

PTC Meeting Minutes

April 13, 2023 / 8:30 AM / Penryn Elementary Library

Meeting Called to order by Michelle Benner at 8:33am

Current Board Members:

Jessica Love, President

Michelle Benner, Vice President

Jessica Willson, Treasurer

Jennifer Ritzema, Secretary

Attendees

Michelle Benner, Jessica Willson, Tina Pourfathi, Sara Siepert, Kristen Erlec, Emily Allen, Jessica Ryder, Luke Willson, Cara Alfonso, Al Frangione, Amy Dixon

Agenda

- 1) Approve minutes from February
 - Minutes not ready, will need to be emailed out and board can approve via email

- 2) Treasurer's report: each attendee was provided a Statement of Activity report for 7/1/22 - 4/13/23 and a 22-23 Actual Budget and we went over as a group .
 - Our current net revenue is \$44,550.82 but is missing some for Buckaroo. Our current bank balance is \$120,597.72
 - Buckaroo brought in a gross \$67,102 but we are still waiting on some late payers and also still need to pay for the Mexico trip. We are projecting the net to be around \$45,000. Great job everyone!
 - Discussed budgeting for Science camp early, each class can keep their funds and roll over to the next year.

- 3) Guest Speaker: Al Frangione, LUSD Facilities Director
 - Dad to an alum in the district
 - Discussed modernization and expected growth - current about 3k + 1k new
 - Penryn's goal is new gym, but we are years away from that
 - Al has applied for grants with the state, and hoping to gather more funds for district
 - Staff and PTC to create list of wants/needs, and can prioritize/strategize with Al
 - Discussed some things PTC can cover, some things by district. The district wants to standardize certain things, such as chairs
 - District is currently working on the TK room, and will be working to add a TK/Kinder play structure and shade structure
 - Jessica Willson brought up the need to repair the soccer field, Cara Alfonso brought up potholes in the driveway and new floors in certain portables

- Discussed library update, AI can help with the design. Discussed having it done over the summer so it is ready at the Back to School BBQ to show families where their funds went to

4) Upcoming events:

- a. Mother Son Bowling - May 2nd
 - Tickets are currently live on the website, and will close April 21st
 - Jessica Willson will be providing flyers to classrooms to put in envelopes this week

- b. Teacher Appreciation week May 8-12
 - Theme: "Thank you for helping us grow" / garden.
 - Over the weekend room parents will decorate doors and Tina/Jessica (+ anyone else!) will put motivational messages on blacktop and around the campus.
 - Monday - Room parents to organize students bringing in cards/pictures
 - Tuesday - gift card tree (PTC will provide potted flowers)
 - Wednesday - students to bring in a single stem flower (can be from their own garden) and room parents to help put in a vase for teacher (vase provided by PTC)
 - Thursday - Staff will be invited to Gander 3:30-4:30, paid by PTC
 - Friday - Staff will be invited to the Rivercats game, in the Senate seats @ \$28/person. Paid for by the PTC
 - LBEF is providing a coffee/smoothie truck May 10th 7:30-8:30
 - PTC to ensure that ALL staff will get their door decorated, flowers and gift cards. Tina will send an email out to room parents and ask for volunteers to help take on other classrooms.
 - Suggest Venmo as option instead of physical gift cards for room parent
 - Supplies are in the portable to use for decorating doors
 - Jessica Love to coordinate for Rivercats tickets
 - Jessica Ryder to get staff RSVP by 4/21
 - Jessica Ryder to provide list of staff / doors
- c. New date for final PTC meeting of the school year (5/25 is open house)
 - 5/18 at Gander 5:00

5) Teacher luncheons headcount

- Tina discussed having extra food at the last few staff luncheons when getting it catered for a headcount of 40, and the price was high for families.
- Cara said the count can be somewhere between 30-40 depending on what kind of food.
- Suggest doing potluck style or ask Ann Ingram to help with catering on a certain budget
- Also please wait to clean up or have to-go boxes for staff that does not have time to eat

6) 2023-2024 PTC board recruitment

- New positions
 - Discussed Volunteer coordinator, but no action taken
- Vacant positions
 - President, VP, Secretary

- Discussed making job descriptions for positions so people will know what the responsibilities and expectations will be
- Start posting on social media advertising – can do general posting for now until we get more details on positions.

7) Principal update

- Discussed Science Camp, prices are high and some families cannot afford. Cara has asked families to contribute what they think is reasonable, and PTC will cover the rest, and also cover transportation costs. Still trying to get staff commitment, looking for more chaperones. Discussed getting overall class donations earlier, starting in 5th grade
- “Flight School” will be at Blue Goose April 17th for 7th & 8th graders, motivational/team building assembly. Will be no charge, PTC will provide lunch.
- 2 teachers will be attending Teachers College in New York, Cara discussed the need for more professional development for teachers and the benefit it will have on the school.

8) Teacher Update

- Need to get list of class winners to the teachers. Michelle to type up.
- Starstruck date – 5/3, requests PTC to cover approx. \$8 per staff member for cape. Superhero theme. Teachers will coordinate with parents in their class for what students will wear.
- Field day organized by 7th grade, date will be when 8th grade goes to Sunsplash (June 6th) PTC will provide 7th graders lunch. Possible need for adult volunteers

Meeting adjourned at 10:58am

Next Meeting: Thursday 5/18/23 5:00 at Gander, will be discussing next year / vote in new PTC board

Action Items:

- February Meeting Minutes – Jennifer Ritzema
- Create “Wishlist” for wants and needs around the school to share with AI - ALL
- Provide flyers for Mother Son event – Jessica Willson
- Purchase Potted Flowers, Clips & Vases – Michelle, Jessica W, Tina, Halley
- Ensure all staff doors are decorated for Staff Appreciation Week – Tina & Jessica
- Send email to room parents re: decorated doors & instructions for appreciation Week – Tina
- Coordinate Rivercats tickets purchase – Jessica Love & Jessica Willson
- Get Staff count RSVP for Rivercats game by 4/21 – Jessica Ryder
- Get Staff / door list – Jessica Ryder
- Create job descriptions for each PTC position - ?? open
- Advertise PTC vacancies on social media – Halley
- Pay for Lunch for Flight School on April 17th – Jessica Willson
- Send out class winners for Buckaroo – Michelle
- Cover cost of superhero theme for Starstruck – Jessica Willson

- Provide lunch for 7th grade leadership on Field Day – Jessica Willson