

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

Executive Meeting Minutes - August 26, 2024

Attendance:

Name	Position	Attendance
Kate Buehler	President	Present
Beverly Garber	Vice President	Present
Gary Ashley	Treasurer	Present
Melissa Cronin	Meeting Admin / Parliamentarian	Present
Kyra Welch	Secretary	Present
Caroline Dunivant	Communications Director & Garden Tour Chair	Present
Katie Riley	Member-at-large	Present
Kristin Saldana	Teacher Representative	Present
Richard Dixon	Principal	Present
LaTisha Johnson	Member-at-large	Not Present
Pedro Petersen	Member-at-large	Not Present
Rebecca Leece	Member-at-large	Not Present

Quorum Established - 6pm

Principal's Report || Mr. Dixon Updates

- Improved WIN structure, hiring instructional aides in progress, DL included in SIPS pilot / district observations - being rolled out to other schools
- DL state testing showing improvement with results - increased number of students meeting or exceeding standards at EOY testing

Administration of the Board

- **PTG Bylaws Amendment**
 - Adding Communications Director Position to Board, Voting Member
 - Vote to amend bylaws to include Communications Director Position
 - Move to approve - Kyra
 - Second - Kate
 - All Approved / no objections

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- **Communication among the board**
 - Slack: Need to add new members,
 - Kyra to connect with previous Slack Admin to transition
- **PTG Meeting Childcare**
 - Planning activities for each monthly meeting relevant to upcoming events on campus or in the community

Upcoming Fundraisers, Campus Events or New Business

- Calendar has been updated on the PTG website
- DLASA
 - Dream Enrichment includes two programs in the Fall (early engineers, coding) Beginning of October for 7 weeks (likely Thursdays). \$25/child, 16 students per program
 - Yoga / Solfire Partnership with training program for yoga trainees / no charge for students
- Soccer Club
 - October start time, after school one day / week
 - Potential weekly signup
- Jog-a-Thon (Nov 22, 2024)
 - APEX will be overseeing the program
 - All staff and students will receive a TShirt
- Permitting Process
 - Minimum two-week lead time to submit prior to event
 - Forms filled out and turned into the office
 - Need permits for events on campus that occur during non-school hours
- Garden Club
 - Parent Volunteers, during school hours similar to "Reading Room"
 - Flag at the garden(s) to alert students that a volunteer is on-site and they can help during recess with maintenance / garden tasks
- Retrospective: First Day of School Coffee Cart + Photo Booth
 - Over 100 cups of coffee sold
 - Feedback for next year - Spread out the picture booths
 - Feedback for next year - Timing adjustments to accommodate ASES program start time
- Volunteer Sign Ups / Back to School Night
 - Sign Ups for Committee Leads and Garden Tour
 - Setup Lemonade Stand as a water station

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- **STEAM Coordinator**
 - Has been hired; likely to be in the afternoons on campus
- **Newsletter**
 - Will go out Tuesdays, weekly
 - Teachers to provide updates by Monday 5pm
- **Musical Theater Program**
 - Finding Nemo (1st - 3rd) || 2 Nights || December 6, 7, 2024
 - Alice in Wonderland / James & The Giant Peach (4th-6th) || Spring 2025
 - Additional cost for a full school performance or free highlight reel during Rally
 - Vote on updated cost for 3 nights for Fall performance (\$28k updated total)
 - Move to approve: Caroline
 - Second - Gary
 - All Approved / no objections
 - Vote on date for Spring Shows - May 16, 17, 18, 2025
 - Move to approve - Caroline
 - Second - Beverly
 - All Approved / no objections
- **David Lubin Mascot**
 - Determine the final three options
 - Beverly will research mascots (Rocket, Dino, Wolves)
- **Mr Jon**
 - Updated website
 - Care boxes
 - Wednesday 8/28 at 9am; anyone is welcome to join
- **Insurance - established / in place**
- **Banking Admin**
 - Treasurer to coordinate with the current president and previous president to transition DL PTG bank account POC.
- **Budget/Proposal: Staff Fridge**
 - GE Non-Profit Discount / Labor Day Sales
 - Vote on budget: \$750
 - Move to approve - Kate
 - Second - Kyra
 - All approved
- **PTG Meeting Attendance Incentives**
 - Gift Cards, Spirit Wear, Bags, Raffle at Back to School Night

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- The Auto Experts September Supply Drive
 - The Auto Experts will host Supply Drive at both of their locations

End of Meeting: 7:45pm

Next Meetings

- September 10, 2024 || General Meeting || 5:30pm || DL Library
- September 10, 2024 || Executive Meeting || 6:30pm || DL Library