

**Greenhills PTC
Meeting Minutes
August 22, 2018**

Attendees:

Jessica Hansen, Larissa Johnson, Heather Forde, Martha Zalom, Elain Fales, Cara Ahmaa, Koren Howell, Jennifer Harris, Danielle Gracia, Claireese Samra, Tessa Swinney, Jen Crawford, Kelsie Wilber, Nidhi Shukla, Tim Siebal, Sandee Rae, Jamie McKeivitt, Kelly Beckham, Jessie Grubbs, Liz Brown, Holly Johnson, Trici Jones, Michael Locke, Timm Delaney, Nicole Blackburn, Christie Heiskell, Sarah Washington, Megan Barcelos, Jen Crawford, Angela Thompson

Approved Meeting Minutes: (Delia)

- Minutes from May 23rd, 2018 meeting were approved. (Kelly, Larissa)

Annual Theme/PTC Goals - Jessica

Announced in Paw Prints: "Together We are Better".

We want to continue PTC Goals for this year:

- Communication (keep it continued) ensure everyone/aware of every event/PTC activity
- Consistently post agendas/minutes on our PTC Webpage.
- Ensure everything is streamlined and efficient.
- Smooth transition to new PTC in two years

Jog-a-thon Report- (Trici Jones Jog-a-thon Chair)

Jog-a-thon coming on **Fri Oct 5th**

Theme this year: "Discover the Hero in You" – "Superhero" goes with Together We are Better

We need Family sponsors and Corporate sponsors to help cover costs at Jog.

Gerica Coad is sponsor lead. You can pick up a contract in office or go to **greenhillselementary.dojiggy.com**

You can pay for sponsorships on website

We need Volunteers! The event takes a lot of work that starts in July – it takes whole school.

Jessie put volunteers online this year for the first time. There was a form in class packets last night with QR code – sign up online to volunteer: **we need 200 volunteers – we have 7.**

If you have multiple kids you will need to do one for each class/teacher.

Lunch option – sign up in students' classroom or if you only want to come to support lunch.

Liz Brown will coordinate childcare.

Job descriptions, times all available on line. If you're having difficulty email: **jhjogvolunteer@gmail.com**

Spread the word! QR code also available in the office –you can scan it right there.

If you have an I Phone it's as easy as using your camera.

The only piece of paper will be your child's lunch order – this will come home in two weeks. Diana and Nicolette will track lunch options – check out the website.

Child's pledge page: the link will be emailed home to you. This has been a struggle due to the start of the year.

**** A lot of registrations not completed – if you can't complete it we can't send you the link (140 families still need to complete it).** Thanks for your support!

Principal's Report(s): (Mrs Gerould)

Seeking a crossing guard – either all three shifts or one – morning, K, dismissal. Let us know – we need you!

Treasurer's Report/Updates – Sarah Washington

Reviewing paperwork from previous year. We want to ensure if you all are collecting money of any kind that you feel confident that this is received. Trying to make something in the office like a locked box – will change deposit paper to include name/what submitting.

Recently received approval to get online access.

We will ensure that we will have the budget out by September.

Treasurers role last year mixed with another job – realigning now. Working with Jennifer to ensure we are providing accurate account of what we're working with. Bank has offered opportunity to get stuff for our account and taking on half the cost of it.

If you put something in Sarah's box she did not realize there was one. Apologies!

Jennifer working on tax return for 2017-18 year.

Goal is transparency – please share suggestions!

Re Jog-a-thon: this is tracked separately. This ensures moneys going in are accepted by Jog (how do I know my payment went through).

Sarah Johnson handles Jog Account questions – Sarah Washington helps on back end. *Please share when people ask questions.*

School Supply Kit and Spirit Wear: (Nicole Blackburn)

We would love to be on line.

Supply kits were delivered – better than last year. We need to communicate e.g. will advise upon delivery. Challenge is that we can't deliver until class lists are posted.

We use SchoolKids (Staples company) – they gave us 8% discount. This year if we sign by Aug 31 we will get 10% discount. We don't take any of that – given to parents. We do round small percentage to buy an extra kit in case of mix up.

We had Grocery bags made as incentive for ordering online.

Spirit wear: the order placed last year was ready at class assignment night. Half of our parents did not know that. We were able to deliver on the first week of school. **Tumblers still available.

Q re Banking: Can we use Square? Sarah is working on it. Only issue is that every smartphone has diff connector at bottom (Apple vs Android) is outdated as Square system has old headphone jack – working on a discount due to non-profit. Hope to have by Jog so we can accept CC payment but will need to pay fee. Hopefully no later than October. We do have PayPal – for something separate. Venmo? Issue is number of accounts to track. Goal to make it one hotspot. Ensure office/librarian has access to it. Hope to bring to September meeting.

Re Spirit wear – our plan was to have no inventory: Q: Do we think it would be beneficial to have small amount of inventory at Jog-a-thon for small kids? Yes!

Feedback: we could have sold a good amount at class assignment night.

Plan to have booth at Jogathon? Yes! T-shirts – smaller sizes. Include flier to remind people about the website (new parents are not aware of it).

Reminder: there are samples in the office: This was posted on Paw Prints.

Feedback: We need more reminders – e.g. when ordering Ladies' shirts – order two sizes up as junior sizing.

Hospitality Update - Megan Barcelos and Cara Ahmad

Once a month we do something for staff at GH – Tuesday to ensure majority here (Breakfast/lunch/treat) as well as so something for staff birthdays. Budget for hospitality is assigned.

Sign- up sheets were available in class at Back to school night.

If you're a room parent you can sign up as a one time thing – email will go out with sign up genius. Options include set up /tear down for events such as/Taco. Bar Ice Cream Bar. Only need you to support with one item to bring. This is a small commitment – drop off at office/ Megan's house.

Would also like a sign up genius on Facebook.

Don't always know the date for events ahead of time – work with office to ensure that staff are present so that everyone gets to participate – let's staff know they're appreciated

Need help! We cater some events. It is a lot to decorate staff lounge – this requires pick up for decorations/food/drinks

Please reach out if you can help!

Events Recap and Thanks! - Jen Crawford/Angela Thompson

- New Parent Orientation (8/13) -
- Class Assignment Night (8/14) – if you felt overwhelming/stressful – sorry. If you have suggestions please email or let Jessica/Angela know
- Back to School Night (8/21) – went great. It's for the parents. 1st round – not enough chairs. We put in request for 250 chairs – not enough – not sure if could have fit more. 2nd round heard it wasn't as a full. Apologies for having to stand –
- open house (Spring)

Any suggestions please email!

Upcoming Events - Jessica Hansen

- Summer Reading Celebration (9/4) Lunchtime Elaine: during recess – lunch. Last year principal came and a few volunteers – acknowledge children's reading during the summer. Will coordinate their prize (popsicle) if you can support (need 6 people)

Feedback: We need to resend the forms– Jessica will email it.

- Art Docent Orientation (9/6) @ 6:30pm E-7 Anyone who signs up – Elizabeth will host training. She'll share where materials are – what to expect.
 - EUSD Board Meeting (9/11) @ 6:30pm
 - ESF Board Meeting (9/12) @ 6pm
 - Picture Day (9/13) Jessie Grubs is lead – she'll reach out to any PTC volunteers if we need help. Fun day!
 - Longevity Breakfast @ Olympus (9/14) Megan/Cara working on this. No school on this day – district puts this on to celebrate teachers and staff for time worked in district – all teachers get together to help put this on.
 - Dad's Club Kick off Meeting (9/20)
 - **Next Mtg:** PTC Meeting (9/26) Should have all room parent names –
- Meetings are staggered out – next meeting won't be until week before Halloween – discuss Halloween at next meeting.
- ESF Fund Run (9/30)
 - Jog-a-Thon (10/5)

Open Forum/Questions - Jessica Hansen

Action Items:

OPEN DISCUSSION

- **Next Mtg:** PTC Meeting (9/26) –

Will have nightly meetings this year – once a trimester – dates are on PTC Webpage. Want to reach as many people as possible!

Will do FB events the month ahead –

First night meeting is Oct 24.