

David Lubin Parent Teacher Group (PTG)
Executive Meeting Minutes
 August 1, 2021 – 7:00 pm
 Zoom video conference call

Attendees

Name	Role	Attendance
Jazz Mixon	Co-President	Present
Gillian Tarkington	Co-President	Present
Lisa Ashley	Parliamentarian	Present
Mike Downey	Treasurer	Present
Kit Adsetts	Secretary	Present
Kate Buehler	Member at Large	Present
Caroline Dunivant	Member at Large	Present
Leslie Oberst	Member at Large	Present
Libby Augusta	Teacher Representative	Absent
MaryAnne Williams	Teacher Representative	Absent

Quorum Established

Presidents' Report

- Kit Adsetts moved to approve the July Executive Board meeting minutes. Kate Buehler seconded. Motion passed with unanimous voice vote.
- Kit Adsetts moved to replace Norma Adame Hoss with Lisa Ashley as Parliamentarian and to add Chris Froh as Member at Large. Jazz Mixon seconded. Motion passed with unanimous voice vote.

STEAM Coordinator

- Caroline Dunivant provided update on STEAM Coordinator position posting. Three people interested in the position.
 - Rachael – teacher
 - Archaeologist – parent at school
 - Chemist
- Posting closes on August 15. Caroline provided information regarding expectations to all respondents, but didn't include salary information.
- Caroline added an additional responsibility into the description from previous years to create videos for Instagram. Both Caroline and Lisa said they can help the Coordinator with that.
- Caroline to talk to Ms. Tamblyn about taking over the STEAM Instagram.
- Caroline reviewed contract with the group. There are two areas that she wasn't sure if we were going to include this because of potential COVID restrictions.

- Technology elective for 6th grade usually done at lunch time – do we integrate into the curriculum or remove it?
- Math tutoring at 8 am two times per week – a concern was noted if this potentially excludes kids that ride the bus.
- Caroline to talk to Dixon about the schedule and expectations from his and the teachers' points of view.
- Overall discussion on requirements and contract.
 - Board decided that it needs to be written with some flexibility on in person vs. zoom lessons and use of hours, but not an hourly contract.
 - Leslie provided some sample language.
 - Caroline will work on revising the contract.
- Kit Adsetts moved to increase the STEAM Coordinator budget to \$27,000, increase of \$13,500, for a full year of curriculum. This is a maximum funding, but contract will be written to allow for flexibility. Gillian seconded the motion. Motion passed with unanimous voice vote.

Fundraiser and Campus Updates

- Gift Wrap – Lisa Ashley
 - Leslie will provide information for Lisa Ashley from when she did it a two years ago.
- Jog-A-Thon – Kit Adsetts
 - Brooke Hunter will help, but is unsure if she can lead the effort, since the other two women who assisted cannot do it this year.
 - Kit Adsetts and Kate Buehler will help with the planning.
 - Kit Adsetts will include a request for volunteers for planning.
- First day of school PTG Table – Kit Adsetts
 - David Lubin face masks – sell as a fundraiser. Caroline will get a quote.
 - Gillian will help with the table and will find a spot with Dixon to set up.
 - Kit will go through the documents and work with Gillian to decide what we need.
- Kinder Social
 - Caroline emailed 3 teachers. She will follow up – no food or drink.
 - PTG will be there regardless of if the teachers join. Gillian will look at potential dates.

Meeting Schedule

- Gillian will send some proposed meeting dates for the first trimester, as initial dates conflicted with First Wednesdays.

Meeting Adjourned

Next meeting: To be determined.

