

**Marina Village Middle School
PTC Board Meeting Notes
Wednesday, August 16 @ 12:00 pm
MVMS Office**

I. Welcome - President: Debra Carlson
Meeting called to order at 12:01 pm

II. Roll Call - Secretary: Mary Beth Seedall
In attendance:

Debra Carlson	PTC President
Levi Cambridge	MVMS Principal
Melissa Lange	PTC Vice President
Joanne Jaussi	Financial Secretary
Stephanie Hansen	Fundraising & Spirit Wear
Tricia Johnstone (remote)	Publicity / Website
Jennifer Slade (remote)	Enrichment
Lisa Evans (remote)	Parent Social Volunteer
Kimberly Valdez	MVMS Librarian
Shane Smith	Teacher Rep
Mary Beth Seedall	PTC Secretary

III. Approval of agenda for current meeting - President: Debra Carlson
Motion to approve made by Melissa Lange
Motion seconded by Joanne Jaussi
All in favor. Motion Approved.

IV. Approval of minutes from previous meeting - Secretary: Mary Beth Seedall
Motion to approve made by Melissa Lange
Motion seconded by Joanne Jaussi
All in favor. Motion Approved.

V. MVMS Administrator's Update - Levi Cambridge
Great start to year, despite sad news of passing of student.

- A. New Items:
- School will be adding soccer. Next: figure out coaches, uniforms.
Girls in Oct, boys in Jan. One 7/8 team for each.
Shouldn't impact PTC much, but will let PTC know needs.
 - School needs subs
 - District is committing to support replacement of new Chromebooks (originally paid for by PTC).

VI. MVMS PTC President Business - Debra Carlson

A. PTC FUNDS REQUESTS PROCESS:

Below is link to updated Google Form for this school year's PTC Funds Request. As requests are received through this link, they will be added to the agenda for the next PTC Board Meeting.

https://docs.google.com/forms/d/e/1FAIpQLSfU7FR94augEMTgqqxraE4Jj6Q8GJuopBRfb0ojcoA4wxNrmw/viewform?usp=sf_link

B. CURRENT STAFF REQUESTS:

Shea Smith

- Digital Media 7th/8th, Advanced Computers, Video Production
- \$195
- 105 Students per trimester (255 per year)
- Funds requested to purchase a color printer for the classroom (room 17). Printer will be used to print student work, and display in the classroom.
- ITEM: Brother MFC-J4335DW INKvestment-Tank All-in-One Color Printer (Amazon retail price: \$179)
- Ink costs tbd, comes with supply of ink, but guessing \$70/ year, will request when needed.
- Ok to wait until first of month after fund raising has started.

****Michelle - Mr. Smith will order through Karen. Please reimburse school.

Approval of funds requests - President: Debra Carlson

Motion to approve made by Melissa Lange

Motion seconded by Joanne Jaussi

All in favor. Motion Approved.

(Mr. Smith will be joining future meetings as a teacher rep.)

Kimberly A. Valdez

- Library
- \$800
- 100 Students
- Needing funds to purchase Battle of the Books books. There are a few extra items for the battle of the books that would be nice to have too. (rings for index cards for studying, jenga sets [will accept donated sets too
- Meetings start soon.
- Competition begins in March.
- Will get back to us with specifics of how much she needs this month to hold her over until fundraising starts
- ITEMS:
- Books - 5 might be ok this time. Wish list w/ specifics on Amazon
- Jenga sets - ok with donations, looking for 10 sets.
- Rings for index cards

Approval of funds requests - President: Debra Carlson

Motion to approve made by Melissa Lange

Motion seconded by Joanne Jaussi

All in favor. Motion Approved.

C. PTC FUNDS REQUESTS:

- \$171.60: PTC Banner Stand
- \$200: Enrichment Feather Flag for "enrollment open now" to post outside during the enrollment periods
- \$400: School Incentives of \$5 gift cards for students (\$200) and staff (\$200 -Annually we give \$200 worth of Starbucks gift cards for staff mtg incentives)

Approval of funds requests - President: Debra Carlson
Motion to approve made by Melissa Lange
Motion seconded by Joanne Jaussi
All in favor. Motion Approved.

*** Jen/ Debra to Work with Mr. C to put Feather Flag into ground in the right spot

D. COMMUNICATION

ALL mass messages get Levi's ok no matter how distributed. When Karen is the one to send them out, this is easier to manage.
Levi needs to be cc'd on messages that are to go out.

*** Further strategic use of emails to be discussed.

D. SOS FUNDRAISING CAMPAIGN

Google Form for the SOS Donations review

- No more t shirts with donation
- Bullet points for simplification of messaging

Start campaign next week.

- Begin with this Friday's school newsletter
- Pizza contest

E. SHOUT OUT FOR WHAT THE PTC DOES

1. How we Showcase the value of the PTC at MVMS:

- Flyers at WEB Day "Did you know the PTC funded... \$2,500 for today's WEB Day New Student Orientation."
- The student planners this year have it printed front and center on the top of the first page.
- Teachers showcasing a slide in their BTSN slide decks about the PTC (SOS Fundraiser).
- Website and Social Media - reviewed changes to donation forms.

2. Continue to discuss:

- How to create more "tiers of publicity"
- How to pull golf tournament planners in to fundraising efforts.
- Golf Tournament: in spring, streamline donors overall
- Opportunity to educate folks about tax dollars.
- ***BTS 2024 - Provide a slide with 3 bullet points.
- Talk about the planners
- Possible social media
- Create Communication Plan?

F. Volunteers needed

- Storage shed

- G. SCHOOL SITE FUNDING LIST
See Wish List below

VII. Chair Updates

A. Michelle Starkel - Treasurer

1. Activity: Disbursements & Deposits - (see attached balance sheet)
2. Budget: To be voted on after SOS numbers start coming in - (see attached)
3. Bank account balances and showing that \$15,000 is marked to carry over to next year. The \$15,800 is what we carried over from last fiscal year to use this year and that just covers the basic operating costs. Net income is the extra money that we can decide to use for requests.
4. Customer detail of SOS and spirit wear. (see attached)
5. Teacher supplies we do at end of year
\$1,115.76 remaining.
All other expenses paid for.

B. Stephanie Hansen - Fundraising & Spirit Wear

1. Spirit Wear update - none at this time.

C. Jennifer Slade - Enrichment

1. Enrichment update - via text. To be posted in next month's meeting notes.

D. Bridget Clarke - Staff Appreciation - Not Present

1. Dates: Lunches on 11/3 and 2/23
Teacher/Staff Appreciation Week will be 5/6-5/10.

- VII. Motion to adjourn meeting at 1:31 pm made by Debra Carlson
All in favor, meeting adjourned.

SCHOOL WISH LIST ITEMS

From 7/26/23. Discussion as a PTC Board as to which of the items might be appropriate for a multi-year approach.

- Bronze Plaque for distinguished school
- 8th Grade Promotion - \$3,000 (1k venue, 2k party)
- State testing Treats - \$800 April
- WEB Day - \$2000 August
- Battle of the Books - \$500 Library
- Field Day - Fall + Spring
- Classroom Funding teacher Appreciation
- MPR Audio Wires
- MPR Curtains
- MPR Acoustic Panels
- Digital LED Message Board
- Replace portable Stage
- Mustangs Painted on Gym
- Bleachers
- Library Furniture
- School Speaker
- Family and community Activities
- Check with Athletics re: Uniforms
- Teacher Gift Cards/ Incentives - \$200
- Student Gift Card / Incentives - \$200
- More Lunch Tables and Shade Structure
- ***New add: Soccer uniforms, etc. to get program up and running - consulting w/ Levi.

9:17 AM

08/16/23

Accrual Basis

Marina Village Middle School PTC

Balance Sheet

As of August 16, 2023

	<u>Aug 16, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
El Dorado Savings Bank	30,627.83
PayPal Account	1,229.09
Total Checking/Savings	<u>31,856.92</u>
Total Current Assets	<u>31,856.92</u>
TOTAL ASSETS	<u>31,856.92</u>
LIABILITIES & EQUITY	
Equity	
Earmarked Funds	
Undesig Funds - Oper Exp CY	15,836.16
Undesig Funds - Oper Exp Nxt Yr	15,005.00
Total Earmarked Funds	30,841.16
Net Income	<u>1,015.76</u>
Total Equity	<u>31,856.92</u>
TOTAL LIABILITIES & EQUITY	<u>31,856.92</u>

9:11 AM
08/16/23
Accrual Basis

Marina Village Middle School PTC
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Income	
Direct Public Support	
Fundraiser Income	
Fundraiser - 8th Grade	1,300.00
Fundraiser Income - Other	1,500.00
Total Fundraiser Income	<u>2,800.00</u>
Spirit Wear Income	<u>2,707.00</u>
Total Direct Public Support	<u>5,507.00</u>
Total Income	<u>5,507.00</u>
Cost of Goods Sold	
Spirit Wear Supplies	1,032.92
Total COGS	<u>1,032.92</u>
Gross Profit	4,474.08
Expense	
Designated Expenses	
Books for English	749.00
Staff Appreciation	212.78
Total Designated Expenses	<u>961.78</u>
Operations	
Fundraising (Operations)	
PayPal / Square (Fund)	54.79
Fundraising (Operations) - Other	36.47
Total Fundraising (Operations)	<u>91.26</u>
Planners	2,345.41
Spirit Wear	
PayPal / Square Charges (Ops)	59.87
Total Spirit Wear	<u>59.87</u>
Total Operations	<u>2,496.54</u>
Total Expense	<u>3,458.32</u>
Net Income	<u><u>1,015.76</u></u>

Marina PTC
2023-24 Revenue / Operating Expenses / Designated Funds

	2022 -23 Actual	YTD Activity
Revenue		
Amazon Smiles	273.19	
Beautification Donation	3,155.57	
Enrichment	28,466.00	
Escrip-Raley's, Nugget, Box Tops	18.40	
Golf Tournament	19,500.50	
S.O.S. PTC Fundraiser	34,263.24	2,800.00
Spirit Wear	5,658.52	2,707.00
Family Night (Restaurants)	1,424.36	
Total Revenue	\$ 92,759.78	\$ 5,507.00

	2022-23 Actual	2023 -24 Budget	Changes	Revised 2023-24 Budget	YTD Activity	6/30/2024 Remaining
Operating Expenses						
Accounting Fee	525.00	520.00		520.00		520.00
Admin costs (paper, ink, binders, p	131.93	250.00		250.00		250.00
Fundraising (Operations)				-		-
PayPal/Square Fees	432.58	450.00		450.00	54.79	395.21
Fundraising (Operations) - Other				-	36.47	(36.47)
License and Filing Fees	50.00	50.00		50.00		50.00
Mustang Pride				-		-
Insurance	450.00	500.00		500.00		500.00
Publicity (website)	47.70	250.00		250.00		250.00
Spirit Wear				-		-
Spirit Wear Pay Pal/Square	145.63	200.00		200.00	59.87	140.13
Spirit Wear - Other	6,717.72	3,000.00		3,000.00	1,032.92	1,967.08
Staff Appreciation	5,397.92	5,000.00		5,000.00	212.78	4,787.22
Student Planners	2,408.57	2,400.00		2,400.00	2,345.41	54.59
WEB Program	5,185.43	2,500.00		2,500.00		2,500.00
Total Operating Expenses	\$ 21,492.48	\$ 15,120.00	\$ -	\$ 15,120.00	\$ 3,742.24	\$ 11,377.76

	2022-23 Actual	2023-24 Budget	Changes	Revised 2023-24 Budget	YTD Activity	6/30/2024 Remaining
Designated Funds						
8th Grade Promotion / Dance		\$ 1,500.00		\$ 1,500.00		\$ 1,500.00
Art Club Fundraiser		300.00		300.00		300.00
Beautification	1,401.32			-	-	-
Enrichment				-	-	-
Enrichment - PayPal Fees				-	-	-
Enrichment - Tuition Payments	27,717.00			-	-	-
Golf				-	-	-
Partner Comission	115.00			-	-	-
PayPal/Square Fees	340.58			-	-	-
Venue	9,620.63			-	-	-
Supplies/Fees	1,115.43			-	-	-
\$0\$ Funds						
Beautification	700.00	700.00		700.00		700.00
Books for English/History	1,732.70	750.00		750.00	749.00	1.00
Casters for Tables	1,449.68			-	-	-
Field Day Event	3,415.40	2,200.00		2,200.00		2,200.00
Fundraising Events (\$0\$)	220.12			-	-	-
Jerseys for Sports	723.94			-	-	-
Laminator	2,653.73			-	-	-
Library Supplies	3,090.00			-	-	-
Pear Deck - Subscription	449.97	449.97		449.97		449.97
Science Equipment	2,000.00			-	-	-
Shed	584.88			-	-	-
Spanish Supplies	560.34			-	-	-
Teacher Classroom Supplies	6,885.78			-	-	-
	\$ 24,466.54	4,099.97	-	4,099.97	749.00	3,350.97
Total Designated Fund Budget	64,776.50	\$ 5,899.97	\$ -	\$ 5,899.97	\$ 749.00	\$ 5,150.97

Total Revenue	\$ 92,759.78	Total Revenue	\$ 5,507.00
Total Expenses	\$ 86,268.98	Total Expenses	\$ 4,491.24
Net Income	\$ 6,490.80	Net Income	\$ 1,015.76

9:19 AM

08/16/23

Accrual Basis

**Marina Village Middle School PTC
Transaction Detail By Account
August 1 - 16, 2023**

Type	Date	Num	Name	Class	Clr	Split	Debit	Credit	Balance
Direct Public Support									
Fundraiser Income									
Fundraiser - 8th Grade									
Deposit	08/14/2023		Bridget Clarke	SOS		PayPal Account		400.00	400.00
Deposit	08/10/2023		Stacey Nieporte	SOS		Venmo		600.00	1,000.00
Deposit	08/12/2023		Tricia Johnstone	SOS		PayPal Account		300.00	1,300.00
Total Fundraiser - 8th Grade							0.00	1,300.00	1,300.00
Fundraiser Income - Other									
Deposit	08/14/2023		Andrea Moon	SOS		Venmo		150.00	150.00
Deposit	08/10/2023		Derek Evans	SOS		Venmo		100.00	250.00
Deposit	08/14/2023		Eric and Shelley Ma...	SOS		Venmo		50.00	300.00
Deposit	08/14/2023		eric Haya	SOS		Venmo		100.00	400.00
Deposit	08/10/2023		Jennifer Placek	SOS		Venmo		500.00	900.00
Deposit	08/10/2023		Kari Irwin	SOS		Venmo		100.00	1,000.00
Deposit	08/11/2023		Own It Real Estate	SOS		PayPal Account		100.00	1,100.00
Deposit	08/10/2023		Rebecca Nicholas	SOS		PayPal Account		150.00	1,250.00
Deposit	08/10/2023		Tauni Fessler	SOS		PayPal Account		200.00	1,450.00
Deposit	08/14/2023		Urika Lange	SOS		Venmo		50.00	1,500.00
Total Fundraiser Income - Other							0.00	1,500.00	1,500.00
Total Fundraiser Income							0.00	2,800.00	2,800.00
Spirit Wear Income									
Deposit	08/11/2023	2165	Aaron Peterich	Spirit Wear		El Dorado Savi...		18.00	18.00
Deposit	08/10/2023		Alyze Bellucci	Spirit Wear		Venmo		30.00	48.00
Deposit	08/10/2023		Amanda McDonald	Spirit Wear		Venmo		20.00	68.00
Deposit	08/04/2023		Andrea Moon	Spirit Wear		Venmo		60.00	128.00
Deposit	08/07/2023	228	angela Giannini	Spirit Wear		El Dorado Savi...		15.00	143.00
Deposit	08/04/2023		Anne Marie Willis	Spirit Wear		Venmo		40.00	183.00
Deposit	08/11/2023		Ashley Oxford	Spirit Wear		PayPal Account		20.00	203.00
Deposit	08/10/2023		Audrey Lee	Spirit Wear		Venmo		30.00	233.00
Deposit	08/14/2023		Ben Howard	Spirit Wear		Venmo		10.00	243.00
Deposit	08/14/2023		Ben Howard	Spirit Wear		Venmo		15.00	258.00
Deposit	08/04/2023		Brooke Moloughney	Spirit Wear		Venmo		50.00	308.00
Deposit	08/04/2023		Crystal Brezovec	Spirit Wear		Venmo		60.00	368.00
Deposit	08/04/2023		Gina Hunt	Spirit Wear		Venmo		30.00	398.00
Deposit	08/10/2023		Heidi Staggs	Spirit Wear		Venmo		50.00	448.00
Deposit	08/10/2023		Jacqueline Leake	Spirit Wear		Venmo		20.00	468.00
Deposit	08/04/2023		Jacy Schaedler	Spirit Wear		Venmo		30.00	498.00
Deposit	08/10/2023		Jagan Kandada	Spirit Wear		Venmo		20.00	518.00
Deposit	08/15/2023		Jennifer Snyder	Spirit Wear		PayPal Account		15.00	533.00
Deposit	08/10/2023		Jenny Henz	Spirit Wear		Venmo		25.00	558.00
Deposit	08/04/2023		Jessica Braddock	Spirit Wear		Venmo		30.00	588.00
Deposit	08/10/2023		Jill Mangus	Spirit Wear		Venmo		20.00	608.00
Deposit	08/10/2023		Justina Lambert	Spirit Wear		Venmo		20.00	628.00
Deposit	08/10/2023		Kaitlin Martin	Spirit Wear		Venmo		20.00	648.00
Deposit	08/10/2023		Kati O'Donoghue	Spirit Wear		Venmo		20.00	668.00

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08/16/23

Accrual Basis

**Marina Village Middle School PTC
Transaction Detail By Account
August 1 - 16, 2023**

Type	Date	Num	Name	Class	Clr	Split	Debit	Credit	Balance
Deposit	08/10/2023		Katie Hunter	Spirit Wear		Venmo		25.00	693.00
Deposit	08/04/2023		Katie Privott	Spirit Wear		Venmo		30.00	723.00
Deposit	08/04/2023		Katie Zarovsky	Spirit Wear		Venmo		50.00	773.00
Deposit	08/04/2023		Kelli Leighton	Spirit Wear		Venmo		25.00	798.00
Deposit	08/04/2023		Leslie Kostrikin	Spirit Wear		Venmo		50.00	848.00
Deposit	08/10/2023		Lori Osen	Spirit Wear		Venmo		15.00	863.00
Deposit	08/10/2023		Marisa Sakellariou	Spirit Wear		Venmo		40.00	903.00
Deposit	08/07/2023	892	Mark McCreath	Spirit Wear		El Dorado Savi...		50.00	953.00
Deposit	08/04/2023		Mary Beth Seedall	Spirit Wear		Venmo		5.00	958.00
Deposit	08/10/2023		Matthew and Claudi...	Spirit Wear		Venmo		15.00	973.00
Deposit	08/11/2023		Melanie Park	Spirit Wear		PayPal Account		25.00	998.00
Deposit	08/11/2023		Melanie Park	Spirit Wear		PayPal Account		15.00	1,013.00
Deposit	08/11/2023		Melanie Park	Spirit Wear		PayPal Account		30.00	1,043.00
Deposit	08/04/2023		Melissa Lange	Spirit Wear		Venmo		50.00	1,093.00
Deposit	08/10/2023		Michelle Hobbs	Spirit Wear		Venmo		20.00	1,113.00
Deposit	08/10/2023		Namrata Kalyanpur	Spirit Wear		Venmo		20.00	1,133.00
Deposit	08/10/2023		Pavan Kumar Punm...	Spirit Wear		Venmo		30.00	1,163.00
Deposit	08/07/2023	533	Rory Clements	Spirit Wear		El Dorado Savi...		30.00	1,193.00
Deposit	08/10/2023		Sarah Fisher	Spirit Wear		Venmo		25.00	1,218.00
Deposit	08/10/2023		Sharlene Whiting	Spirit Wear		Venmo		20.00	1,238.00
Deposit	08/10/2023		Siri Ziese	Spirit Wear		Venmo		40.00	1,278.00
Deposit	08/04/2023		Stacey Hines	Spirit Wear		Venmo		26.00	1,304.00
Deposit	08/10/2023		Tracy Duncan	Spirit Wear		Venmo		40.00	1,344.00
Deposit	08/04/2023		Trupti Raison	Spirit Wear		Venmo		20.00	1,364.00
Deposit	08/07/2023		various	Spirit Wear		El Dorado Savi...		190.00	1,554.00
Deposit	08/11/2023		various	Spirit Wear		El Dorado Savi...		156.00	1,710.00
Deposit	08/04/2023		various	Spirit Wear		El Dorado Savi...		722.00	2,432.00
Deposit	08/10/2023		various	Spirit Wear		El Dorado Savi...		230.00	2,662.00
Deposit	08/04/2023		Vicky Campbell	Spirit Wear		Venmo		45.00	2,707.00
Total Spirit Wear Income							0.00	2,707.00	2,707.00
Total Direct Public Support							0.00	5,507.00	5,507.00
TOTAL							0.00	5,507.00	5,507.00

UPCOMING EVENTS

CALENDAR:

August 16th @ 12:00 PM - PTC Meeting

September 8th - 1st Dance

September 20th @ 5:00 PM - PTC Meeting

October 6th - Field Day (Assembly Schedule for Longer Lunch Breaks?)

October 18th @ 12:00 PM - PTC Meeting

November 3rd - Staff Luncheon

November 15th @ 5:00 PM - PTC Meeting

December 20th @ 12:00 PM - PTC Meeting

January 17th @ 5:00 PM - PTC Meeting

February 21st @ 12:00 PM - PTC Meeting

February 23rd - Staff Luncheon

March 20th @ 5:00 PM - PTC Meeting

April 5th - Field Day (Assembly Schedule for Longer Lunch Breaks?)

April 17th @ 12:00 PM - PTC Meeting

April 19th - Spring Dance

April 25th - OCC Spring Fling

May 6-10th - Teacher Appreciation Week

May 15th @ 5:00 PM - PTC Meeting

TBA in Spring - Golf Tournament

Fri, May 26 - Last Day of School