

David Lubin Parent Teacher Group (PTG)
Executive Meeting Minutes
 July 6, 2021 – 5:00 pm
 In-Person and Zoom video conference call

Attendees – Board Members

Name	Role	Attendance
Jazz Mixon	Co-President	Present – Left prior to voting
Gillian Tarkington	Co-President	Present
Norma Hoss	Parliamentarian	Present
Mike Downey	Treasurer	Present
Kit Adsetts	Secretary	Present
Lisa Ashley	Member at Large	Present
Kate Buehler	Member at Large	Present
Caroline Dunivant	Member at Large	Present
Leslie Oberst	Member at Large	Present – Left prior to voting
Libby Augusts	Teacher Representative	Absent
MaryAnne Williams	Teacher Representative	Absent

Attendees – Budget Proposal Presenters

Name	Role	Attendance
Jane Hastings	Art Director	Present
Jeannie Kane	Librarian	Present
Lynette	Garden Tour Lead	Present
Ms. Robbins	Teacher / Beautification	Present

Quorum Established

Budget Proposal Presentations

- Five proposals were received: 6th Grade Sly Park assistance, School Beautification (Mrs. Kane), Art Program (Ms. Jane), Debate Team, new sign proposal (Ms. Jane, Mrs. Kane, Principal Dixon).
- Ms. Jane presented her proposal. The overall costs are the same as her original proposal for 2020-2021, with an additional \$400 for supplies.
- Mrs. Kane’s beautification proposal was \$1,000, less than previous years. She noted she still has remaining funds from previous years.

MINUTES

- No proposal was received for music education. PTG will request copies of survey from Ms. Williams about STEAM, art, music, etc. and share with Mrs. Kane, Ms. Jane and others, as appropriate.
- Leslie Oberst presented the debate proposal. PTG agreed to increase the budget amount from the requested \$540 to \$1000 to encourage more participants. All members will be asked to pay what they can on a sliding scale and the rest will be subsidized by the PTG budget up to the \$1000.
- Sly Park proposal requested \$100 per student for approximately 68 students. PTG agreed to fund a \$6500 flat amount if field trips are allowed. Justification of costs will be required prior to reimbursement.
- Mrs. Kane and Ms. Jane presented the marquee proposal. The installation of the sign and all trenching must be done by the District contractor, which is \$17,950 of the \$38,400 cost. General discussion was had about fundraising, district funding, placement issues, and other questions.
- The PTG board went through each line item and agreed on what to fund and at what value.
- The PTG board created a projected revenue budget based on expected fundraising.
- The projected revenue budget would cover all budget line items, excluding the marquee. The marquee would have to be funded from reserves. Funding would not be available until August 1, with the new fiscal year.
- Leslie Oberst and Jazz Mixon left prior to voting. Seven voting members present, quorum maintained.
- Mike Downey moved to pass budget as presented. Kate Buehler seconded. Motion passed with unanimous voice vote.
- Mike Downey moved to allow Mrs. Kane to start the process for marquee. Caroline Dunivant seconded. Motion passed with unanimous voice vote.
- Kit Adsetts moved to approve the June Executive Board meeting minutes. Kate Buehler seconded. Motion passed with unanimous voice vote.

Action Items

- Kate Buehler will talk to a potential candidate for the STEAM coordinator role.
- Need someone to get STEAM curriculum and supplies from Erin Brown.
- Need someone to request survey information from Ms. Williams.
- Kit Adsetts will contact Theodore Judah and/or Mr. Keedy to see if he has any interest or availability in working with David Lubin.
- Kit Adsetts will check the Touch of Understanding website and see if we can get information in restarting that program.
- Mike Downey will look into the PTO insurance line item and what is required.
- Gillian Tarkington to schedule next meeting.
- Jazz or Gillian to make sure we have the zoom log in information from Erin Brown.

Meeting Adjourned

Next meeting: To be determined.