

Sierra Elementary PTC Minutes
Sep 2, 2015 - 6:00 PM

I Call to order

Meeting called to order at 6:03 PM

II Roll/Call Introductions

Jamie Wuerthner, President

Betsey Welch, Co-Vice President

Susan Willson, Co-Vice President

Katie Leman, Co-Treasurer

Barbara Trammell, Co-Treasurer

Kali Hetrick, Secretary

Claire Luna

Gina Farinacci

Julie Young

Nicole Zehnder

Shaua Frienen

Jenn Alexander

Trista Martin

Susan DeBoer

Hannah Anderson

Gigi Baltazar

Petra Collamer

Dana Stansel

Amy Domingo

Matthew Oliver

Dean Sorensen

III Approval of Min - May 6, 2015

Susan Willson explained the process of approving the minutes.

Jamie Wuerthner motioned to approve the minutes for the PTC General Meeting held on May 6, 2014. Susan Willson seconded. Minutes approved.

IV Treasurer's Report

Katie Leman, Co-Treasurer explained the treasurer report, and provided an overview of the 2015/2016 school year.

V Event Updates

A. FUNd Run (October 2)

Betsey Welch, Co-Chair of the FUNd Run updated us on the progress of the event, and provided a brief description of the event, and how important the event is to our Sierra Community. The goal for this year's run is for every student to raise \$100.00. A change for this year is a basket drawing for children and families that raise \$100 or more, and those that raise \$50 to \$99. Both baskets are full of goodies including tickets to the fall carnival. One with a \$100.00 Visa gift card and one with a \$300.00 Visa gift card. Every student receives a t-shirt and a certificate for a yogurt for participating regardless of the amount raised.

B. Fall Carnival (Oct 30)

We are currently look for a chair for the Fall Carnival. Susan Willson may have a chair. This event has no pressure to fundraise, so it is a great way to get involved. We are trying a new lead format, to that there is one main event being focused on at at time.

VI Volunteer Opportunities

Jamie Weurthner, President discussed the sign in sheets that were sent home with families on back to school night. Those parents and guardians that selected “more information” on the volunteer sheet will receive an email or phone call with more information.

- A. The FUNd Run needs day of help
- B. Fall Carnival need a chair. There are a few people that have expressed interest.
- C. The Auction on January 30 has a good start, but can always use help.
- D. Mom and son event location has not be determined, it can be chosen by the chair.
- E. Father Daughter dance need a chair, and the event details are up to the chair.
- F. Monthly Family Dinner Nights will be handled by Amy Domingo. Amy is open to having coordinating the events.

VII. Policies and Procedures

A. 90 Day Reimbursement

Jamie Wuerthner, President proposes to amend the reimbursement policy. The new policy would require reimbursements requests from the PTC to be requested within 90 days. This would not be required of the school staff.

Please, see the attached policy (APENDIX A)
at the end of these minutes to view the amendment.

Susan Willson motioned to approve the amendment to the PTC by laws. Barbara Trammell, and Kate Leman seconded the motion. Motion approved.

VIII Fund Teacher Accounts

Katie Leman, Co-Treasurer, explained that in previous years we have put \$200 dollars into each teacher account. This year there is a new teacher which increased the total to \$5200. VAPA is exempt for this because they raise money through Square 1 Art. Nicole Zehnder motioned to fund the teacher accounts from the general fund for a total of \$5200. Matthew Oliver seconded the motion. Motion approved.

VIII Teacher Request

- A. Mrs. Anderson gave a short description of teacher requests and how the process works. Introduced the new teacher reps for this year. The teacher reps report back to the teachers about what happened at the meeting.

Mrs. Anderson explained how IB was funded prior to last year, and what the PTC still needs to fund. The district will be paying the IB fee and the coordinator fee. The PTC will still need to fund teacher training which is required by the IB governing bodies and Spanish Instruction..

The district is currently supporting the IB exploration process at Springview Jr High. and Whitney High School. The process to become an IB school can take 3 to 5 yrs. Exploration is typically a year. Then candidacy. Candidacy means you are using IB programs and practices. This phase is 3 to 5 years.

As a result of the district funding the IB Coordinator Mrs. Anderson requested that the \$6250 voted to fund the IB Coordinator be moved back to the General Fund. Susan Willson motioned to move the \$6250 from the IB Coordinator to the General Fund. Katie Leman 2nd the motion. Motion passed.

There was no motion need to move training at this time. Mrs. Anderson will bring details of the proposed training plan for new and exciting teachers.

- B, Currently, there are monies at the district level that Mrs. Anderson would like to reallocate, so that it can be better used. There is currently \$7800 in the district account.

Jamie Wuethner motioned to reallocate \$3387 IA intervention, \$3027 Materials and Supplies totalling \$6414. Katie Leman seconded the motion. Motion passed.

- C. To make the garden area, located by the 2nd grade classrooms, more useful to the students and teachers. Mrs. Anderson is requesting 6 circular tables for the concrete area. Susan Willson motioned that \$2000 be allocated for the purchase of 6 tables. Amy Domingo seconded the motion. Motion passed.

- D. Early intervention for K-3 Sips is paid for by the district. It has been determined by teachers and staff that 4-6 graders need math support. It has been found that this help during the school day is less effective, as a result Sierra would like to offer four 6 week sessions two days a week. Teachers would teach intervention Tu/Th after school students will be selected based on ASSM data. There will be 10 students per teacher. Participation will be voluntary. Parents of students who are eligible will be contacted by teachers. Mrs. Anderson is requesting \$4000 which will allow for 4 sessions taught by 2 teachers. Betsey Welsh motioned to fund after school 4-6 math intervention for \$4000. Kali Hetrick second the motion. Motion Passed
- E. The kindergarten teachers have requested additional PE equipment for enrichment. Susan Willson motioned to fund the request of \$1000 to purchase additional PE equipment. Claire Luna seconded the motion. Motion passed.
- F. Request for purchase of Art Decent supplies for the upcoming school year. Betsey Welch motioned to fund the request of \$275. Claire Luna seconded the motion. Motion passed.
- G. Request to pay the \$65 remainder of the new refrigerator located in the staff lounge. Jamie Wuerthner motioned to approve the payment of \$65 dollars to Hanna Anderson. Susan Willson seconded the motion. Motion passed.

X Spirit Wear Update

Jamie Wuerthner showed us the new T-Shirt design. They are available for purchase now.

These new shirts are only available in navy. All the previous designs are still available. You can order them online. Orders will be processed monthly. Friday is Spirit Day.

XI Principal's Message

This year is the first year there will be a dance show in lieu of the talent show. The talent show will now be every other year. The 6th graders will still participate in a 6th grade only dance.

Mugs and Muffins is Friday.

The FUNd Run is coming up, and all school wide events are up on the website and can be linked to your google calendar.

We have an app that you can download that has a link to most of the school information.

Mrs. Anderson plans to be at Sierra until Oct 16th returning to work in Mid January. The district and school are still looking for a replacement during her absence. There is no plan for it to be a teacher. It is usually are retired principal.

XII New business /Open Forum

Jamie Wuerthner opened it up for new business. No new business.

XIII Adjournment

Meeting adjourned at 7:34 PM

Minute taken and submitted by Kali Hetrick, PTC Secretary

APPENDIX A

CREATED August 24, 2015

APPROVED _____

AMENDMENT TO BYLAW ARTICLE VIII SECTION D

PTC EXPENSE REIMBURSEMENTS

In order to be eligible for reimbursement by the PTC expenditures shall be submitted to the PTC Treasurer for reimbursement within the following timelines:

1. **EVENT REIMBURSEMENTS:** All expense reimbursements for events need to be submitted within 90 days of said event.
2. **SPECIFIC EXPENDITURES TO BE PAID OUT OF GENERAL FUNDS VOTED AT GENERAL PTC MEETINGS:** Expenditures to be paid out of general funds need to be submitted to the PTC Treasurer for payment within 90 days of the PTC approving the expenditure.
3. **OTHER EXPENDITURES:** Expenditures for other programs not addressed above need to be submitted to the PTC Treasurer for reimbursement by the end of the applicable fiscal year (June 30) in which the expense was incurred or within 90 days of expenditure, whichever is sooner.

EXCEPTIONS TO THIS POLICY:

1. Teacher accounts are not subject to the 90-day reimbursement policy given the timing for allocating funds to the Teacher Accounts varies each school year.