

John Muir School Parent-Teacher Collective (“PTC”)

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PTC MEETING MINUTES

March 9, 2020

Time: 3:00 p.m.

Location:

John Muir Outdoor School, Room 12
100 Walker Avenue
Ashland, OR 97520

Attendees: Pam Kuhn, Rebecca Gyarmathy, Dave Luczynski, Tabbitha Bruce, Sage Meadows, Laurie Green, Carrie Eskenazi, Dave Hampton, Marcia Ososke

- I. Pam called meeting to Order**
- II. Agenda was approved with no changes**
- III. February 6, 2020 Minutes were approved with no changes**

IV. Subcommittee Reports and Possible Actions

a. PTC President’s Report (Pam Kuhn)

- i. Classified Staff Appreciation week started today and runs from March 9-13. Dave bought \$10 Martollis gift card on the Spirit Night Dine Out (which means a discount to JMOS) for 10 staff. Pam bought and signed cards from the PTC. Classified staff includes EAs Monica, David, Elliot, Sara, Natalie, Lisa, and Adam; JMOS Office Manager Laura; custodians Brad, Eric, & Jesse, cafeteria staff Julie & Thalia, and all of our transportation, maintenance, and IT support staff. Be sure to say thanks this week.
- ii. Committees: budget requests for next year are due at the May 7 meeting
- iii. Pam handed out a calendar that showed what’s left to do for the end of the year (attached at end). Planning to send out a PTC survey in March about where PTC should place emphasis on effort and funding. On April 13 from 3-4:30pm, we’ll hold a PTC priorities discussion based on what we found out in survey. Then on May 12 from 3-4:30pm, we’ll have a budget meeting to determine budget for following year.

b. PTC Vice President’s Report (Tabbitha Bruce): nothing to report.

c. Treasurer’s Report

- i. Reviewed Balance Sheet and 2019-20 Budget to Date.
- ii. Notes: Hike-a-thon. We’ve had \$5,114 paid or pledged. Haven’t received the check from Katrina for Paint N Sip yet, but we believe we made about \$240 from the event (thanks Katrina and Tabbitha!). We made \$608 for the first week of raffle and about \$800 for the second week. Our totals

here don't show the \$1,600 rotary grant which we have not deposited yet. We've collected about \$1,344 for yearbook through the beginning of the year student fees and Dave has submitted invoice to Laura to collect the funds. Art focus spring: JMOS received an Ashland School Foundation grant of \$1000 that can be applied towards the expenses we would've incurred for spring art focus So far for AF Witner, we've spent \$447 of \$700 for materials. Homesteading has been \$178.11 and cooking at \$182.69. We've only spent half the Ashland Parks Foundation grant funds for this year – what happens if we don't spend all of it? Pam to check in with Stephanie to see if she has submitted all invoices. Are there any OE supplies we want to purchase for elementary? We've spent the entire OE equipment budget, which included \$220 to Thomas Doty. Were T-shirts purchased for Kinders? Laurie Green says no, we didn't do this year. We have not yet received \$40 deposit back for solstice. We spent \$325 for 2 visiting musical artists and did not budget for this. Laura ordered restorative justice books suggested by Skylar for the library. We're going to make an RJ nook in library. Marcia wonders if we should line item more for the 6-8 outdoor ed scholarships? Pam thinks we should talk about this in the budget summit. We're going to survey PTC about their thoughts on where we should place PTC funds and efforts and use that to help discuss where \$ should be spent. Wouldn't be surprising if outdoor ed came up as #1 in priority.

- iii. Projected spending and income needs: We project that we will spend \$26,600 for the year. If we met the rest of our goals (\$6,000 for hike-a-thon, \$1,000 from Tar N Trails run, \$8,000 from raffle, \$400 more from scrip), we'd meet our needs for the year (still need about \$9,000 altogether)

d. Principal's Report (Rebecca Gyarmathy):

- i. As of March 9, ASD isn't planning to cancel school due to the coronavirus, but that could change. We're still playing it by ear and making a variety of contingency plans.
- ii. Rebecca guided participants through the most recent version of the new JMOS building plan. There has been some concern expressed about the cafeteria location being outside the main JMOS campus. Because ~60 kids eat hot lunch, it's too many to deliver hot lunch to JMOS. Plus, there are rodent and pest management concerns with eating inside the JMOS campus. The current plan is that all of JMOS students will eat lunch together in the current AMS cafeteria during a JMOS-only lunchtime once new school building is completed. The landscape architect wants to hear from some JMOS parents about new courtyard plantings and irrigation before the end of May. Current trees will stay. Pam will publicize to parents on Facebook and in newsletter to see who is interested in participating. This committee will be different than the playground committee. We should hold off on playground until next school year

given everything on Rebecca's plate. Let's target 30 minutes of Q&A for the landscape architect to explain at the next PTC meeting. As of right now, JMOS students will stay put in their building for next year and contractors will build around us.

e. Art Focus Sub-Committee Chair's Report (Carrie Eskenazi):

- i. All classes are covered for spring semester. K/1 has Emily for visual arts from Pomegranate Preschool for the Arts, 2/3 is Liz O'Brien with ceramics, 4/5 is kite-making with Dave Hampton and homesteading with Laurie Green (each will take half the class), 6-8 is Liz O'Brien for ceramics, Kate Jack for jewelry-making, Sheri Lee for improv, and woodworking with Richard Pope. Carrie will be sending out a ranking sheet for 6-8 to rank their choices.
- ii. An art focus committee met on Feb 20 to gear up for spring semester. Sara Lovelady and Skylar Suste may be able to help be point person for K/1, Kira Belan will help with 2/3.
- iii. Still need to figure out how this will work next year with Carrie's son graduating. At this point, it looks like Student Success Act funds can be applied to art for next school year. Teachers have met with Carrie and Pam at a teachers meeting on February 26 to get the conversation started and to look at the current model.

f. Fundraising Sub-Committee Chair's Report

- i. Tabbitha and Katrina hosted a fabulous Paint N Sip at Jefferson State Outpost on Feb 21.
- ii. March 21 @8am: Rogue Runners Tar 'N Trails Race, a 2- and 6- mile run. Laurie will publicize on Facebook and Pam will put in newsletter.
- iii. Raffle
 1. Raffle has started and it's going fine so far, with just a few hiccups from students who didn't read through the instructions. Tabbitha kindly offered Jefferson State Outpost bathroom to store materials. Marcia will remind 8th graders that instructions will be emailed. Hal will sell at Mt Ashland over spring break.
 2. We have plenty of raffle donations on offer. Laurie is suggesting that we do a paddle raise and some simple silent auction gift baskets at the event itself.
 3. PTC to purchase top seller prize (Treehouse books in past with \$20 for 3rd, \$30 for 2nd, \$50 for 1st)
 4. There is a fundraising meeting on Thursday.

g. Grocery Cash Back Sub-Committee Chair's Report (Pam Kuhn): nothing to report

h. Portable Pantry-Box Tops Sub-Committee Chair's Report (Amy Stewart)

- i. Amy is retiring from this position next year and is seeking someone to volunteer to take over the program. If we can't find a volunteer, the program may go away. She'd still suggest having snacks in the refrigerator and there are still funds for that. Pam mentioned that it will

be interesting to see what happens at the PTC priorities meeting – if people say they want this to be a priority, someone will have to step up to volunteer.

i. Grants Committee (Pam Kuhn)

- i. Amy Stewart wrote for and received \$1,660 from Ashland Rotary for outdoor ed next year. We received the full amount. This will cover a naturalist for OE for K-3 next year (similar to this year), Native American speakers for 4-8 and Vesper Meadow trip.
- ii. Carrie assisted Marcia and Jim in writing and receiving a \$1,000 Ashland Schools Foundation grant for JMOS for spring art focus for 6-8. This grant goes through the school and will offset expenses projected by PTC. Rebecca needs the instructor names from Carrie so that she can get the hiring paperwork started.

j. OBOB (Laurie Green)

- i. OBOB is done for the year. Both teams did well at Regionals, but we did not get to State. Jen is taking over OBOB next year.

k. Social and Environmental Justice Sub-Committee Chair's Report – nothing to report/no representative

V. Old Business

a. Volunteer and Recruitment Update

i. Current needs:

1. Art Focus point person Thursdays @9:30-11am from March 30-June 4 (spring semester)
2. PTC President, Vice President, and Secretary for next year
3. Art focus committee members
4. SPP for next year
5. Scrip for next year
6. Laurie is going to help recruit for class parents. Laurie asked Marcia if she still wants a class parents and she says yes. Older grade teachers haven't always utilized them.

VI. New Business

- a. **April 1: Raffle event.** Scheduled for April 1, 6-7:30pm in AMS commons. Sage has 8th graders doing DJing and Dave Hampton is setting up AV. Theme: Dance through the Decades. Pam provided raffle event planning sheet (attached) and we walked through the items.
- b. **April 13: PTC Priorities Meeting** – ran out of time to discuss
- c. **Board recruitment** – ran out of time to discuss

VII. Comments and Announcements

- a. Future agenda: playground committee

VIII. Adjournment

Next meeting: Next meeting April 2 from 5-6:30pm

PTC calendar for rest of year

March:

March 9: 3-4:30pm PTC meeting, 3pm, JMOS
March 9-13: Classified Appreciation Week
March 21, 8am: Rogue Valley Runners Tar & Trails Race, Lithia Park
Recruit board members
Raffle ticket sales

April:

April 1, 6-7:30pm: Family Dance Party/Raffle night
April 2: PTC meeting
April 13, 3-4:30pm: PTC priorities meeting
Recruit board members
Let subcommittees know to submit budgets for May 7 meeting
Yearbook file goes to printer

May:

May 4-8: Certified (Teacher) Appreciation Week
May 7: PTC meeting, vote in new board members
May 12, 3-4:30pm: PTC budget meeting
May 15: Form 990 due
Hike-a-thon ends
Another chance to order yearbooks?

June:

June 4: Graduation 5:30-7:30
June 5: last day of school – hand out yearbooks

Raffle Event

- **Location:** Done, AMS commons is reserved from 4-8pm on April 1
- **Event time:** Wednesday, April 1, 6-7:30pm
- **Entertainment:** Done, Dave Hampton can do, free of charge, and he has equipment. Sage has organized 8th graders to DJ. **DJ names for poster?**
- **Food:** cheese/meat/veggie/fruit trays from Costco and advertise it as "light refreshments, eat dinner in advance".
- **Theme:** Family Dance Party / Raffle Night. Anything more specific?
- **Any other stations or activities?** We've talked about having a game room in the wrapping area. Amy Stewart mentioned that people LOVE the dance martial during Halloween, not sure if there's a way to coordinate that.
- **Figuring out space** for tabling and activities, raffle prize pick up for 20-40 raffle gifts.
- **Marketing:** Pam can develop flyer, post at school and on Facebook. I've already put a note in the school newsletter and a Save the Date on Facebook.
- **Sound coordination:** Dave and Sage
- **Decorations:** Anything we want to buy, need to do?
- **Volunteer needs:** set up/decorations, clean up, other?
- **Table: Sell scrip:** Melissa Malm has already volunteered to help with this for part of event
- **Table: Hike-a-thon sign ups:** Allison Wildman
- **Table: Show new school campus plan** Allison Wildman
- **Table: parents fill out surveymonkey** on iPad about PTC in advance of priorities meeting. Who can man this table?
- **Raffle announcements and prizes for top sellers:** Laurie Green. Looks like last year we did raffle prize announcements roughly every 20 minutes apart (6:30pm, 6:50pm, 7:05pm, 7:10pm, and 7:30pm)

FY20 Budget - Current Year
8/1/2019 through 7/31/2020 Using PTC Budget

3/3/2020

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Category	Actual	2020 Budget	Difference
INCOME	13,240	29,400	-16,160
Donations	1,840	1,000	841
Big Ask November Income	300	0	300
Grants Income	1,000	3,000	-2,000
Hike-A-Thon Income	3,784	8,600	-4,816
Northwest Nature Shop Sale Income	1,033	0	1,033
Online Rewards Income	414	750	-336
Amazon Smile	308	600	-292
e-Scrip	57	100	-43
Fred Meyers Rewards	49	50	-1
Paint & Sip Income	0	300	-300
Raffle Income	0	8,000	-8,000
Restaurant Fundraisers	1,179	750	429
Martolli's Pizza 1 Income	913	750	163
Martolli's Pizza 2 Income	0	0	0
Standing Stone Pints for Purpose	266	0	266
Restorative Justice Income	0	0	0
Scrip Income	1,512	2,000	-489
Student Pantry Program Income	159	1,800	-1,641
Box Tops	59	40	19
SPP Grant	100	700	-600
SPP Reserve Transfer	0	1,060	-1,060
Transfer from Savings	0	550	-550
Winter Faire Income	2,319	1,300	1,019
Yearbook Income	0	1,350	-1,350
EXPENSES	14,723	29,400	14,677
Art Focus Fall	3,164	3,600	436
AF Fall Instructors	2,805	3,280	475
AF Fall Materials	359	320	-39
Art Focus Program Coordinator	670	1,000	330
Art Focus Spring	0	2,735	2,735
AF Spring Instructors	0	2,455	2,455
AF Spring Materials	0	280	280
Art Focus Winter	747	1,520	773
AF Winter 4-8 Instructors	300	0	-300
AF Winter K-3 Instructors	0	660	660
AF Winter Materials	447	860	413
Big Ask November Expense	29	0	-29
Classified & Certified Staff Gratitude	0	220	220
Courtyard	9	100	91
Credit Card Fees	368	605	237
Scrip CC Fee	343	605	262
Earthteach Fees	0	500	500
Hike-A-Thon Expense	88	775	687
Paypal Hikeathon	88	175	87
Pledgestar	0	600	600
Library	0	300	300
Lithia Park Fees	1,190	1,190	0
Music Program	744	2,888	2,144

FY20 Budget - Current Year
8/1/2019 through 7/31/2020 Using PTC Budget

3/3/2020

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Category	Actual	2020 Budget	Difference
Music Instructor	744	2,688	1,944
Music Supplies Repairs	0	200	200
Northwest Nature Shop Sale Expense	550	0	-550
OBOB	410	500	90
Outdoor Education	828	1,950	1,122
Lithia Park Naturalist K-3	449	1,000	551
Outdoor Ed Supplies Equipment	379	600	221
Travel Reimbursement for OE Volunt...	0	350	350
Outdoor Education Coordinator	1,100	2,227	1,127
OE Gear Maintenance	0	1,744	1,744
OE Trip Scout Mileage	0	145	145
OE Trip Scouting	0	338	338
Principal Discretionary Funds	66	200	134
PTC Admin Expenses	574	690	116
Accounting & Tax Prep	27	100	73
Government Fees	50	90	40
PTC Insurance	475	475	-0
PTC Supplies	22	25	3
PTC Events	312	750	438
PTC Event Childcare	100	350	250
PTC Event Materials	212	400	188
Raffle Event Expenses	40	1,500	1,460
Scholarships	1,000	1,000	-0
School Promo Gear	55	630	575
Graduation	55	525	470
Kindergarten T-shirts	0	105	105
Student Pantry Program Expense	542	1,800	1,258
Teacher Classroom Fund	0	600	600
Venue Rental	290	250	-40
Visiting Artists	325	0	-325
Winter Faire Expenses	461	725	264
WF Food	236	600	364
WF Gift Cards	200	0	-200
WF Materials	25	125	100
Yearbook Expense	1,160	1,145	-14
Net Difference:	-1,483	0	-1,483

3/3/2020

Balance Sheet - As of 2/29/2020

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Account	2/29/2020 Balance
ASSETS	
Cash and Bank Accounts	
CC Sweep	2,784.94
Checking	3,808.47
PayPal Account jmsptctreasurer@g...	633.90
PayPal Account johnmuirschoolptc@...	0.00
Savings	29,195.36
Savings Owners Account	92.98
TOTAL Cash and Bank Accounts	36,515.65
Other Assets	
Gift Cards Inventory	878.02
Laptop and Software	537.48
Scrip Deferred Earnings	-424.50
Scrip Inventory	8,490.00
TOTAL Other Assets	9,481.00
TOTAL ASSETS	45,996.65
LIABILITIES	
Other Liabilities	
Outdoor Ed Restricted Funds	551.49
Restorative Justice Restricted Funds	405.51
Student Pantry Program Restricted F...	1,466.54
TOTAL Other Liabilities	2,423.54
TOTAL LIABILITIES	2,423.54
OVERALL TOTAL	43,573.11

Income/Expense by Category
10/1/2019 through 2/29/2020

Category	10/1/2019- 10/31/2019	11/1/2019- 11/30/2019	12/1/2019- 12/31/2019	1/1/2020- 1/31/2020	2/1/2020- 2/29/2020	OVERALL TOTAL
INCOME						
Donations	0.00	330.00	1,000.00	10.00	0.00	1,340.00
Big Ask November Income	0.00	0.00	100.00	200.00	0.00	300.00
TOTAL Donations	0.00	330.00	1,100.00	210.00	0.00	1,640.00
Hike-A-Thon Income	90.00	2,355.00	440.00	395.00	400.00	3,680.00
Interest Income	1.55	1.50	1.55	1.55	1.45	7.60
Northwest Nature Shop Sale Income	0.00	0.00	993.00	40.00	0.00	1,033.00
Online Rewards Income						
Amazon Smile	0.00	99.36	0.00	0.00	105.27	204.63
e-Scrip	14.96	7.67	5.24	7.93	11.55	47.35
Fred Meyers Rewards	0.00	0.00	0.00	0.00	22.77	22.77
TOTAL Online Rewards Income	14.96	107.03	5.24	7.93	139.59	274.75
Restaurant Fundraisers						
Martolli's Pizza 1 Income	0.00	0.00	0.00	912.78	0.00	912.78
Standing Stone Pints for Purpose	0.00	0.00	266.00	0.00	0.00	266.00
TOTAL Restaurant Fundraisers	0.00	0.00	266.00	912.78	0.00	1,178.78
Scrip Income	313.50	317.50	291.50	86.00	249.50	1,258.00
Student Pantry Program Income						
Box Tops	0.00	0.00	0.00	59.10	0.00	59.10
SPP Grant	100.00	0.00	0.00	0.00	0.00	100.00
TOTAL Student Pantry Program Inc...	100.00	0.00	0.00	59.10	0.00	159.10
Winter Faire Income	0.00	0.00	2,319.00	0.00	0.00	2,319.00
TOTAL INCOME	520.01	3,111.03	5,416.29	1,712.36	790.54	11,550.23
EXPENSES						
Art Focus Fall						
AF Fall Instructors	0.00	120.00	2,685.00	0.00	0.00	2,805.00
AF Fall Materials	49.68	143.78	165.91	0.00	0.00	359.37
TOTAL Art Focus Fall	49.68	263.78	2,850.91	0.00	0.00	3,164.37
Art Focus Program Coordinator	0.00	0.00	340.00	330.00	0.00	670.00
Art Focus Winter						
AF Winter 4-8 Instructors	0.00	0.00	0.00	0.00	300.00	300.00
AF Winter Materials	0.00	0.00	0.00	158.99	288.23	447.22
TOTAL Art Focus Winter	0.00	0.00	0.00	158.99	588.23	747.22
Big Ask November Expense	0.00	20.31	0.00	0.00	8.80	29.11
Courtyard	9.35	0.00	0.00	0.00	0.00	9.35
Credit Card Fees	0.00	0.00	24.79	0.36	0.00	25.15
Scrip CC Fee	59.13	47.20	117.90	1.40	73.30	298.93
TOTAL Credit Card Fees	59.13	47.20	142.69	1.76	73.30	324.08
Hike-A-Thon Expense						
Paypal Hikeathon	2.91	58.33	6.39	7.20	8.90	83.73
TOTAL Hike-A-Thon Expense	2.91	58.33	6.39	7.20	8.90	83.73
Music Program						
Music Instructor	0.00	0.00	743.75	0.00	0.00	743.75
TOTAL Music Program	0.00	0.00	743.75	0.00	0.00	743.75
Northwest Nature Shop Sale Expense	0.00	0.00	0.00	550.00	0.00	550.00
OBOB	220.00	0.00	0.00	0.00	190.41	410.41
Outdoor Education						
Lithia Park Naturalist K-3	0.00	210.00	238.51	0.00	0.00	448.51
Outdoor Ed Supplies Equipment	0.00	0.00	0.00	0.00	379.00	379.00
TOTAL Outdoor Education	0.00	210.00	238.51	0.00	379.00	827.51
Outdoor Education Coordinator	0.00	0.00	0.00	1,100.00	0.00	1,100.00
PTC Admin Expenses						
Accounting & Tax Prep	0.00	0.00	0.00	26.96	0.00	26.96
Government Fees	0.00	50.00	0.00	0.00	0.00	50.00
PTC Supplies	0.00	0.00	0.00	22.10	0.00	22.10
TOTAL PTC Admin Expenses	0.00	50.00	0.00	49.06	0.00	99.06
PTC Events						
PTC Event Childcare	0.00	50.00	25.00	0.00	25.00	100.00
PTC Event Materials	140.80	0.00	0.00	0.00	71.24	212.04
TOTAL PTC Events	140.80	50.00	25.00	0.00	96.24	312.04
Raffle Event Expenses	0.00	0.00	0.00	0.00	39.98	39.98
Scholarships	0.00	0.00	0.00	1,000.00	0.00	1,000.00
School Promo Gear						
Graduation	0.00	55.40	0.00	0.00	0.00	55.40
TOTAL School Promo Gear	0.00	55.40	0.00	0.00	0.00	55.40
Student Pantry Program Expense	38.81	72.52	204.39	54.61	171.62	541.95
Venue Rental	0.00	290.00	0.00	0.00	0.00	290.00
Visiting Artists	0.00	0.00	0.00	0.00	100.00	100.00
Winter Faire Expenses	0.00	0.00	0.00	0.00	0.00	0.00
WF Food	0.00	0.00	236.48	0.00	0.00	236.48
WF Gift Cards	0.00	0.00	200.00	0.00	0.00	200.00
WF Materials	0.00	25.00	0.00	0.00	0.00	25.00
TOTAL Winter Faire Expenses	0.00	25.00	436.48	0.00	0.00	461.48
Yearbook Expense	1,159.50	0.00	0.00	0.00	0.00	1,159.50
TOTAL EXPENSES	1,680.18	1,142.54	4,988.12	3,251.62	1,656.48	12,718.94
OVERALL TOTAL	-1,160.17	1,968.49	428.17	-1,539.26	-865.94	-1,168.71