

David Lubin Parent Teacher Group (PTG)  
**Executive Meeting Minutes**  
May 11, 2021 - 7:00 pm  
Zoom video conference call

Present: Erin Brown (President), Mike Downey (Treasurer), Kate Buehler and Gillian Tarkington (Members-at-large), MaryAnne Williams (Teacher Representative)

Absent: Jazz Mixon (Vice President), Kit Adsetts (Secretary), Norma Hoss (Parliamentarian), Erin Powers Gomez (Member-at-large), Lisa Ashley, Caroline Dunivant and Lesley Obrest (Members-At-Large Elect), Libby Augusta (Teacher Representative)

Quorum **NOT** established.

Kate Buehler acting as Secretary for this meeting only.

**President's Report**

- Due to quorum not being established, minutes from previous meeting cannot be approved. Will have to wait until next executive meeting or have an email vote. Note that email votes may have different rules – need to be 100% present & unanimous
- Funds discussed – there is money to spend due to frugality in the past, Read-a-thon brought in more this year than Garden Tour
- Marquee
  - question of whether it needs to be installed by SCUSD,
  - must notify neighbors due to brightness,
  - Budget/Cost – need to discuss with Mr. Dixon/District Approval
  - Need to discuss placement – Lawn or on building
- 2021-2022 PTG Board – Welcome, Q&A
  - Gillian
    - Re: Email to Erin regarding questions
    - Zoom/Back in person? When will we know?
    - There should be a designation of tasks to split between Co-presidents
  - Parliamentarian needs to keep meeting on schedule – seems to have been a deviation from that this year
- Mike suggests June Meeting to welcome new members/July Meeting for Budget
- Erin to send out memo that June meeting MANDATORY for all members
  - **Next meeting June 8<sup>th</sup> at 6:00**

- Kinder Ice Cream Social
  - Typically planned in August by Kinder Teachers
  - Should next year include 1<sup>st</sup> graders since they missed out this year?
  - Would need to be planned with Kinder/1<sup>st</sup> grade staff
- District is in charge of returning to school, we are doing our best as volunteers!

### Treasurer's Report

- Teacher reimbursement to be paid out
- If reimbursement has any overages, do we need to approve individual overages
- August 1<sup>st</sup>-July 31<sup>st</sup> : Fiscal year/ PTG Calendar year

### Next Steps

- Music – Ms. Hunt
  - May need help with management skills in large groups
  - Not all teachers got the same type of instruction
  - In order to continue, all teachers need to find value in the program
  - Older students had a hard time participating, connecting, and engaging
  - Previously STEAM and music weeks alternated
  - Suggested Music Program modification
    - K-3 with Ms. Hunt (recorders)
    - 4-6 new music teacher with age appropriate syllabus/value – must find the right fit for our school
    - Choir??
- Enrichment Programs Teacher Survey – to be completed by MaryAnne, will email to PTG for adjustments/final approval
- Teacher Lunches for last week of school
  - Bagels & tea/coffee
  - Starbucks or Pachamama
  - Noah's
  - Donated Bakery Cart?
- Garden Tour Tees
  - Is it even possible to get sizing and t-shirts made this late in the year??
  - Table the t-shirt idea until next school year when shirts are more likely to be worn
- 6<sup>th</sup> Grade- need something special for graduation – \$5 to Jamba/ frozen yogurt?
- Last Days of School (June 17<sup>th</sup>)
  - Bubbles and sweet treats on the lawn, socially distanced
  - Come up with schedule so all in person students can participate
  - Gift Cards to all Cohort C students

## MINUTES

- Summer Meetings
  - May 25<sup>th</sup> @ 6:00 for end of year close-out meeting (current board members ONLY)
  - June 8<sup>th</sup> for Final 2021 meeting (ALL members to be present)
  - Summer meetings to be scheduled at next meeting

### **Meeting Adjourned**

Next meeting: May 25<sup>th</sup>, 2021 @ 6:00 PM