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**PTAC Board Meeting Agenda**

**February 2024**

Welcome

Principal Update

ITEMS TO BE DISCUSSED

* 11:45am - deadline for Encore/Teacher of the Year Nomination
  + Sarah to add to FB today
  + Emily to send shout point
* Great Schools review
  + Site that our families go to - [www.greatschools.com](http://www.greatschools.com) to share reviews
  + This is where realtors and new families go to
  + Its important to have lots of good reviews
* Update on Silent Auction from staff
  + PTAC does not pay for auction item
  + Examples: Games and snacks, CO Rockies game
  + Staff is in - did not have expectation for PTAC paying for it
* Kazu Kibuishi visit 03/05/2024
  + Author - event coming up, super excited about - 3/5/24 - big deal, working with the publisher
  + For 3rd-5th
  + Author is also speaking at Boulder Library same night - need reservations.
  + District Communications coming to cover it
  + Left Hand Courier to publish an article - maybe with student reporter
  + Heather (Comm director) can reach out to Longmont Times Call - “pitch it”
  + Probably a press kit from the publisher
  + District tech dept will come to help
* Book Fair - $16K - largest grossing ever
  + Sales tax - a little more than we expected
* 24-25 Para Estimate/Request
  + Signing to begin process with district - requesting estimates from the district - form to approve to get estimate
  + Staffing plan after approval
  + In April for PTAC - Molly & Maggies work together to figure out budget - and in May PTAC votes on budget
    - Final number not solidified until August - depending on paras taking benefits, etc.

President

ITEMS TO BE DISCUSSED

* Events
  + Talent Show debrief
    - Ended up breaking even
      * Cost of auditorium was expensive
      * Doubled flowers to sell - but only sold half
      * Kashia (Maren’s Mom) will head the talent show next year
      * Cody will take production role
  + Book Fair debrief
    - See above -
    - 120 copies of book 1 & 9 of Amulet were sold
  + Cougar Carnival Update
    - Will need extra custodial
    - Renee is working on it
    - Ms. Gracie thinking about getting students involved in planning games. Maybe get Ms. Mocilic involved
* Time to think about planning for next year
  + Molly to start chatting with everyone about roles - start thinking about succession planning
* Social gathering for volunteers and Board - pushed due to overload

Treasurer

ITEMS TO BE DISCUSSED

* Talent show - breaking even or close to

VP Fundraising

ITEMS TO BE DISCUSSED

* Dining for Dollars - finalized dates for spring
  + Weds 3/6 - Urban Field Pizza
  + Weds 4/17 - Chipotle
  + Thurs 5/16 - Oskar Blues
* Sweet Cow Truck donates 40% - can we get them for carnival?
  + Molly to contact and make it happen
* End of School - Mwebaza fundraiser with Kona
* Silent Auction
  + Launch online auction last week of March/1st week of April
    - Don’t make it too long - maybe 3 days of previews, short time for bidding
    - Make posters of all the experiences - and hang up in the cafeteria
      * Can be easy, homemade - type posters, maybe Gracie can help
    - Announce them in mornings
    - Consider technologies for some families - maybe set up a universal computer
  + 1 month to redeem items from 4/15 - 5/15
    - Timing good with CMAS testing (4/8-19, week of 22nd makeups)
  + 32auctions.com for online platform - trying to get past login info
    - Unknown old info
    - \*\*\*\*\*Use galabid.com\*\*\*\*
  + Revenue goal
  + Sarah - considerations for advertising - careful not to spend money
    - Teachers give a presentation - provided by PTAC - to talk it up to kids
    - Lets have teachers do the presentation in the classrooms.
    - Committee to flush out dates
* Google form for participating teachers/staff to fill out
  + Okay for teachers/staff to fund their experiences
  + Nancy to start prepping
  + Send out form sometime next week - and teachers will have until 3/11 so the deck is prepped before spring break. Deck ready 4/1
  + Launch Monday 4/1
  + Remind 9th & 10th
  + Open for bidding 4/10-12
* Burlington Elementary - struggling for funding
  + There is a history within the district “adopting” a school
  + Does it have to be financial - could it be a book drive or something?
  + We don’t need an answer now - but something to consider.

Secretary

ITEMS TO BE DISCUSSED

* No updates

Communications

ITEMS TO BE DISCUSSED

* Working silent auction tasks with Carly
* Working with Left Hand Courier. I can send the images/flyers I create, but other ways to communicate with them? Copies of the newsletter?
* Created an Instagram account for the PTA! <https://www.instagram.com/niwotptac/>
  + Do we want to keep the page public or private?
    - Will impact if we can crosspost across Facebook or not. Confidentiality/privacy concerns for families/kids?
    - For now will post in both - keep both separate and private
    - Insta - highly visual - photos would be great, but there are some families that dont allow photos of kids
  + Highly visual platform - would be great if we could post photos here.
    - May be time consuming to check who allows this
    - Work with Gracie?

Volunteer Coordinator

ITEMS TO BE DISCUSSED

**Next Meetings**

March - May meetings in process - have you filled out the Doodles?