

MINUTES

Falcon Creek Middle School PTCO General Meeting

October 24, 2019 | Meeting called to order by Steve Clerkin, PTCO Co-President at 6:00 pm

Meeting Type | General

*Handouts: FCMS PTCO Bylaws; Financial Policy; School Store Policy; Profit & Loss (dated 10/24/19); Minutes for May 2019, July 2019 and September 2019

In Attendance

Lisa Malander, Tammy Matthews, Pat Dickerson, Greg Connellan, Maria Martinez, Jennifer Ryan, Steve Clerkin, Sarah Otto, Suzanne Tsuhako, Christy Hitchcock, Courtney John

Review/Approval of Minutes

Minutes from May's General meeting were presented by Jennifer Ryan and were approved with no changes. Jennifer Ryan presented a Motion to approve the Minutes. Motion was seconded by Christy Hitchcock. *when typing these Minutes, Jennifer Ryan found the year to be incorrect on the May Minutes. The correct year will be placed on the final May Minutes.

Minutes from July's Planning meeting were presented by Sarah Otto on behalf of Kate Gooch and were approved with no changes. Jennifer Ryan presented a Motion to approve the Minutes. Motion was seconded by Christy Hitchcock.

Minutes from September's General meeting were presented by Sarah Otto on behalf of Kate Gooch and were approved with no changes. Christy Hitchcock presented a Motion to approve the Minutes. Motion was seconded by Tammy Matthews.

Executive Briefings/Admin Update

Administrative Update by Greg Connellan

- The Annual Chalk Art Festival was a great success. The event was held indoors this year due to weather. The contestant's final product was produced on butcher paper. The Administration is looking for a way to hang this year's entries/winners on the walls within the building!
- NAEP Testing went well.

Executive Briefings/Admin Update Cont.

Administrative Update by Greg Connellan

- New Hires:
 - Reading – Karen Allen
 - EOP in Dean's Office – Deb Irby
- Our Falcon Family is mourning in the wake of the loss of Tammy Gastenau, our beloved registrar.

President's Report by Steve Clerkin/Sarah Otto

Information will be covered either under New Business or Old Business.

Executive Briefings

Treasurer's Report by Christy Hitchcock and Suzanne Tsuhako

- Those in attendance were asked to make a review of the P&L dated 10/24/19.
- A vote was taken to approve a reallocation of unspent NEST grant monies back into the PTCO General Fund. The total to be reallocated is \$857.35. A Motion to Approve the reallocation was presented by Lisa Malander and was seconded by Courtney John.
- Steve Clerkin clarified that this Board hopes to keep the school store profitable (open 3 days a week, lots of variety) but hope to keep ALL our students in the market by limiting our mark-up to between 20-25%.

Old Business

By Steve Clerkin and Sarah Otto

1. Bylaws
 - Led to a discussion about technology. Sarah Otto is looking into adding an annual PTCO commitment to tech. This commitment was upheld in the past (approx. one "cart"/year - \$10,000) and was only recently no longer honored.
 - Sarah shared that CMAS testing takes longer due to our lack of access to tech for our students.
2. Courtney John asked the Board to investigate the process by which we are reallocating funds to ensure our policies are clear and adhered to. Specifically, page 10 of the Bylaws. Referred the Board to Parent's Council for clarification.
 - These Bylaws are to be published for 30 days before they will be officially adopted.
 - Sarah Otto took those in attendance through all the addition and/r changes.
 - Discussion and edits were welcome either at today's meeting or via email.

New Business

By Steve Clerkin and Sarah Otto

1. Nominations for open positions are always welcome.
 - Co-VP
 - Communications chair
 - Co-Secretary
 - Community Fundraising chair
2. Color Battle Wrap Up
 - The event had more income with fewer participants.
 - Just under \$44,000 was collected from our community between Family and Business Sponsors as well as our participation donations.
 - Event will net just under \$28,000.
 - Prizes have been delivered except for shirts (expected 10/25). The delay has been communicated to those affected. The delay was caused by poor quality from the Board's vendor. The Board insisted the shirts be reprinted before they were given to the community.
 - Confusion from community regarding prizes being cumulative.
 - Issues with teachers not distributing prizes.
 - Grade level classroom prizes for highest participation and money raised are still being considered.
 - Next Year's committee to meet with those involved with this year's event in order to plan for next year. Sarah Otto would like a plan in place by May 2020.
 - Survey to parents and students to aid in next year's planning.
3. Teacher Conferences – Chili Cook-off
 - To better accommodate teachers, it was decided that the Board will provide a "grab and go" snack table or snack bags for teachers and admin on Thursday (11/7) evening. The Chili Cook-off will be held on Friday (11/8) during the teacher's break.
 - The Board will ask for volunteers as well as food donations.
 - It was recommended that spirit wear be sold at conferences. A quick discussion about when to sell spirit wear was had:
 - Teacher conferences
 - Incoming 5th night (old inventory out)
 - BTSN (new inventory)
4. Spring Community Event
 - New date to allow Sarah Otto to attend – April 24th
 - Planning Meeting to follow this PTCO meeting.

New Business Cont.

5. NJHS Food Drive Proposal
 - FCMS Student Council requested the PTCO's help in the Can Drive. After discussing what would be required of the Board and volunteers, it was decided that we could not help in the capacity requested.
6. Addition to Agenda – Awards for Chalk Art Contest Winners
 - After discussion, it was decided that “goody bags” with \$5 of school store inventory will be prepared and given to the counseling department to deliver. A Motion to Approve the donation of Chalk Art goody bags was made by Christy Hitchcock and was seconded by Tammy Matthews.

Committee Reports

- FC PASS – Spring Event Planning Meeting to follow this meeting; Next Mtg. 11/12
- District PASS – last meeting was held at Grandview, work was done in groups to ideate new and better way to push out to the community; Next Mtg. 11/20
- FC Accountability – Next Mtg. 12/4
- District Accountability – no report given; Next Mtg. 11/5
- Parents' Council –
- PIN – those in attendance were encouraged to attend; Next Mtg. 11/5 am and 11/12 pm.
- Fall Fundraiser – need co-chairs for 20-21.
- Spring Fundraiser – community planning meeting to follow this meeting.
- Hospitality – still need a volunteer
- Spirit Nights – Chipotle 11/12; Top Golf parent night in the works
- School Store/Spirit Wear updates – holiday shop under discussion
- Grandview Updates – none were given

Next Meeting/Important Dates

General Meeting – November 14th | 6:00 pm | Innovation Center

Important Dates – December 12th | 2-5 pm | NEST Grant Meeting

Meeting was adjourned at 7:01 pm