

David Lubin PTG Executive Meeting Minutes

May 19, 2020 - 7:10 pm

This meeting was held via Zoom video conferencing due to the COVID-19 pandemic.

President's Report: Sarah Phillips

- Sarah made a motion to approve April meeting minutes. Libby Augusta seconded the motion. Minutes were approved.
- Presentation of 2020-2021 PTG Board
 - Sarah welcomed the new board members

Treasurer's Report: Josette Cuevas

- STEAM and Music invoices were paid out.
- Technology has been paid out.
- We finally received the art furniture invoices today. Josette still needs to review the final numbers and reimburse for those payments.
- Transportation invoices are starting to come in.
- Teachers have also been asked to email their receipts. Josette will be sending out a deadline of June 12 for any receipts. Please include an address for where to mail the check.
- Our fiscal year ends July 31. Josette will compile the taxes documents and Anthony will submit them.
- Fundraisers - We have \$2519.83 from Mother's Day. We also had a donation of \$100 in December. Our School Cents donation is also coming we just don't know the final amount.
- We have a checking and savings account that you will see on the financial spreadsheet. The library account is reflected on the spreadsheet. Musical Theatre will also be included on the spreadsheet, too.
- Sarah will email the spreadsheet to the new board members.
- Libby asked a question if there is still an outstanding balance on the Music and STEAM line items. STEAM is a salary. We are paying the actual salary amount. We will also finish paying the music invoices as they come in.
- Libby commended Sarah for keeping a healthy savings. This will fund programs through next year - even without our biggest fundraiser of the year.
- We do have money in a restricted fund at the district. This money will be used to pay all of Ms. Jane's salary next year.

Next Steps

- Teacher Lunch and Kinder Ice Cream Social
 - The PTG usually provides lunch for teachers before school starts. We use this as an opportunity to introduce ourselves to the teachers.
 - The Kinder Ice Cream Social usually happens right before school begins. What this will look like for next year is up to you and you may need to take into consideration social distancing guidelines.
- Summer Meetings - Budget Meeting and Planning/Calendar Meeting
 - Anthony asked if we will be budgeting as we are going into a normal school year. Sarah said this is up to the board. Natalie suggested waiting until there was more guidance from the district on what next year will look like.
 - The board usually holds three summer meetings. This is at the discretion of the board and can be changed to meet the new board's meeting. Traditionally there is:
 - Social Meeting - a meeting to reflect on the last year and look toward the new year. This is most likely not happening this year due to social distancing guidelines.
 - Budget Meeting - this is where the board hears proposals and decides next year's budget.
 - Calendar Meeting - event leads are decided and event dates are set.
 - You can combine the budget and calendar meeting.
 - Erin would like to hold off on scheduling these meetings until she can speak with Mr. Dixon. She will reach out to the new board with questions.
- Survey
 - Sarah is going to do a follow up survey on STEAM. This will go to the parents and teachers. Sarah will work with the teachers on creating a survey for parents and students.

Adjourned at 7:50 pm