



August 5th, 2019

Agenda - PAC Executive Planning Meeting

Board Members:

Gayle Olmstead, President	Anna Brewer, Treasurer
Michelle Leineke, Co-VP	Emily Lambert, Fundraising/SCRIP Coordinator
Ail Hurst, Co-VP	Julie Malmberg, Co-Outreach Coordinator
Ande Golden, Secretary	Cassidy Wennesheimer, Co-Outreach Coordinator

Staff Invitees:

Jill Godtland, Site Administrator	Amber Sutton, Site Administrator
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Topic	Owner
1. Welcome; Meeting Call to Order 1:06pm Present: Gayle Olmstead, Anna Brewer, Ali Hurst, Emily Lambert, Julie Malmberg, Ande Golden, Cassidy Wennesheimer, Jill Godtland	Gayle
2. Approve Minutes From: a. July 11 th , 2019 Executive Meeting- tabled to next meeting	Gayle
3. Budget a. Budget approval 1. Starting budget \$116,496.56 2. Went through each item line and adjusted where needed a) Classrooms: not individually broken out as it was last year b) Add Spanish, music, and PE into classroom breakout at \$150/each c) Barnes and Noble gift card needs to be added to budget for transparency d) Take out Box Tops due to change in accounting e) Skatetown cost possibly \$10/person- tabled to later discussion f) Storage line item- cut down storage size to cut down on cost g) Add a line item for the aide to help with PTO meetings 1) \$25/meeting for \$250/year 2) Sending out inquiry to find out who is interested h) Adding Chili Cookoff to fundraisers at \$500	Gayle/Anna

Emily motioned to accept the budget with the above adjustments for final approval at the general meeting 9-11

Anna 2nd the motion

Motion accepted for final approval of budget at general meeting 9-11

- b. Split accounts
 - 1. 2 bank accounts were set up over the summer- money to be moved into separate accounts pending approval at general election 9-11 for better transparency and easier accounting.
 - a) 1 for VAPA
 - b) 1 for general funds
- c. Credit card request- Need a letter written by the PTO authorizing a credit card, must be approved by those not on account
- d. Art contract
 - 1. Krista Hillmen submitted 2019-2020 art teacher contract for approval

Emily moved to accept art contract for approval at the general meeting 9-11

Julie 2nd motion

Motion accepted to approve art contract at general meeting 9-11

- 2. Separate contract needs to be written up for Krista Hillmen to be the event coordinator for the 2020 Art Show and submitted and voted on by the PTO at the general meeting 9-11

4. Welcome Bash

Gayle

- a. Food truck scheduled-
 - 1. Snow King and Joe's American Classic will be attending
 - a) 20% proceeds to school
 - 2. \$5 gift voucher will be presented to the teachers like last year
- b. Spirit wear volunteers? Michelle
 - 1. At least one set of hands is requested for extra help
 - 2. 2 lines to be set up for receiving funds- one cash/check and one credit
- c. Sign up sheets Julie
 - 1. Julie will use the same sign up sheets that she had last year with the addition of a couple new sign ups for Chili Cookoff and Candy Grams.
- d. It was discussed to wear PTO lanyards, Emily to work on a banner that says Placer Academy PTO, and 3 pop ups would be needed

5. Bubble Run Agenda Sept 27th main campus fun Friday

Gayle

- a. Layout of activities
 - 1. 30 min blocks: 20 min of activity, 5 min water break, 5 min stretch/freeze dance
 - 2. Possibly making homemade bubbles instead of using store bought
 - 3. Gayle has a commercial bubble maker

4. Purchase 5 or 6 smaller bubble makers possibly from Amazon to have up throughout the yard

b. Flyer Ande

1. Get save the date flyers to Jill to post on the website/facebook page
2. Make copies of the save the date flyer to hand out at all events leading up to Sept 27th
3. Send out donation information and larger flyer by 1st Friday of school or following Monday
4. Change main flyer to have Bubble Basket instead of Spirit Wear
5. Add \$40 donation from each student at school to reach fundraising goal

6. Dining Out Gayle

a. Rubio's August 26th

1. No SCRIP card available for Rubio's this year

b. All other dining out has been set for the year and posted in our schedule

7. 2019-2020 Exec meeting time Gayle

a. Change to one meeting a month @ 3:15 2nd Wednesday of the month

b. Only have exec meetings when we need to discuss business other than general meeting business

c. First general meeting is 9-11

8. New Business Gayle

a. General repairs for the playground are in the works

1. Fencing repairs will be done at the end of September or sooner if the contractor has time

2. Shade structure to be installed over new kitchen area and picnic area to be fixed up

b. Please gather all login and passwords to all websites and apps to be compiled into a large password sheet. Passwords need to be changed or adjusted for uniformity.

c. Packets for back to school are due to Tasha by Wednesday

9. Thank you for attending; meeting adjourned 2:38pm Gayle