

David Lubin PTG Executive Meeting Minutes

November 19, 2019

7:40 pm

President's Report:

Approve October Minutes: Sarah Philips mentioned to approve. Maryann Williams seconded the motion. Approved.

Email Vote: We had an email vote to approve covering the cost of Liability Insurance for 1099 employees. This was approved via email.

Treasurer's Report:

We had \$28,000 surplus left over from 2018/2019. We transferred half of this to savings. We used the remaining \$14,000 on Ozobots, the dumpster, and the staff lounge chairs. We currently have \$10,997.01 left to spend from the surplus.

The Gift Wrap fundraiser brought in \$3,082.77.

The Jog-A-Thon will make almost \$10,000 in online donations. These are not yet reflected in final budget numbers.

Fundraisers and Campus Updates:

Gift Wrap: Last year we made \$6,500 and gave out prizes. This year we made \$3,082 and did not give out prizes. The prizes obviously make a difference. Elizabeth Ekdahl would like to propose that we either next year we have a larger committee to help with prizes or we do not do gift wrap and just ask for cash donations from families. Another option would be to forgo this fundraiser completely and think of another possible fundraiser option or just heavily promote Jog-A-Thon. We have some time to think this over.

Music: Mrs. Hunt would like to host a concert in February. This would be an optional event.

STEAM Survey Results: Sarah is going to summarize the results in an email.

STEAM Program: Currently, the STEAM Coordinator is currently working too many hours. We did not plan for the time to actually write the curriculum.

We have a couple of choices:

Option #1. We could cut STEAM challenges in K-3. Opening up time for curriculum planning.

Option #2. We budget additional money for the time required to create the curriculum.

We do feel that we need to remove the LAX component from the STEAM contract. This should be a separate position. We did not plan for the time to actually write the curriculum.

Open Position: We need another Member at Large. Please ask around to see if you know anyone who might be interested in the position.

Natalie Tamblyn recused herself for further discussions on STEAM.

Meeting Minutes from the PTG Executive Board Meeting on November 19, 2019

Prepared by Sarah Phillips, President

- Discussion of STEAM Coordinator Position and LAX

Mrs. Tamblyn gave her report on the STEAM Coordinator program and stated that while the STEAM lessons and LAX lessons were going well, she is well over her contracted hours. She is working over 40 hours per week but is contracted to work closer to 20 – 25 (as she is salaried, the weeks may vary but the total contracted hours do not change). She is currently teaching STEAM in all grades, LAX in grades 1 – 3, and creating the STEAM curriculum from scratch. She is concerned that this will no longer be a sustainable position unless the hours are kept strict to the contract. She is confident that once a curriculum is set, the contracted prep hours will be sufficient. The Board discussed with her the possibilities of either cutting the LAX component or reducing the number of STEAM lessons for primary grades so as to remain under contract for this year.

At this point in the Executive Board Meeting, Mrs. Tamblyn recused herself from discussion and left the meeting. The Board discussed the possibilities available to Mrs. Tamblyn and ways in which this position could be sustainable. Sarah Phillips made a motion to cut LAX from this position as it is clear that a second LAX-specific instructor needs to fill that role for intervention. Ms. Augusta seconded. A vote was taken and the motion to cut LAX from the program for this year, looking forward to next year to possibly hire a dedicated LAX instructor, was approved. Mrs. Tamblyn will coordinate with teachers in grades 1 – 3 to finish the LAX assessment in December.

A second discussion was held in regards to the prep necessary for creating a curriculum for the STEAM program. Sarah Phillips made a motion to increase prep hours for the STEAM Coordinator position for this year (2019-2020) to allow for creating this new curriculum. Next year (2020-2021), the prep hours would return to the original contract. This would increase the contract by \$15,000 to be paid from the surplus in our budget (\$10,997) and additional funds in our checking. Ms. Augusta seconded the motion. A vote was taken and the motion to increase the prep hours and salary to the STEAM Coordinator contract was approved.

Meeting Adjourned

Next meeting January 21 - 7:45 pm