

David Lubin Parent Teacher Group (PTG)  
**Executive Meeting Minutes**  
 November 9, 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
Chris Froh	Member at Large	Present
Libby Augusta-Bettinger	Teacher Representative	Present
MaryAnne Williams	Teacher Representative	Present

### Quorum Established

### Presidents' Report

- Kit Adsetts moved to approve the October Executive Board and General Meeting minutes. Caroline Dunivant seconded. Motion passed with unanimous voice vote.

### Treasurer's Report

- Treasurer reviewed current budget status.
- Kit Adsetts to get details to Mike Downey on how we get the read-a-thon money from 99 pledges.
- The R-A-T committee received \$580 in extra shirt order payments. Additional shirts are needed, but the \$4,000 allocation for shirts has been spent on the first round of shirts and \$275 in incentive prizes for students. Kit Adsetts moved to increase shirt budget to \$4800 to cover additional shirts and incentive prizes. Kate Buehler seconded the motion. Motion passed with unanimous voice vote.
- Mike moved to add a "General Fundraising" line item for general costs of \$500 to avoid having to pass motions every meeting for additional items. Lisa Ashley seconded the motion. Motion passed with unanimous voice vote.

- Student Enrichment Requests Status
  - No teachers have used it yet this year. We have not really messaged out to teachers on how they can use them. Ms. Williams suggests keeping it a little more flexible with this year with the need to have kids quarantine, etc. and that we still cannot have field trips.

## Fundraiser and Campus Updates

- Read-A-Thon
  - Currently about \$27,000, but will depend on minutes read and then they take 3% plus \$0.30 per transaction. Will be over \$25,000 most likely.
  - T-shirt lessons learned.
    - We didn't receive order forms back in time from teachers and families. We missed a DHH class, 15 new kids arrived after the shirt order forms were returned, some Staff didn't reply and then wanted a shirt. Additionally, some teachers let kids just pick sizes, versus providing the size ordered.
    - Additional shirts will be ordered, but won't arrive until late November.
    - Sarah Phillips did provide us with Jog-A-Thon handbook just before the meeting, but Kit had not had time to review what it said.
    - Teachers agree that short timeline contributed to the issue. With the Jog-a-thon, the students name is pinned on the shirt. Sarah used to chase parents down. They would also order extras and sell them on campus. These were not options this year.
- General PTG/Teacher communications
  - Kit Adsetts noted that the R-A-T committee had issues with communicating with the teachers and this seems to be a bigger problem than just the R-A-T.
  - Previously, Sarah Phillips would ask for time at staff meeting to do an updated. We could do this via zoom, but they are not currently holding regular staff meetings. The next traditional staff meeting (not training) is in February.
  - Dixon sends weekly emails to teachers. PTG can ask him to include our information/requests.
  - What about room parents? They used to help bridge the gap in communications. Leslie volunteered to lead the effort to identify "Grade Parents" for this year to help with communications out to families.
- Teacher Appreciation
  - Maryanne and Libby forgot to remind PTG about teacher conferences and that PTG used to organize teacher appreciation that week. Ms. Williams sent an email to teachers letting them know that we are a new board and Ms. Williams and August-Bettinger forgot to remind the PTG.
  - Discussion held after teachers left the call. Teacher appreciation boxes are planned for next week (thankful boxes) and we will pair it with spirit week. Kate will send the information on slack before it goes out for input. \$500 budget was used to order boxes that will go in front of school and kids to write cards and teacher "emergency" kits to be included.
  - Kit will work with Kate on getting word out to parents for volunteering.
  - Leslie – historically the appreciation was led by volunteers and not the PTG. The PTG is supposed to supplement enrichment for students and not pay for teacher lunches. Going forward, when people can be on campus, we need to utilize volunteers for these events.
- Music Program Update
  - See General Meeting notes for overall update on choices.
  - It is going to cost more money than Mrs. Hunt was charging no matter what we choose. 10-week modules are \$2,000 per class.
  - Chris Froh will list costs for each module and options and present to the Board.

- Garden Tour Update
  - Committee has the outside coordinator to help with overall coordination.
  - Updating the website and making it more user friendly.
  - Ms. Williams provided a request for volunteers to go in next newsletter.
- STEAM Coordinator
  - Miss Janice would like to continue in 2022.
  - We can chat about it via Slack about how we get all kids in the program.

### Next meeting:

- December 14, 2021 at 7 PM.
- Need to schedule 2022 meetings via slack.

### Meeting Adjourned