

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

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PTC MEETING AGENDA

April 2, 2020

Time: 5:00 p.m.

Location: By zoom call

<https://zoom.us/j/7466475318>

Meeting ID: 746 647 5318

I. Call to Order (Pam Kuhn)

II. Approval of the Agenda

III. Approval of the March 9, 2020 Minutes

IV. New Business

- a. **Landscape Architect for new school building:** Q&A with PTC about irrigation in new courtyard space (30 min)
- b. **Principal Report (Rebecca Gyarmathy):**
 - i. Supplemental learning during COVID-19 school closure

V. Subcommittee Reports and Possible Actions

a. PTC President’s Report

- i. Return raffle tickets and funds: If you haven’t already returned to JMOS in front office, please contact Laurie Green ASAP at laurie_green@rocketmail.com to mail or schedule a pickup. 690 Reiten Drive, Ashland, OR 97520. Date of raffle drawing TBD depending when we have received all tickets back.
- ii. PTC Calendar for April – June
- iii. 5-minute survey to weigh in on PTC priorities:
<https://www.surveymonkey.com/r/JLLSGQK>
- iv. April 13, 3-4:30pm: PTC priorities meeting via zoom
- v. Certified Staff (Teacher) Appreciation Week: May 4-8.
 - 1. Plan A: At school
 - 2. Plan B: Not at school
- vi. Committees: budget requests for next year due May 7 meeting
- vii. Yearbook update
- viii. Need to order anything now for graduation?

b. PTC Vice President’s Report

c. Treasurer’s Report

- i. Review Balance Sheet
 - ii. Review 2019-20 Budget to Date
 - iii. Projection for year
- d. Art Focus Sub-Committee Chair's Report**
 - i. Katrina Meister may be willing to develop video art lessons for JMOS students. Pursue?
- e. Fundraising Sub-Committee Chair's Report**
 - i. Raffle
 - 1. PTC to purchase top seller prize (Treehouse books in past with \$20 for 3rd, \$30 for 2nd, \$50 for 1st)
 - 2. Return raffle tickets
- f. Grocery Cash Back Sub-Committee Chair's Report**
- g. Portable Pantry-Box Tops Sub-Committee Chair's Report**
- h. Grants Committee**
 - i. We need to develop plan with teachers for managing/hiring/report out on \$1,660 Rotary grant
 - ii. Unspent portion of Ashland Parks Foundation grant
 - iii. Ashland School Foundation grant – can be applied next year?
 - iv. Parent suggested we consider hiring a grant writer next year
- i. Social and Environmental Justice Sub-Committee Chair's Report**

VI. Old Business

- a. Volunteer and Recruitment Update
 - i. Current needs:
 - 1. PTC President, Vice President, and Secretary for next year
 - 2. Art focus committee members
 - 3. SPP for next year
 - 4. Scrip for next year
 - 5. Class parents for next year

VII. Comments and Announcements

- a. Next year: playground committee

VIII. Adjournment

Next meetings:

- PTC Priorities meeting: April 13 from 3-4:30pm (zoom meeting invite to follow)
- Regular PTC meeting: Thursday, May 7 from 5-6:30pm (likely via zoom)

PTC calendar for rest of year

April:

April 2: PTC meeting via zoom

April 13, 3-4:30pm: PTC priorities meeting via zoom

April 13: Yearbook file goes to printer

Recruit board members

Let subcommittees know to submit budgets for May 7 meeting

May:

May 4-8: Certified (Teacher) Appreciation Week

May 7: PTC meeting, vote in new board members, likely via zoom

May 12, 3-4:30pm: PTC budget meeting, likely via zoom

May 15: Form 990 due

Hike-a-thon ends

June:

June 4: Graduation 5:30-7:30

June 5: last day of school – hand out yearbooks? Or JMOS school pickup/mail to students

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

3/30/2020

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Category	Actual	2020 Budget	Difference
INCOME	17,738	29,400	-11,662
Donations	1,840	1,000	841
Big Ask November Income	300	0	300
Grants Income	2,660	3,000	-340
Hike-A-Thon Income	4,084	8,600	-4,516
Northwest Nature Shop Sale Income	1,033	0	1,033
Online Rewards Income	420	750	-330
Amazon Smile	308	600	-292
e-Scrip	63	100	-37
Fred Meyers Rewards	49	50	-1
Paint & Sip Income	0	300	-300
Raffle Income	2,396	8,000	-5,604
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	1,648	2,000	-352
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	15,427	27,900	12,473
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	1,323	1,520	197
AF Winter 4-8 Instructors	400	0	-400
AF Winter K-3 Instructors	390	660	270
AF Winter Materials	533	860	327
Big Ask November Expense	29	0	-29
Classified & Certified Staff Gratitude	0	220	220
Courtyard	9	100	91
Credit Card Fees	398	605	207
Scrip CC Fee	373	605	232
Earthteach Fees	0	500	500
Hike-A-Thon Expense	95	775	680
Paypal Hikeathon	95	175	80
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

3/30/2020

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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	435	500	65
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	106	1,500	1,394
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:	2,311	1,500	811

Income/Expense by Category - Current Year

8/1/2019 through 7/31/2020

3/30/2020

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Category	8/1/2019- 8/31/2019	9/1/2019- 9/30/2019	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	3/1/2020- 3/31/2020	4/1/2020- 4/30/2020	5/1/2020- 5/31/2020	6/1/2020- 6/30/2020	7/1/2020- 7/31/2020	OVERALL TOTAL
OBOB	0.00	0.00	220.00	0.00	0.00	0.00	190.41	24.98	0.00	0.00	0.00	0.00	435.39
Outdoor Education													
Lithia Park Naturalist K-3	0.00	0.00	0.00	210.00	238.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	448.51
Outdoor Ed Supplies Equipment	0.00	0.00	0.00	0.00	0.00	0.00	379.00	0.00	0.00	0.00	0.00	0.00	379.00
TOTAL Outdoor Education	0.00	0.00	0.00	210.00	238.51	0.00	379.00	0.00	0.00	0.00	0.00	0.00	827.51
Outdoor Education Coordinator	0.00	0.00	0.00	0.00	0.00	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
Principal Discretionary Funds	0.00	66.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.09
PTC Admin Expenses													
Accounting & Tax Prep	0.00	0.00	0.00	0.00	0.00	26.96	0.00	0.00	0.00	0.00	0.00	0.00	26.96
Bank Fees	5.00	-5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Government Fees	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
PTC Insurance	475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00
PTC Supplies	0.00	0.00	0.00	0.00	0.00	22.10	0.00	0.00	0.00	0.00	0.00	0.00	22.10
TOTAL PTC Admin Expenses	480.00	-5.00	0.00	50.00	0.00	49.06	0.00	0.00	0.00	0.00	0.00	0.00	574.06
PTC Events													
PTC Event Childcare	0.00	0.00	0.00	50.00	25.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	100.00
PTC Event Materials	0.00	0.00	140.80	0.00	0.00	0.00	71.24	0.00	0.00	0.00	0.00	0.00	212.04
TOTAL PTC Events	0.00	0.00	140.80	50.00	25.00	0.00	96.24	0.00	0.00	0.00	0.00	0.00	312.04
Raffle Event Expenses	0.00	0.00	0.00	0.00	0.00	0.00	39.98	65.98	0.00	0.00	0.00	0.00	105.96
Raffle CC Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.88	0.00	0.00	0.00	0.00	4.88
TOTAL Raffle Event Expenses	0.00	0.00	0.00	0.00	0.00	0.00	39.98	70.86	0.00	0.00	0.00	0.00	110.84
Scholarships	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
School Promo Gear													
Graduation	0.00	0.00	0.00	55.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.40
TOTAL School Promo Gear	0.00	0.00	0.00	55.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.40
Student Pantry Program Expense	0.00	0.00	38.81	72.52	204.39	54.61	171.62	0.00	0.00	0.00	0.00	0.00	541.95
Venue Rental	0.00	0.00	0.00	290.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00
Visiting Artists	0.00	225.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	325.00
Winter Faire Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WF Food	0.00	0.00	0.00	0.00	236.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	236.48
WF Gift Cards	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
WF Materials	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
TOTAL Winter Faire Expenses	0.00	0.00	0.00	25.00	436.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	461.48
Yearbook Expense	0.00	0.00	1,159.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,159.50
TOTAL EXPENSES	480.00	1,524.01	1,680.18	1,142.54	4,988.12	3,251.62	1,656.48	708.96	0.00	0.00	0.00	0.00	15,431.91
OVERALL TOTAL	739.73	-1,043.33	-1,160.17	1,968.49	428.17	-1,539.26	-865.94	3,789.06	0.00	0.00	0.00	0.00	2,316.75

Balance Sheet - As of 3/29/2020

Account	3/29/2020 Balance
ASSETS	
Cash and Bank Accounts	
CC Sweep	1,244.92
Checking	12,071.85
PayPal Account jmsptctreasurer@g...	293.10
PayPal Account johnmuirschoolptc@...	0.00
Savings	29,195.36
Savings Owners Account	92.98
TOTAL Cash and Bank Accounts	42,898.21
Other Assets	
Gift Cards Inventory	878.02
Laptop and Software	537.48
Scrip Deferred Earnings	-288.00
Scrip Inventory	5,760.00
TOTAL Other Assets	6,887.50
TOTAL ASSETS	49,785.71
LIABILITIES	
Other Liabilities	
Outdoor Ed Restricted Funds	2,211.49
Restorative Justice Restricted Funds	405.51
Student Pantry Program Restricted F...	1,466.54
TOTAL Other Liabilities	4,083.54
TOTAL LIABILITIES	4,083.54
OVERALL TOTAL	45,702.17