

TWIN OAKS ELEMENTARY SCHOOL P.T.S.C. MINUTES

October 28, 2013

CALL TO ORDER: An Executive Board Meeting of the Twin Oaks Elementary School PTSC was held on October 28, 2013, at Twin Oaks Elementary School library. Amy Luiz made a motion to call the meeting to order at 5:15 P.M, Melissa Roye second the motion.

Attendance List: Jennifer Graham, Amy Luiz, Lindie McIntyre, Megan Klippel, Sarah James, Melissa Roye and Catherine Van Biber

There were no standard Messages or Reports given at this meeting since the Executive Board was meeting for specific items.

PRESIDENT'S MESSAGE: N/A

VICE PRESIDENT REPORT: N/A

TREASURER'S REPORT: N/A

STANDING COMMITTEE REPORTS:

- v Box top / Shoparoo / Amazon Link- Jane Piacentini
- v Walk-A-Thon- Megan Klippel and Chris Graham
- v Auction Dinner- Jennifer Graham and Gigi Harvell
- v Spirit Wear- Amity Sullivan
- v eScript/Savemart/Shares/Belair/Script Source- Darya Evans
- v Father/Daughter Dance- Jen Andrews
- v Hospitality- Jill Schroeder and Patty Leong
- v Membership- OPEN
- v Mother/Son- Jen Andrews
- v Movie Nights- OPEN
- v Tile Project- Amy Luiz
- v Website- Lindie McIntyre
- v Kindergarten Meet-Up- Lisa Wheeler
- v Book Fair- Mary Snyder
- v Run Rocklin- Amity Sullivan (scheduled for April)
- v Recycling Day- Jennifer Graham (January and April)
- v Halloween Costume Exchange- OPEN

ADDITIONAL NEW BUSINESS AND INFORMATION:

Financial Procedures: There were two ideas discussed for budget policy. First idea: Every event starting from October 28, 2013 will have a \$100.00 budget to start their event. Once they have a written out budget they have to present it to the VP of fundraising to submit to the Executive Board for approval. No budgets will be set by the Board at the beginning of the year based upon prior spending only by a chairperson writing up a proposal based on what they need to spend that year.

Number two: Past events that carry over with a \$0 budget and new events will receive a \$100.00 budget to start. If a chair will need more than this a budget will need to be worked up, turned into a VP for review and then submitted to the Executive Board for approval. Any existing events, that have a budget decided by the Executive Board at the beginning of the year based upon prior spending will need to inform their respective VP if they need to increase their budget who will then take it to the Executive Board for approval.

No formal decision was made as to which way to go.

Reimbursements: A suggestion was made to create a form for the treasure to make it easier for reimbursements and record keeping. This form will allow the individual to write down what they are asking to be reimbursed for and what event the items were used for. Our current Treasurer, Melissa Roye, stated that there is already a record of the transactions because she makes a note on the comment line of what and who the check is for and since the checks are carbon copies, it already had a copy to be filed with the record.

· Bring up mid-year what teachers can and can't be reimbursed for, example candy. Twin Oaks teachers need to have a limit on what they can be paid back for.

Each event or project needs a procedure list. The Board had a discussion on putting together a Procedure Binder. This Binder will be made up of the basic procedures of each event or activities so that future Chairs and or Boards will know what has been done in past year. It was requested that each Chair put something on paper about their event or activity and submit it for the master binder. No date has been set for this to be done.

Lindie McIntyre and Megan Klippel have estimated a budget of \$1,500-\$2,000 for this year's Spring Carnival. The Board has requested more back up to proposed number and is waiting for a budget proposal. Megan and Lindie will look into what has been done in the past years and put something together to submit to the appropriate VP who will bring it to the next Board Meeting.

Megan Klippel brought up a concern about Rocklin Unified School District facility usage fees. The concern is whether or not they are or should be built into an event's budget. The cost during non-school time events is \$35.00 per hour (general services) + \$6.00 per hour (electricity) + \$9.00 per hour (cleanup) = \$50.00 per hour. Sarah commented that this is not an expense the PTSC will be charged. The school has always taken care of this.

A motion was made to pay for Jill Schroeder's tax processing fee of \$60.00. Jennifer Graham made a motion to first Amy Luiz second.

EVENT DATES:

November-Family Breakfast Drop and Shop, Mother/Son & Spirit Wear

December-Drop and Shop Movie Night (December 13, 2013)

January- Box Tops, Spirit Wear and Recycling Day

February- Star stuck (Feb 11-13 Tuesday-Thursday)

March- Auction (March 8th)

April- Father/Daughter Dance and recycling Day

May- Movie Night / Tile Project and Carnival

June- None

UPCOMING MEETINGS:

The PTSC has chosen to have our Board meeting every second Thursday of the month at Twin Oaks Elementary School Library. They will rotate each month with a Student Council meeting followed by an Executive Board meeting. Student Council meetings will always be after school starting at 2:45PM. General meetings will always be Board members and any Twin Oaks family that would like to join and they will always be held in the evening unless otherwise planned.

- November - Student Council 2:45-3:45PM Executive Board meeting 3:45-4:45
- December - PTC 6:00-7:00PM
- January - Student Council 2:45-3:45PM Executive Board meeting 3:45-4:45
- February - PTC 6:00-7:00PM
- March - Student Council 12:30-1:30PM Executive Board meeting 1:30-2:30
- April - PTC 6:00-7:00PM
- May - Student Council 2:45-3:45Pm
- June – PTC 6:00-7:00PM

***Executive Board meetings will be held after the Student Council meetings for an extra hour.

TEACHER REPRESENTATIVES: No new news. No teachers present.

ADJOURNMENT: There was no motion made to adjourn meeting, ended at 6:45.

Respectfully submitted,

Jennifer Graham, Secretary