

**FINAL** General PTC Meeting, Maidu, F5

[Items in **Blue** are motions. Actions to be taken are in **Red**. Agreements are in **Green**. ]

**May 18, 2010 Minutes**

<b>Welcome/ Call Meeting to Order</b>	The executive meeting was called to order by Jessica Rafanan at 10:07 a.m. The general meeting was called to order by Jessica Rafanan at 11:05 a.m.																				
<b>Attendees:</b>	<table border="0"> <tr> <td>Jessica Rafanan*</td> <td>Shannon Berg*</td> <td>Sherilyn Petterson</td> <td>Margot Birch</td> <td>Nancy Zavesky</td> </tr> <tr> <td>Tami Lynch*</td> <td>Carolyn Brosnan*</td> <td>Tami Jackson</td> <td>Edgar Quilala</td> <td></td> </tr> <tr> <td>Colleen Freund*</td> <td>Renee Nash</td> <td>Adrienne Evans</td> <td>Nicole Cochran</td> <td></td> </tr> <tr> <td>Leigh-Ann Reiner*</td> <td>Diane Duncan</td> <td>Jenny Milne</td> <td>Christine Nelson</td> <td>* Board Member</td> </tr> </table>	Jessica Rafanan*	Shannon Berg*	Sherilyn Petterson	Margot Birch	Nancy Zavesky	Tami Lynch*	Carolyn Brosnan*	Tami Jackson	Edgar Quilala		Colleen Freund*	Renee Nash	Adrienne Evans	Nicole Cochran		Leigh-Ann Reiner*	Diane Duncan	Jenny Milne	Christine Nelson	* Board Member
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<b>Approval of Minutes</b>	<b>There was a motion that was seconded to approve the April 20, 2010 minutes. Motion passed.</b>																				

**Special Report**

<b>ESF &amp; SCRIP/Renee Nash</b>	<p>ESF is looking at administering the SCRIP program for all schools in the District, using a local third party scrip processing company. This would alleviate each PTC from the many hours of labor it takes to process paper scrip. Currently, not all PTCs in the District even provide a paper scrip program due to the many people it takes to process paper scrip. This would allow EVERY family in the District to go to a central on-line scrip processing site, order scrip every week, and personally choose the school that benefits from the proceeds.</p> <p>Scrip processing company responsibilities:</p> <ol style="list-style-type: none"> <li>1. Provide weekly email reminders and order forms to all families signed up for the program, reminding them to order their scrip</li> <li>2. Take payments through either credit card, electronic check or paper check</li> <li>3. Process orders and deliver orders to schools</li> </ol> <p>PTC responsibilities:</p> <ol style="list-style-type: none"> <li>1. Promote the program to parents/families, provide information and educate</li> </ol> <p>Parameters:</p> <ol style="list-style-type: none"> <li>1. Every school in the District must agree to participate otherwise the program won't work</li> <li>2. Minimum weekly order would probably be \$50</li> <li>3. Vendors offered must provide at least an 8% return to the schools in order to be considered – many local vendors would be included</li> <li>4. Service charge for using credit card processing may need to be passed on to the family – this is still being researched</li> </ol> <p style="color: red;">Further research and collaboration is being done on ESF's part to provide information to each PTC in the District in order for them to make an informed decision about using the program. Initial reaction of our Executive Board and PTC members is very positive.</p>
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**Treasurer's Report**

<b>Summary &amp; Current Status/Colleen Freund</b>	<p>Statement of Financial Condition reflects a total cash balance of \$15,532.04 - total encumbrances of \$12,468.50 = available funds balance of \$3,063.54. We estimate an income of \$4,523 and expenses of \$6,561.94 which leaves a net remaining income/(expense) of (\$2,038.94). When combined with the available funds balance, the estimated 09-10 carryover/(shortfall) is \$1,024.60.</p> <p>Some outstanding reimbursement areas expected: Family meet/greet night and Family Picnic.</p> <p>Any other outstanding reimbursement requests due by June 1. Budget meeting on May 25-time changed from 11:30 am to 11:00 am. If you are unable to attend and you have any input regarding budget forecasting, please email Colleen.</p> <p style="color: red;">Remaining budget from Read Across America Week has been requested by Lorna Schofield to give to TNT as an honorarium for the time they donated.</p>
<b>SCRIP Status/Margot Birch</b>	<p>\$160 made from SCRIP promotion at Excelsior Open House. <b>Need to discuss further the proposal from ESF regarding SCRIP processing for next year.</b> PTC would still maintain responsibility for eScrip, grocery store card registering, Dining for Dollars and possibly 6<sup>th</sup> grade Outdoor Education fundraising program.</p>

## Event Reports – Upcoming

<p style="text-align: center;"><b>Family Picnic, May 21/Tami</b></p>	<p>As ready as we can be.</p> <ul style="list-style-type: none"> <li>▪ Games: provide small kiddie games, face painting, PE equipment available for kids, 50/50 raffle, sack races, small craft</li> <li>▪ Food: bring your own picnic dinner; confirmed Jamba Juice and El Sombrero to set up and sell food</li> <li>▪ So far almost 300 people (adults and children) have RSVPd</li> <li>▪ Drawing for \$25 in Safeway scrip bucks</li> <li>▪ Facilities request: all handled by Tami and Eric</li> <li>▪ Volunteers: have GBHS students to help out with playground supervision and games; waiting on STAR to respond to our request – <b>Leigh-Ann to check again</b></li> <li>▪ All supplies gathered/bought; ice confirmed to be provided by fire department</li> </ul>								
<p style="text-align: center;"><b>PTC Budget Meeting, May 25/Colleen</b></p>	<p>Time changed from 11:30 am to 11:00 am. If you are unable to attend and you have any input regarding budget forecasting, please email Colleen.</p>								
<p style="text-align: center;"><b>CAN (Class Assignment Night), Aug 17/Nancy Zavesky</b></p>	<p>Doing the same format that we used last year:</p> <ol style="list-style-type: none"> <li>1. Pick up info packet</li> <li>2. See who your teacher is</li> <li>3. No PTC exchange of money for food</li> <li>4. Dining for Dollars options to be provided</li> <li>5. If organizations want to set up tables (ESF, Girl Scouts, PTC, District Transportation, RJUHSD, etc), they are welcome to do so, just need to let Nancy know.</li> </ol> <p>Jessica and Nancy meeting to discuss this event. Still looking for someone who can carry on next year after Nancy moves on to Olympus.</p> <p>In the past, we have switched the location of this event each year between Maidu and Excelsior. Because we now have Greenhills families attending Excelsior, <b>it has been determined that it would be in their best interest to continually have CAN at Excelsior every year.</b></p>								
<p style="text-align: center;"><b>Jog a Thons, Exc. 9/17 &amp; Maidu 9/24- Tami Jackson</b></p>	<p>Preparations are in full swing. We are having Excelsior's jogathon BEFORE Maidu's this year to not conflict with Greenhills event.</p> <p>The committee is made up by the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 50%; text-align: center;">Excelsior</th> <th style="width: 50%; text-align: center;">Maidu</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"> <b>Event Coordinator:</b> Jeannie Larson Cindy Robertson                 </td> <td style="padding: 2px;"> <b>Event Coordinator:</b> Nicole Cochran  <b>Pledge Collection Coordinator:</b> vacant                 </td> </tr> <tr> <td colspan="2" style="padding: 2px;"> <b>Pledge Collection Coordinator:</b> vacant                 </td> </tr> <tr> <td colspan="2" style="padding: 2px;"> <b>Sponsors &amp; Advertising Coordinators:</b> Tami Jackson and Marci Tjader                 </td> </tr> </tbody> </table> <p>Still need Pledge coordinators at both schools, but lots of people available to help out on pledge committee. Sponsoring and T-shirt design is coming along at this point. We'd like to get a K-2 grade parent involved at Maidu for pledge coordinator so they can continue in the future. Looking at options to get them involved.</p>	Excelsior	Maidu	<b>Event Coordinator:</b> Jeannie Larson Cindy Robertson	<b>Event Coordinator:</b> Nicole Cochran <b>Pledge Collection Coordinator:</b> vacant	<b>Pledge Collection Coordinator:</b> vacant		<b>Sponsors &amp; Advertising Coordinators:</b> Tami Jackson and Marci Tjader	
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## Event Reports – Post Event

<p style="text-align: center;"><b>Excelsior Open House, April 29 - Jessica</b></p>	<p>Great turn out, no problems</p>
<p style="text-align: center;"><b>Teacher/Staff Appreciation week, May 3-7 - Jessica</b></p>	<p>Fabulous as always. Gina and Angela did a superb job. Teachers loved El Sombrero providing food</p>
<p style="text-align: center;"><b>Excelsior Family Game Night, May 5 - Leigh-Ann</b></p>	<p>Went very well. Was a great low-key opportunity for parents/families to gather, talk with principal, check out the school. Welcomed several Greenhills families. Very successful in what it planned to do.</p>

## Committee Reports

<p style="text-align: center;"><b>Nominating Committee – general vote for 2010-2011 officers</b></p>	<p>Jessica will be stepping down as President. Shannon Berg will be stepping down as Maidu, VP. Tami's 2-year term as Secretary is over.</p> <p>Vote on following nominees:                  Vice Presidents Excelsior – Leigh-Ann Reinero and Tami Lynch                  Vice President Maidu – Carolyn Brosnan                  Treasurer/Co-Treasurer – Colleen Freund and Jenny Milne                  Secretary – Edgar Quilala</p>
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	<p>Opening still available for President and a second Maidu Co VP. The Board is comfortable moving forward with the Presidency open at this point. Jessica will remain an advisor and is willing to continue smaller areas of responsibility as Past President. The other board members can pick up various Presidential responsibilities until the position is filled.</p> <p><b>There was a motion that was seconded to approve appointment of the above Executive Board for the 2010-2011 school year.</b></p> <p><b>There was a motion that was seconded to approve the new PTC Board members (except Secretary) as signers on PTC bank accounts, but <u>not</u> allow both Treasurer and Co-Treasurer as simultaneous signers on accounts. Motion passed.</b></p>
<b>Distribution/e-News/Wed Folders/Summer Mailer/Tami Lynch</b>	<p>Nothing to report in Distribution area.</p> <p>Summer Mailer: we have volunteers scheduled to collate on May 26. Schools, PTC, District office and other committees have been given a May 24 deadline to get their inclusions prepared so the appropriate number of copies can be made. At this point, the schools, PTC and other committees are ready, we are still waiting to hear from the District office.</p>
<b>ESF Update/Margot Birch</b>	<p>ESF will be able to provide the following amounts to schools this year, in addition to the normal amount already given:</p> <p>K-3 schools - \$4000 4-6 schools - \$4000</p>
<b>Coordinator positions for 2010-2011</b>	<p>Still some vacancies, but no worries – many of these can be filled at Back to School night. Target incoming Maidu families. Jog-a-thon pledge coordinators still a priority.</p>

### Principal Reports

<b>Maidu/Stephanie Groat</b>	<p>Stephanie at PCOE training today, provided written report.</p> <p>Thank you for staff appreciation week. 2<sup>nd</sup> grade Peace performance was great. 3<sup>rd</sup> grade doing new production this year on Broadway music – 5/21. Kindergarten readiness presentation for new K parents and daycare providers on 5/27. Touch of Understanding visiting 2<sup>nd</sup> grade on 5/27. Volunteer “thank you” tea for classroom volunteers on 6/1</p>
<b>Excelsior/Diane Duncan</b>	<p>5<sup>th</sup> grade wax museum presentations finishing up next week. Lots of Spring concerts: Band going to Jazz Jubilee. Olympus parent info night 5/20. 4<sup>th</sup> grade parent info night 6/1</p>

### President Report

<b>District News/Calendar 2010-2011</b>	<p>District calendar is out, but collaboration days for 4-6 grade are still in negotiations. Changes to teacher conferences in November, STAR testing dates moved to May and Open Houses moved to May.</p>
<b>PTC Calendar 2010-2011</b>	<p>Tentative dates determined, but can certainly change. Will be updated once the District has determined collaboration days for 4-6 grade. <b>Please review and make any suggested changes to Jessica.</b> SCRIP order due dates will be removed until final decision is made about the program.</p>

### Announcements

<b>Meetings</b>	<ul style="list-style-type: none"> <li>▪ PTC budget planning meeting, May 25, Maidu, F5, 11:00am-1pm</li> <li>▪ PTC general meeting June 1, Maidu, F5, 11am-1pm; Executive Board, 10 am-11 am</li> </ul>
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Adjournment: The meeting was adjourned at 1:07 p.m. on Tuesday, May 18, 2010 by Jessica Rafanan