

Newcastle Elementary / Charter School
PTC General Meeting Minutes
August 29, 2019

Date, Time, Location: Thursday, August 29, 2019 at 2:45 in Mrs. Erickson's classroom (room 503).

Members in Attendance: Heather Caplinger, Megan Craven, Dave Cory, Callie Hansen, Kaitlin Roberts, Sarah Nolivo, Jeanette Hawkins, Susan Pierson, Amanda Kodet, Amanda Almeida, Jennifer May, Megan Campos, Lauren Sims, Kristin Tedford, Whitney McCreary, Whitney Bell. There were 16 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 **May 30, 2019** meeting were reviewed and accepted. Amanda K. moved to approve the minutes, as presented, Sarah seconded. Ayes: 16, Noes: 0.

3) REPORTS

a. PTC Officers & Committees

- President (Heather Caplinger): No separate report was given. Heather will discuss Items under New and Old Business.
- Vice President (Sarah Nolivo): No separate report was given. Sarah will discuss items under New and Old Business.
- Treasurer: No report was given.
- Committees: Heather thanked the PTC Board and Hospitality Committee. Heather and Sarah were recognized for their hard work in launching the new spirit wear. Heather noted that spirit wear order forms will be distributed to students on Monday.

b. Principal (David Cory)

- The new digital sign has been installed on upper campus; the electrician is coming next week to set up the connection. The sign for lower campus will be installed next week and connected the following week. Heather asked about the possibility of displaying student birthday announcements on the signs and noted that charging a fee for the announcements could be a potential fundraising opportunity. Mr. Cory replied, stating that he would like to table this discussion for now, but it is something to consider in the future.
- Chromebooks have been distributed to students.
- The staff is very happy with their new staff shirts.
- PTC's sale of spirit wear at Back to School Night was a success.
- Girls basketball and cross country have started.
- An expert on school safety was brought in during a staff in-service day to assess the school and provide staff training. As a result of the assessment, the office and classroom doors will be locked at all times. Staff and volunteers will be required to wear badges. The school is going to be revising its school safety plan (public document) and emergency plan (private document). Additional information regarding these items will be sent home to parents in the near future.

c. Teacher Representative (Mrs. Hansen):

- Back to School Night was a success and the year is off to a great start.

4) NEW BUSINESS

- Mrs. Lacey's Funds Request for 5th Grade Guest Speaker
 - Mrs. Hansen, speaking on behalf of Mrs. Lacey (not in attendance), explained that the request is for PTC funds (approx. \$500) for a blind mountain biker guest speaker for the 5th grade. A funds request form will be filled out and submitted to PTC for future consideration/approval.
- Fun Run
 - Sarah presented a timeline with important dates leading up to the Fun Run. The Run will be held on October 18th. Sarah also provided business sponsor materials and discussed sponsor leads.
 - An overview of the GetMovin' website was provided and the incentives/prize sheet was discussed. Mr. Cory expressed concern about the prizes not being appealing to the older students. He is going to reach out to 6th – 8th grades for suggestions for potential alternative prizes (homework passes, gift certificates, etc.).

5) OLD BUSINESS

- 2019/2020 Budget & Budgeted Item Follow-up
 - Sarah will coordinate with Susan to discuss.
- Open PTC Positions:
 - Heather discussed the various vacant positions (listed below) and mentioned that teaming up for a position is also an option.
 - i) Room Parent Coordinator – There were no volunteers or nominees for this position (table to a future meeting).
 - ii) Volunteer Coordinator - There were no volunteers or nominees for this position (table to a future meeting).
 - iii) Social Media Coordinator – Kristin Tedford and Amanda Almeida expressed interest in sharing this position. The possibility of starting an Instagram account for PTC was also discussed.
 - iv) Treasurer Support – Lauren Sims expressed interest in being Co-Treasurer with current Treasurer, Susan Pierson.
 - Megan moved to nominate Kristin Tedford and Amanda Almeida as Co-Social Media Coordinators and Lauren Sims as Co-Treasurer. Whitney seconded. Ayes: 16, Noes: 0.
- Art Committee – It was agreed to table this discussion until after the Fun Run.
- Spirit Wear Update – Heather stated that \$900 was made on spirit wear sales at Back to School Night.

6) ANNOUNCEMENTS & NEXT MEETING:

- The next meeting will be on September 19, 2019.

7) ADJOURNMENT: The meeting was adjourned by PTC President, Heather Caplinger, at 4:00 pm.

Minutes Compiled By: Kaitlin Roberts, PTC Secretary