

## PTCC Meeting Minutes – 12/5/13

### INTRO/Welcome/Opening Remarks

Parent leadership encouragement: Discussion included addressing rumors that parent involvement has been overbearing. Admin (Michael) encouraged parents to continue being engaged and stressed the importance of parents staying informed and engaged.

Michael explained what happened at the fun run. Decision to cancel Fun Run was made by Michael based on concern of kindergarten children running outside given the temperature. He concurred that the call should have been made in better collaboration with parents who planned the event and protocols should be in place for making these quick decisions. Checks and balances needed so not one person making decisions in a silo.

**PAC Breakouts:** Occurred for 1 hour

### PAC Report outs:

#### Fundraising:

- Spring calendar:
  - Need to figure out when testing is.
  - Event list for the Spring needs to be confirmed and send for calendar requests (send to Lori Spett, Master calendar)
- Earned income:
  - Decisions on book fair proceeds and how they are earmarked need to be made. Team will partner with teachers to determine immediate needs and priorities .
  - Room parents to coordinate lists\*\*\* highlights what's given at globe stays at globe
  - Mabels labels –as parents order labels we get kick back (new program)
  - Danita mark setting up self-funding recycling programs. Use moneys raised to help create sustainable processes to maintain school (rain water for globe garden etc. main issues is if DeKalb county will pick it up(?) Need to coordinate with facilities to check on this
- GRANTS/Cap Campaign:
  - Active grant SHAPE state grant for PE dept is being worked on this week. anticipate that this will likely get funded
  - Lego grant being developed this month
  - Library project on donors choose being rewritten more info to come
  - Brick campaign extending because of lack of focus on it – need committee to send letters to those who have donated explaining where we are
- RANDOM : need mold abatement, air quality concerns – language materials, possibility of a KABOOM grant for playground on their radar

#### Facilities:

##### Key items:

1. Survey classrooms for Sam for inventory -- general items, Board has requested this to be done quickly; want detail info (mfr etc), folding chairs will be ordered 100 received, we may get more
2. AC Air issues/mold:

- Classrooms have had issues with some mold; not that bad; was a bigger issue; solved by want to double check; want to know whose accountable for it; want to do an overall air quality test ; AC system is not that old
3. Meeting with Mike and Joy on Thursday to understand where we are with contracts on the cleaning of the school
  4. Bathrooms: Sharon will reach to Sam to understand where we are with Winter on fixing the bathroom. We have been told this matter needs to be handled by the Board and in a formal way given the Winter contract. PAC wants to know if Winter will fix things or if we need an alt plan.
  5. What is plan going forward with the park? Need to determine next steps.
  6. Facilities survey for teachers : Would like to include a facility component in the survey that goes out to teachers (coordination required with academic excellence, master planning and communication coordination PACs)

#### **Master Planning:**

- Site survey is needed so we can assess if this site makes sense (10ac) and if it is buildable.
- Estimate that survey won't be more than \$15K
- Can we use the Funrun \$ for survey? Needs additional discussion (but likely).
- Perkins and Will giving in kind services BUT we need survey done, and engineer on board
- For playground need to be thinking innovative out door space, enhanced outdoor learning experiences – Consider alternatives, suggestion made for options like imagination playground?
- School leadership should be sending out draft of meeting recap of visioning session.

#### **Academic and Administrative Excellence Support PAC**

- 5 parents identified to assist with PAC activities
- learning beyond the callas room will be helping with field trips
- Working with admin (Brandi) to better define PAC role

#### **Communication Coordination PAC**

- Need to figure out the best way to get ADMIN our PTCC report outs
- Need to adjust PTCC schedule so that we have 2 meetings a month: One with JUST PTCC leads and the other with PTCC plus all PAC WGs
- Weather updates – working with Mike to determine best way to do weather update/emergency communications. Team has had some experience with Text. Admin is not sure if text is something we should implement this year or next school year. We will meet with Mike in the new year to propose solutions. Interim solution is to encourage parents to sign up for county (DeKalb) program for county closures
- Working actively on recruitment
- Working with Risa (Bill Asp/Kate/Anita) on website updates for aftercare/enrichment– Bill as experience with the system and has separately connected with Risa. We will coordinate moving forward. Brief discussion on proposal for improved pricing for enrichment registration fee (Rachel's thoughts based on parent suggestions)

## Health and Wellness PAC

- Lots of illness over thanksgiving. Major concerns about cleanliness with school, will be discussion best solutions moving forward with mike
- CDC parents coming in to talk to kids and teachers
- Washing hand; asking mike to have sinks cleanliness plan (meeting on Thursday)
- Bathroom helpers perhaps as an idea
- Concern with safety regarding nuts – nut free issues – flyers/letter will begin being sent home with kids who bring nuts (coordinating with admin on this)
- PAC is worried about safety – they have identified UHF walkie talkies needed for emergencies (Florie may have a contact at the police department who can provide these – don't believe many are needed), need nurse, want \$ previously allocated for a librarian to be shifted to having a nurse
- PAC is meeting with teachers to provide a briefing regarding teach Back Packs that PAC provided
- PAC is making sure 504 med plans are being followed. Parents are reviewing plans.
- Lots of CPR training to do! Some teachers are willing to do this, more to come on this one
- Drive for clinic supplies underway --- Need 409 and special cleaning solvent, (no Lysol wipes please)
- Asking for washer and dryer – plumbing needs to be asked if the school plumbing can handle a washer/dryer
- Procedures and processes for washing hands are being discussed

## Nominating Committee

- Clarified role of Nom Com is to vet candidate and not to pick candidates. ALL candidates are presented to the Board with their vetted results. Board may choose whomever Board wants to.
- Candidate focus for this round is on education, governance, fundraising experts
- Question: are applicants coming in credible? Answer: Yes
- When will Board pick candidates? Answer: unclear at this time on date, hoping before break
- No Board meeting currently on the calendar

## Security

- Volunteer list – policy development, darkness of light (?? Need help???)
- Having some issues with school doors – need to be sure doors stick

## POST Report Outs Exercise:

Group then met and placed the following financial priorities across PACs on a board. Persons in attendance were asked to provide a ranking of the top 3 priorities. This will be used to help inform how to best recommend PTCC priorities that need to be funded with extra dollars (ie. FunRun money etc). Rankings will be collected and tabulated for next PTCC meeting.

## Financial Priorities

- Language curriculum
- Mold
- Cleaning
- Modular planning
- Survey 15K
- Civil engineer 4500

- Walkie talkie
- Safety AED