

**David Lubin PTG Executive Meeting Minutes**  
**October 15, 2019**  
**7:45 pm**

**President's Report:**

Sarah Phillips motions to approve the September minutes. Libby Augusta seconded.

Our new bylaws were approved. The new fiscal year will run August 1 - July 31.

*Update to Music* - Ms. Hunt is offering to host the choir for free. She is going to offer it four times a month. Sarah is going to update the contract.

*Summary of Staff Meeting* - Sarah spoke at the staff meeting in September to address staff proposals. Any requests for money does need to come to the board in the form of a proposal.

*Email Votes:* Sarah Phillips wants to address email votes that have recently occurred. The board voted to add an additional \$100 for Sutter's Fort to cover the increased ELP fees. We also voted to add one more band scholarship. The new total for after school band is \$1295. This includes one scholarship and the price increase. We also voted to front the cost of spirit wear. This money has already been recouped with a net proceed of \$285.

**Treasurer's Report:**

Josette Cuevas reported that our surplus is \$28,022.19. Last year's Garden Tour final profit was \$60,468.92. This year we budgeted very close to last year's fundraising.

**Fundraisers and Campus Updates:**

Discussion of Proposals:

\$95,051 (2018-2019 fundraiser dollars)

\$91,625 (2019-2020 current budget)

Josette does not have final numbers for enrichment. She still needs final class numbers.

*Courtney Frazier's Proposal:* Sarah Phillips made a motion to pay \$575 to cover the cost of the dumpster. Caroline Kilvein made a motion to second. Motioned and approved. We would like to note that this is not technically enrichment but it does open space for students to enrichment activities.

*Mrs. Hjaltalin's Proposal:* Sarah Phillips made a motion to pay \$800 in addition to whatever is left from the teacher luncheon. Libby Augusta seconded the motion. The money is for new chairs. Any surplus must be used on furniture. Motioned approved. The PTG will further discuss their ability to advertise an Amazon wishlist or Target Registry for additional staff room needs/requests, but no immediate decision has been made on this.

## PTG Funds

### Vote for Surplus:

We have an opportunity this year to use some of the surplus from 2017-2018. Sarah proposes we should save half of the surplus. This would leave us with \$14,022.19 to spend.

The breakdown for surplus spending will look like:

Surplus is \$28,022.19. Approximately \$14,000 will be put toward our budget for this year for Phase II of technology or something else the board deems worthy. Of that \$14,000 we earmarked \$575 for the dumpster and \$800 for the staff lounge chairs. The remaining balance can be spent on technology. \$14,022.19 will go to savings.

Sarah proposes. Josette seconds. Motion approved.

Josette proposes we do not do anything with this year's budget surplus of \$3,400 in case we go over budget in any category.

At this point, Natalie Tamblyn recused herself from the meeting so items pertaining to the STEAM program could be discussed.

## Meeting Minutes from the PTG Executive Board Meeting on October 15, 2019

Prepared by Sarah Phillips, President

### • Discussion of Natalie Tamblyn's participation on the PTG Board

Mrs. Tamblyn is currently serving as PTG Board Secretary for the 2019-2020 school year. She was also recently hired as the STEAM Coordinator for David Lubin. Mrs. Tamblyn expressed concern that there may be a conflict of interest in her dual role of PTG Board member and STEAM Coordinator. She gave the Board three options to discuss:

1. Resign her position, effective immediately.
2. Resign but serve as secretary until a substitute could be found.
3. Serve until the end of the 2019-2020 school year but recuse herself for any discussion or decisions/voting made on STEAM items or any issues relating to the STEAM Coordinator position.

At this point in the Executive Board Meeting, Mrs. Tamblyn recused herself from discussion and left the meeting. A short discussion on the three options followed by the remaining Board members. Sarah Phillips made a motion to adopt Option 3. Ms. Augusta seconded the motion. A vote was taken and Option 3 was passed, effective immediately. Mrs. Tamblyn may participate in PTG Board discussion and voting on all matters with the exception of any STEAM/STEAM Coordinator issues and decisions. Sarah Phillips or another Board member will take over the keeping and recording of minutes for these STEAM-related matters.

### • Discussion of STEAM Coordinator Proposal

Mrs. Tamblyn presented a proposal at the general PTG Meeting to purchase 12 Ozobots for use in STEAM lessons (two students per robot for a class of 24 students). These Ozobots can be used for coding and can be programmed to accomplish specific tasks which meet math, science, and writing standards for students. The cost to purchase 12 robots is approximately \$1,200 plus tax.

A discussion with the PTG Board members occurred. Mrs. Tamblyn recused herself and left the meeting. Josette Cuevas made a motion to purchase the 12 robots and add an additional 3 robots to ensure there are always enough functioning robots for classes and/or to provide more robots for a larger class. This brings the purchase price to \$1,500 plus tax. Ms. Augusta seconded the motion. A vote was taken and the adjusted amount to purchase 15 robots was approved.

Meeting adjourned

Next meeting November 19 at 7:45 pm