

GLOBE PTCC Minutes – 11/19/13

NOTE: Please note that we have an addition to the communications guidelines previously sent out. If you have something that needs to be distributed to teachers, please be sure to fill out a teacher request form with all of the details and instructions for your handout.

Meeting called to order at 7:10pm.

Volunteers read mission, vision and values

Rachel M: gave update on Communications policies

- Emails – if you create new email addresses, you're welcome to use the new naming mechanism. Don't feel like you have to go back and create new email addresses.
- If you have items you'd like to put on the calendar – please pass them through your PAC organizer, who will then send to Lori Spett. These dates will be approved through Admin and then be passed back to the PACs. ***Please watch out for scheduling during the instructional time during the day, so that we don't disrupt the teacher's work.**

Sharon: report on 501c3

GCSA will be the fiscal agent to the time being.

Question: how does this impact matching gifts? Confirmed later: current contract is through 12/31 with option to extend.

Question: how does this impact matching gifts? Finance committee will check with Sam in the event that matching gifts do not have an option to note "Globe" on them

Jenn Stapel-Wax: Reported on the work of the Nominating Committee

Has reached out to current board members, staff, etc – asking what skills are needed (as well as 'soft' needs – ie: time commitment, passion for the mission, etc). "Our job is not to choose the candidates, it is to vet the candidates." In terms of legal/HR issues, we cannot divulge the names. However, if you have nominated someone, feel free to check in with them. Board leadership has committed that every single candidate will be vetted through the NomCom. Plan is that 2 NomCom plus one board member will attend each interview. Timeline – hope is that by 1st week December we'll have candidates in front of the board.

Jen Hatfield – Reported on "successes/challenges" on FunRun –

- Pros: good relationship with Fundrunners, they did bulk of the work, exceeded goals, kids had a great time.
- Opportunities: Disruption to classes coming in every morning, communication about the time change on the day of the event, Fundraiser costs approx 40% (sliding scale – the more you earn, the more you keep) **If we can raise \$40K, we can keep 68%.**
- Next time, we could produce it ourselves – at another school (without Fundrunners), they raised \$75K the first time out, only spent 8%, got corporate sponsors – gave t-shirts to everyone. If we like it and it fits with GLOBE mission, we can strive to do the run ourselves next year.
- Take-aways:
 - Some protocols for decision-making at the school need to be created going forward. (When decision is made, how it is communicated).

- Reach out to the community BEFORE the event – to raise money and to invite them out there to watch/feel/understand the school.
- Communications all around need to be tighten up. (Got feedback that some of the younger kids didn't understand donating the prizes, kids should have been involved in that decision, etc) Room for growth in this area.

Vicki Letbetter – reported on PTCC structure

- Still a work in progress, needs to be passed through/approved by the Governing Board – working with the Governing Board is important for charters.

Committees then went to various rooms for breakouts. We re-convened around 8:45pm.

Report from Sam Carter

Will be sending out email this week, and every week. Had a call with finance committee – uncovered some of the concerns. Lack of information has caused a lot of concern.

We don't have credit card debt, running on cash, no liabilities except for Winter Construction loan. Brought in external bookkeeper – reentering all of the books back to the start of the year. Planning for a regular financial report by 10th of each month. According the GCSA – only 5 people in the state have detailed understanding of the formula for calculating the school payments from the county – working on getting clear on the count days, having comparative data. Joy can then get back to her job – heading up operations. Always had it in the budget to have an external bookkeeper/accountant.

Cutting budget significantly, starting with the salaries of the leadership team. With very small changes we're going to increase the bottom line significantly – to build reserves for when the unexpected happens. Working on a couple of banking relationships – facilities are doing an inventory of the fixed assets in the building that could possibly be used for line of credit.

Sam asked finance committee to research best practices for finance procedures – he will compare it with what we have. At 1st of the year we will implement this, and after that point the finance committee will be welcome in (perhaps on a quarterly basis) will make sure that these policies are being implemented properly – “like an audit.” Right now, Joy does all of the books, admin person takes the cash to the bank – Sam didn't like that process – only someone in fiscal responsibility should be taking cash to the bank.

Finance Committee will have more communication with Sam so they can help answer finance questions that parents have. Putting together letter to the IRS to show the burden we have and trying to expedite the process for 501c3 reinstatement with the IRS.

We have a great parent team – let's not be reactive, let's be proactive. We don't want to make hasty business partnerships that are not aligned with the school.

Vicki asked about fundraising-related finance questions (note: these will require more detailed follow up at the meeting the Finance PAC is having with Sam):

- What is the plan for communications with past donors during the time we didn't have our 501c3.
- For grants, what is the process going forward with the way our 501c3 status is.

- We will need specific comfort with how the funds from events are being earmarked.
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PAC Organizer re-cap

Overall – after each meeting, the minutes will be sent out to organizers for approval, then to the whole committee. Then we will approve them at each meeting.

Jen H made a motion to approve minutes, Rachel M seconded. All approved.

Fundraising (Vicki + Christina):

- Events and earned income – Spirit Night at Taqueria el Vecino – biggest they ever had and our best yet. We raised \$300. Check has since been given to Joy.
- Short-term/long-term goals for Spirit Nights – set calendar with those companies who are most successful, plan to do it year after year.
- Successful Fun Run. Deadline for pledge submissions is December 6. Letter going out to community to try to raise funds as well. (Echo Woods Neighborhood). Collection dates: November 22-December 6. Sharon said that we should confirm in the letter that it is only accessible publicly during non-school hours. Michelle suggested that we don't raise the money through the neighborhood through FunRun, so we get it 100%. **Christine, Kim, Jen H need to discuss FunRun funds.**
- Toni Brown is working with Partners in Education (PIE) – making a brochure – will review through CommCoor. Main concerns about who we want partners to be with PIE. Do they submit someone to be a Partner in Education. Do they send a letter to Communications PAC to proof? Do they mail it? **Need to create protocols for this. Also need to create database of the organizations we're already working with, so they know where they find targets. Goal for rest of school year 1 large, 3 small partners.** They have their own model for sponsorship levels. ***Also need to partner with Governing Board on these relationships. (Possibly this should eventually be the fundraising person on the board.**
- Book Fair: Dec. 2-6. Hours will be Tues/Wed 7:15-3:15, Thurs 7:15-7pm, Fri 7:15-10am. SignUp Genius for this – will communicate that out through GoGlobe – need 2 volunteers per hour. Will have wishlist from teachers and option to buy gift certificates for the teachers. Book club delivery this week for When the Mountain Meets the Moon – 11/20. **Need to make sure communication is going to the teachers about what the PTCC needs them to do, and then sent home with students. No clear instructions given to the teachers. *Need consistency on protocol for teachers – CommCor needs to create a form for a cover sheet for when requests are made from the PTCC to teachers (ask Jen H and Tiffany for details on what needs to be on the form).**
- Royalty programs:
 - Amazon: signed up for the Associates Program (NOT the Smiles program – Associates has a higher percentage) – once the banner is on our website, we can send out the link – get 8%.
 - Coke Rewards program is live. Will partner with teachers and ask them to choose one or two wish list items from the Rewards catalog
 - **Action: Create spreadsheet of when royalty programs are paid out. (Nikki Walker)**
 - **Action: CommCoor – needs to get royalty page on GLOBE website.**
 - **Action: Finance Comm – how does 501c3 status affect royalty programs.**

- Conversation with Stephanie Gill – excited about kitchen space, talked about fundraising ideas to get her thinking...Vicki will sit back down with her to put action together (Square 1 art is on the horizon – maybe in the spring leading up to Mother’s/Father’s day)
- Grants: Christina talked to Brandi about what we can apply for due to 501c3. Christina suggested that we reach out to funding orgs before we apply to let them know we have a fiscal sponsor. The only people who can do this is Kelly Kline, Christina Lane, Brandi and Jeff and Stacey Schutte (husband / wife team). Working with PE coach on 2 grants. Received grant award from Richard C Roe Foundation (RCM Foundation) for \$2K (\$1K each for music and art). Wrote the grant for \$10K. They are going to use it for technology. We have parent there. We do have the check here – it came into the school, didn’t get the information to the fundraising committee. **Having to explain that the grant was applied for without an active 501c3 status and not knowing the check had been received by the school was not pleasant for the parent who works at Fdn. The entire amount needs to be used for the exact activities.**
 - **Need to have check re-written to GCSA**
 - **Action: Need protocols from Finance Committee on checks, acknowledgement, and the receipts from Art/Music committee to submit to the grants committee. Checks and balances. In the interim, Fundraising has requested to review all requests and approved that they are aligned with the goals of the funding award.**
- Applying for Lego grant. Due soon. Asked for staff person to be assigned to this committee. Shooting for \$3K-5K project.
- We have donors choose projects – all the teachers were asked to put items on there. 1st item was funded in 24 hours. Second project was funded in 3 days. 3 more projects are up now. Often has exterior donors who match.
- **ACTION: Publish grants we’ve received in the Gazette.**

Facilities (Meghan):

- Sam asked us to do an inventory of everything that is worth something – furniture, etc. (for collateral for financing) Hoping to accomplish it in 2 weeks. Did 1st grade tonight.
- Need folding chairs – for the Kinder performance and also because we’re not supposed to sit on the cafeteria tables anymore – only weight approved for kids.
- Got the risers – they are here! Need to put them together.
- We need mulch. Not much to do over the winter. Can look into having somewhere to let the mulch age.
- Looking to create a survey going out to the teacher – including interior and exterior needs. Some teachers don’t have whiteboards and really need them. Regarding the outside playscapes – need to get some information on any stipulations about fundraising so far for outside playscapes/etc. Want to make sure we’re not putting something in quickly – fits with mission, etc.
- **Lease needs to be checked/get written approval from the county before any playgrounds are installed.**
- Michael met with HVAC twice. Need update on the air issues – **need to be able to communicate this out to parents who have concern about respiratory issues.** Mrs. Prices’ room was the biggest problem – they’ve solved that already – all the individual units (mold) have been handled or are in process. Meeting with a vendor to clean the ducts.
- Have a meeting planned with Michael first week of December.

Finance (Sharon):

- Most of report was given above with Sam.
- Finance committee met with Brandi and Sam to discuss at a high level the concerns about the state of financials. Still have specific list to discuss – they will be meeting with Sam next Tuesday to go over specifics.
- Talked to Sam about parent PTCC 501c3 – he said it was up to the parents if we want to do that. We can keep in contact with the board as we move forward with that. If we could make it happen quickly, we could be the fiscal sponsor for the school. If we have really good paperwork, it is possible we could get it through the IRS very quickly. Tiffany has articles of Incorporation and Bylaws for schools she can share.
- It is important that we carefully craft our mission aligned with the Governing Board and PTCC so there is good synergy about how we manage, strategize and partner.

Master Planning (Denise):

- Discussed Visioning evening – went really well, will get minutes out. Perkins & Will be working with Brandi through 8th grade (school program – how many classrooms, art room, gym, etc). Use that as a general guide as to what a future school will cost.
- Sharon asked: any issues with the 501c3 and Perkins and Will? Denise will check to make sure.
- Really need a site survey – Delila is working on pulling together proposals for the site – need to know topography – flood plain, easements, etc. \$10-15K for site survey. Have parent who is looking into this...**Need this even for the trailers for 4th grade and for playground, and decision about where playground would go.**
- **An idea – can we use FunRun monies for the site survey?** Since this is so urgent, we would need to message it properly to the parents, and confirm with the Governing Board and administration that this is a plan that would be effective.
- **Still a question about the RFP process** – had to publicize the request for a survey previously. What are the issues around this – anything over \$10k have to go through RFP process. Have we done this already? What is the process? Delilia is on the SPLOST advisory committee – will ask Josh Williams at Dekalb County. We could also go with something that is less than \$10K – phase the project in smaller pieces, or maybe find a vendor less than 10k.
- **Modulars** – Maria had contacted a company – she passed the info to Joy, we don't have all of the details. We don't know if it was advertised, etc. We need to find out what the process is for the modulars. Does it need to be an RFP process? **Delila will find out. We need an architect to help with this.**

Health and Wellness (Kelly):

- Got a hospital bed, lamp for lice, chairs, etc from doctor's office. We did a case of lice this week.
- Had a new member join PAC tonight – Pediatric ER doc. Yay!
- Looking into liability insurance, adding volunteer policy – to cover nurse volunteers who can help us out. Michelle is going to talk directly to the insurance agent.
- Will staff it around busiest times – lunch/recess, etc.
- Still trying to get some supplies for clinic – need to get this into the Gazette, it hasn't gotten in the prior weeks.
- Trying to get healthy halls CHOA come in during lunchtime. Getting details. Tiffany said this was a good process, kids like it.
- Make sure teachers and staff are included as well in the definition of the PAC– so they are modeling for the students.
- ****Need new members for this committee****

- CDC to do handwashing demo for students. Setting date.
- Paper towels back into bathrooms
- Need to improve emergency response. Meet with school emergency response team and schedule emergency medical drills -CPR drill, a head injury/fall drill, seizure drill, food allergy drill.
- Need better walkie talkies (military grade) for playground communication. (will coordinate with carpool folks who also want them)
- Aligning student records and kids with medical needs. All have to have action plans. But parents can't do it because of HIPA, working with staff – and will be getting info into the teacher backpacks.
- Need to have fire drills – planned and unplanned events to meet requirements.

Academic Excellence (Tiffany and Jen H):

- Next Teacher Appreciation – January date tbd – 1st grade
- Learning beyond classroom – Renee gave us themes – working on standards by grade level. Sarah Cook is trying to find free or very cheap people who could come in – reptile guy, etc. Learn what grade levels they are. Could also have everyone send in \$1 or something to cover – make sure it matches curriculum. Trying to help/supplement teachers, not distract from instructional time. **ACTION: Sarah is making database.**
- Looking at other things – like “time for kids” “ranger rick” etc – as a classroom resource. Get sponsored. (not one per kid, but multiple for classroom)
- Master calendar items – science week, etc. Will send to Lori to add to master calendar.
- **ACTION: this PAC can set up some protocols and then give them to the volunteer group – maybe one idea is a board in the teacher's lounge – things that teachers need – put it on the board and parents can look and see what they can do to help. Jen H will get details on how it works. *suggestion – make their recommendations by time (ie: 15 minute project) rather than by the title of the project.**
- Talked about coordinating with office – about copies. Maybe set a schedule where twice a week parents can help with copying.
- HS students from Lakeside could come volunteer here. They could copy, read stories to kids... Sharon has connection to Lakeside. Issue to manage - supervision, background checks... **ACTION: Request some guidelines/consistency about classroom/parent policies – ie: are there folders for each student (in their backpacks) in each classroom, etc.**
- The approach around excellence will be how we can help focus and gather parent response, and help the admin and teachers with consistency in all arenas.
- Florie – we need to have certain service project hours to fulfill the charter. **ACTION – ask Gil Hearn to research this. Answer is: K-5th, 95% of students will perform at least 10 hours of community service related to serving multinational populations and/or global issues, to be completed through service learning projects during the school day in each grade of attendance.**
- It is important to note that the finance committee and Academic excellence committee are strictly parent committees, and are not trying to do the work of the board. It is important to set very clear boundaries with what parent responsibilities are, versus administrative responsibilities. **ACTION: need clear boundaries about who can come into the classroom – parents, etc. Need procedures**

Communication Coordination (Rachel M):

- Suggestion was made that before each meeting going forward, we reiterate out to the full parent body the PACs and work groups.

- Big focus on recruitment (and retention). Some steps that are happening:
 - Having a meeting with Michael and hopefully Brandi to discuss –
 - Date for open house/s
 - Ways for parents to assist with (and eventually lead) tours, get training as part of this.
 - Develop a recruitment piece for GLOBE (in process via Paul Douglass and Bill Asp)
 - Need to get into the school choice fair – make display table, etc – who? When?
 - Need to get/develop the timeline – when is lottery, when are siblings of existing students being placed, board member kids, etc.
 - Review and help set protocols for parents who call the school getting clear information and prompt responses.
 - Set up weekly tour schedule (every Friday?).
 - Basically need to build process around this.
 - Suggestion was made that we could have info sessions again in libraries
 - Question: will the school be cleaned up more before tours?
 - We are also getting data about how many students have left since first day of school, and which classrooms they were in. Bill Asp has come up with some ideas/ a process for recruitment for THIS year – ie: second semester.
 - Should we have an open house in December for 2nd semester recruits?
- We didn't have anyone with us from the website committee – but we discussed items that are/should be on their list – optimization of the website (ie: not see the photo display one every page), get a recruitment schedule/info page up, get pictures and fun bios of teachers up on site, replace stock photos with our kids (get releases, use one of the parents who is a pro photographer), etc.

Meeting adjourned at 10:22pm