
David Lubin PTG Board Meeting Minutes April 11, 2023 at 5:30 PM

In Attendance:

Kit Adsetts, President – Present
Heather Downey, Vice President – Absent
Cece Broussard, Treasurer – Absent
Lisa Ashley, Secretary – Present
Kate Buehler, Parliamentarian – Present
Beverly Garber, Member at Large – Present
Caroline Dunivant, Member at Large – Late/Present
Erin Martin, Member at Large – Absent
Buthaina Hassen, Member at Large – Absent
Kristin Saldana, Teacher Representative – Absent
Mary Ann Williams, Teacher Representative – Present

Quorum Established

President's Report

- March meeting minutes motion to approve by Kit Adsetts. Seconded by Kate Buehler. Minutes approved by unanimous voice vote.
- Document online votes approved by majority vote via Slack
 - 6th Grade Yearbook on 3/19/2023 for \$1200.
- 1st Wednesday:
 - Caroline will follow up La Venedita.
 - Kit will work with Erin to look into Papa Murphy's.
 - Cece had recommended the Federalist
- STEAM Night - collecting feedback

Election Update

- Confirmed election results
 - Nick Martin: president
 - Beverly Garber: VP
 - Caroline Dunivant: Parliamentarian
 - Treasurer: OPEN
 - Lisa Ashley: Secretary
 - Melissa Cronin and Pedro Peterson: Members at large, 2 OPEN

Treasurer's Report

- Cece not present. No update on budget. Kit confirmed IRS sent letter that they are still processing our return.
- David Lubin School Account - \$18,135.97 "restricted donations" which is the money that was used to pay the LAX aids but that program went away. That money was then earmarked for technology which was used, the remainder was supposed to be used to pay Ms. Jane but it seems the board paid her out of the regular account. Kit is working with Sarah Phillips to draft a letter to request the money be returned to the PTG.

Fundraisers and Campus Updates

- Elections results will be presented at next meeting will ask again for Treasurer and Members at Large
- STC Update - Tickets on sale, no school performance
- Garden Tour - Caroline Dunivant.
 - Sold approx. 100 tickets and \$17K in sponsors so far.
 - Still need volunteers. Ms. Williams to remind teachers at Thursday's staff meeting to put the request to families again.
 - Meeting scheduled for 4/17
- Afterschool Program Communications for Next Year
 - Kit will update Operating Manual based on feedback from Mr. Dixon.
 - "Kick Off Meetings" for any 3rd party vendor (theater, running programs, etc.) to discuss code of conduct, lines of communication, authority to take action, etc.
 - Terms of use with facility permit (don't make more work for teachers, librarian or janitor). Kit will draft a one page form to go with all permits. Kit to look at the YMCA and theater ones.
 - Kinder Tour expectations of children on tour - follow same rules as expected in a classroom. We will need to craft language for the flyers and announcements.
 - Caroline suggested a separate meeting before school end to talk about afterschool programs and what that is going to look like.

Next PTG Meeting

- May, 9th 2023 at 5:30 PM at an offsite location to be determined.
- Childcare for PTG Meeting - will see if parent and student can do the DEI meeting instead, since we will not provide offsite childcare.