to distribute to students.
- Past sponsors are getting a discount for repeat sponsorship. PTC to utilize Facebook to recruit for and advertise sponsors.
- The possibility of allocating a portion of the Run proceeds to a PTC scholarship fund was discussed.
- The next committee meeting will be on 8/28/18 at 2:45 at the lower campus.

Old Business

No Old Business to discuss.

New Business

2018/19 Hospitality Chair – No nominee was in attendance. To be determined at a future meeting.

Upcoming Events/Projects

- Back to School BBQ 8/17/18, 4-6pm
 - PTC will have a table to provide information, volunteer sign-ups, and membership forms.
 - "Newcastle Rocks" – rock painting/decorating with Sarah Gillmore. PTC will help facilitate.
- First Day of School 8/21/18
 - PTC to provide coffee and snacks before school.
 - PTC to coordinate balloon donations for the red carpet/arrival area.
 - PTC to visit TK and K classrooms to provide an introduction to the PTC and pass out membership drive forms and calendar magnets.
- Back to School Night 8/30/18, 6-7:30pm
 - PTC to have a table with volunteer sign-up sheet and Spirit Wear samples.

Next Meeting: The next PTC meeting is tentatively scheduled for **September 12, 2018 at 2:45 pm**, location to be determined.

Meeting Adjournment: Amber adjourned the meeting at 3:40 pm.

Minutes Compiled By: Kaitlin Roberts, Secretary.