

**Newcastle Elementary / Charter School**  
**PTC General Meeting Minutes**  
**November 14th, 2019**

Date, Time, Location: Thursday, November 14, 2019 at 2:45 pm in Ms. Nelson's classroom (room 503).

Members in Attendance: Heather Caplinger, Susan Pierson, Amada Kodet, Callie Hansen, David Cory, Megan Campos, Sarah Nolivo, Kaitlin Roberts, and Lauren Sims. There were 9 members in attendance; a quorum was reached. No guests were in attendance.

1) **CALL TO ORDER:** The meeting was called to order by PTC President, Heather Caplinger, at 2:50 pm.

2) **APPROVAL OF MINUTES:** The minutes of the **October 3, 2019** meeting were reviewed and accepted. Mr. Cory moved to approve the minutes, as presented, Sarah seconded. Ayes: 9, Noes: 0.

3) **REPORTS**

a. **PTC Officers & Committees**

- President (Heather Caplinger):
  - Heather recognized the Hospitality Committee for their hard work for the Veteran's Day Assembly and thanked them for their continued efforts with the teacher birthday gifts.
- Vice President (Sarah Nolivo):
  - Fun Run: Sarah provided a summary of the final numbers and statistics for the Fun Run.
    - A total of approximately \$32,000.00 was raised through student donations and business sponsorships. Sarah noted that although the total is lower than the goal set by PTC of \$40,000.00, it is comparable to last year's total.
    - Sarah suggested that PTC consider sending letters out in January to business sponsors to remind them to budget for another donation in 2020.
- Treasurer (Susan Pierson):
  - Susan presented a funds request received from Señora Salud for two Cinco de Mayo assemblies (TK – 4<sup>th</sup> and 5<sup>th</sup> – 8<sup>th</sup>). The total cost for both assemblies is \$800.00. Heather suggested tabling the vote on this request until a future meeting date – she would like to have the PTC QuickBooks set-up completed so that the request can be considered in relation to the updated PTC budget.
  - Susan stated that a \$3,000 invoice from Kevin Bracy was received and will be paid from the budgeted PTC funds. The cost covers all of Kevin's visits for the year.
- Hospitality Committee (Amanda Kodet):
  - The Hospitality Committee has been busy with preparations for the Veteran's Day assembly, Fun Run reward parties, and planning treats for staff during Thanksgiving week. The Committee has also started contacting restaurants to inquire about catering for Teacher Appreciation Week.

b. **Principal** (David Cory):

- Mr. Cory has received a lot of positive feedback on the Fun Run and the Kevin Bracy visit.
- The recent PG&E power outages were discussed. The Safety Committee is reviewing school procedures for future outages.

- Upcoming school events include parent-teacher conferences and Thanksgiving break. The Holiday Knights show will be held on December 4<sup>th</sup> in Marshall Square. Mr. Cory is coordinating with Mrs. Aday to determine volunteer needs for the event.

**c. Teacher Representative (Mrs. Hansen):**

- The visit from Kevin Bracy was a huge success. Mrs. Hansen said that both staff and students were moved by Kevin's powerful message.
- Mrs. Hansen passed around a book created by Mr. Erickson's 3<sup>rd</sup> grade class in response to the Touch of Understanding assembly.
- Staff is in the process of creating car placards with student/family names for after school pick-up on upper campus.
- Mrs. Hansen asked about the PTC-funded end of the year BBQ. Mrs. Lacey will be coordinating the event this year. Potential activities/games for the event were discussed.

**4) OLD BUSINESS**

- Obstacle Fun Run - Item discussed under "Reports" above.
- Spirit Wear
  - Heather stated that the spirit wear hats that came in are of a lower quality than expected. The supplier will be sending a new batch of 100 hats with embroidered logos.
  - Spirit Wear sales totaled approximately \$1,750.00. Heather expects that 50% or more of the total sales will be profit.

**5) NEW BUSINESS**

- Lower Campus Field - Megan Campos asked to speak to the PTC about the future of a new grass field on the lower campus. Megan provided an update on the status of the project and discussed PTC's potential involvement in assisting with future efforts.
- 4<sup>th</sup> Grade Coloma Field Trip –
  - The traditional 4<sup>th</sup> grade overnight field trip to Coloma is no longer a school-sponsored event; however, one of the 4<sup>th</sup> grade parents has stepped in to organize it as a parent-led/ outside of school field trip. Over 75% of the 4th grade students have committed to attend.
  - The PTC received a funds request from the parent coordinator of the trip for \$632.50 to subsidize the costs for several students in need. The funds would cover the full cost of the trip for two students (\$185 per student), half the cost for another student (\$92.50), and a portion of the remaining costs for two additional students (\$85.00 per student).
  - During the discussion of this item, Sarah stated that the PTC bylaws do not restrict PTC funding of non-school sponsored events. Sarah further referenced the PTC bylaw objectives of, "providing charitable assistance to the students, parents and teachers of Newcastle Elementary School District and the Newcastle Community" and "to enhance the educational experiences for all students by providing support, funds and labor benefiting the school and community."
  - During the discussion of this item, concern was raised regarding the potential for this to set a precedence for future trips/events. To address this concern, members in attendance agreed that the PTC would need to make it clear that this would be a one-time transaction meant to ensure that current students do not miss out what has been a traditional Newcastle School field trip. Further, the PTC determined that approval of the funds would not be setting a funding precedent for future years as planning time will not be an issue.
  - Sarah moved to approve \$635.00 for the Coloma field trip as a one-time transaction, not setting precedence for future trips; Kaitlin seconded. Ayes: 9, Noes: 0.

**6) ANNOUNCEMENTS & FUTURE MEETING DATES**

- The next meeting will be held on January 16, 2020.

**7) ADJOURNMENT:** The meeting was adjourned by PTC President, Heather Caplinger, at 4:40 pm.

*Minutes Compiled By: Kaitlin Roberts, PTC Secretary*