



LBCS - PTC MINUTES FROM MEETING OF 03/19/2010

Meeting Commenced: 2.05pm

Board Attendees: Barb Webb - **President**, Christine Clark - **VP**, Cigi Ramesbottom - **Treasurer**, Sara Thornros - **Secretary**, Brenda Super - **Parliamentarian**, Kari MacTaggart - **Teacher Liaison**

Guest: Gayle Streng

Agenda:

- Treasury Report
- Scrip Update
- Old Business
- New Business

Treasury Report:

- Cigi presented the board with the current financials. We still have a few items pending purchase for the 2009/2010 school year. All new monies raised from the Auction will be designated towards the new School Science Lab, Art Docent and Monart programs

Scrip Update:

- So far this school year 2009/2010 - Scrip has raised \$377.00. We still have Scrip stock in the office; please see Tammy if you would like to make a purchase.

Old Business:

Auction Update:

- LBCS Annual Spring Fundraiser "**Denim & Diamonds**" was a tremendous success! This year the event raised a whopping **\$42,489** (to date and after costs) this figure is twice as much as we raised at last year's event. A huge THANK YOU to Lynn Lugo and her wonder committee for putting together such a great event.

Used Book Swap:

- .The used book swap will take place on April 16, 2010 - please check your email for a flyer detailing the event.

Classroom Computers:

- Cindy Uptain is still reviewing the options for classroom computers. It is our goal to have something in place when the children return to school after the summer break. This is a big investment and we want to make sure that we buy the right product.

STAR Testing:

- The board allocated \$200 for student snacks during the week of STAR testing, during the second week of May 2010.

Math Fair:

- The PTC will be hosting a **Math Fair** during the week of April 19, 2010 with daily assemblies and math games. On the evening of April 21st, a **Math Night** will be held at the school. Look for a flyer in your email for more details

Peaceful Playground:

- Finally the weather is compliant! It is our goal to have the Peaceful Playground templates marked out over the Spring Break. Cindy Uptain is looking for volunteers to help with this fantastic project.



PTC Annual Election:

- It is that time of the school year again. The PTC will be holding the election during the General Meeting of April 21st. All nominations for the positions of *President, Vice President, Treasurer, Secretary* and *Parliamentarian* are due in writing to the office no later than April 14, 2010. The PTC will be sending out an email outlining the election process and a brief description of the positions available (see below). For more detailed information, please refer to the PTC tab on the LBCS website. PTC board position descriptions:

President – *Serve as leader and key contact for the PTC; preside at all PTC meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTC's objectives can be met. Attend monthly SSA meetings and LUSD PTC Presidents meetings. Make deposits as necessary (Effort: year-round, on-going)*

Vice President - *Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Make deposits as necessary. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)*

Secretary - *Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on school computer; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTC. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)*

Treasurer - *Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTC events where money will be collected; assure that PTC policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)*

Parliamentarian – *Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and By-Laws to all meetings. (Effort: 2 hours per month)*

- The following board members will be re-running this election: **Barb Webb - President; Christine Clark - Vice President; Sara Thornros - Secretary** and **Brenda Super - Parliamentarian**

New Business:

Performance Microphones:

- The PTC have been asked to purchase three (3) microphones for school wide performances at a cost of approximately \$150 per each. This item was approved by the board.

New Die Cuts:

- Teachers have asked for new Fraction and Continent die cuts for classroom work. The cost of these two items is approximately \$1,750 and the purchase was approved by the board.

PTC Parent Survey:

- Look in your email for a Parent Survey - we are looking for your input on PTC related issues.

The meeting was adjourned at 3:00pm