

# MINUTES

## UME Prep PAC Minutes

August 9, 2016

The meeting was called to order by Rachel Simmons at 6:49pm.

### In attendance

Rachel Simmons, Kristyl Burkey, Brandy Low, Shelley Baldwin, Russell Chun, Sarah Milem, Jen Freeman, Laci Pool, Brance Barker

### Approval of Minutes

The minutes were read from the May meeting and approved.

### Welcome

Rachel expressed her joy about how well the Duncanville Open House/Potluck event went last week. Many families were in attendance and all seemed excited about the opportunity ahead.

### Treasury Update

Sarah provided a treasury update with the caveat that she is waiting on the most recent printout from the school. The current balance of the PAC account stands at \$614.37, with \$487.70 available. The numbers take into consideration that Sarah is waiting on the payout for the purchase of the music stands last year, and does not include the expected income of \$265.83 in decal sales at the end of the year. This puts the projected Balance at \$753.53. After PAC shirt PO approval, the projected balance is \$366.03 at the end of the meeting.

### Fundraising Updates

- **Decal Sales** at the end of the year brought in \$265.83.
- **School Supplies Sales:** 102 supply packets were sold, with a total profit of \$343.27. The money will be sent to us in October. The supplies will be delivered August 10<sup>th</sup> and Laci will distribute them to classrooms for the K-4 on August 11<sup>th</sup>.
- **Scholastic Book Fair** is scheduled October 21 – 28 with Laci as the point person, volunteers will be needed!
- **The Resale Shop** will take place during Back To School in the cafeteria.
- **PAC Team Shirts:** 50 PAC Team shirts have been ordered for sale at Back To School Night. A PO for \$387.50 for the shirt purchase needed approval by the PAC Leadership Team. Laci moved to approve the PO total, Russ seconded the motion. **Unanimous approval.** The original pricing on the shirts was \$5 each, but as we only purchased qty 50 the new pricing was \$7.75 each. This leads to a discussion on cost to parents for purchase, whether stay at \$10 as originally planned, or increase to \$12 or \$15. Also discussed was whether to sell the remaining 13 'free' shirts from the school supply company. It is decided that it is better to make less of a profit and keep the shirts at a lower cost to keep it accessible to as many parents as possible. Kristyl moves to sell the shirts for \$10 each, at \$2.25 profit per shirt for a total profit of \$112.50 at the PAC table on B2S Night, and to keep back the 13 remaining 'free' shirts to be given as freebies/giveaways or to incoming PAC Leadership Team members. Rachel seconds the motion. **Unanimous approval.**
- **Popcorn Machine:** Jen presented a bid to purchase a popcorn machine with PAC funds for PAC fundraising use. She presented two researched options for machines and two for carts with storage. She recommended the Great Northern 6210 Commercial 12oz Kettle/5 Gallon Batch machine for \$265 + \$28 protection plan from Amazon for the machine and the \$70 metal rolling cart from Costco. Additional costs would include supplies, which can be found priced at \$45 for a case of 24 12oz portion packages (\$1.86 per portion package) on Amazon and \$20 for a case of 1000 1oz bags (\$0.02 per bag) at AceMart. If we assume that 5 gallons of popcorn can fill 50 1oz bags, and we sell those bags at \$1 each, that is \$50 per portion package. So out of each batch, we will earn \$50, and spend \$1 in bags and \$1.86 in popcorn for a total profit of \$47.14 per package, or \$1131.36 per case. That means it would take approximately 8 batches to cover the cost of the machine and cart. It is suggested that if the PAC funds the machine, it is possible that the PAC Leadership Team members would each pitch in \$5-10 dollars to donate the cart to the school, or possibly ask Costco to donate it directly. Sarah moves that the PAC purchases the 12oz popcorn machine based on available funds with a total cost up to \$325 for use in PAC fundraisers and long term to allow other organizations to use or rent it for the cost of supplies. Laci seconded the motion. **Unanimous approval.** Brandy and Jen will be the 'popcorn committee' and will organize afterschool popcorn fundraisers and other uses. Jen will submit the fundraiser form for monthly afternoon sales to the administration before communicating or planning any fundraiser. Sarah will approve funds when available and make the purchase when that happens.

## Parent Equipping Update

- Brance went over some information from the **Parent Needs Survey** that was sent out at the end of the school year. There were 57 responses; Brance will email the results out to the PAC Leadership Team for perusal.
- Brance and Tim had a meeting over **Snack & Chats**. It was thought that they could alternate monthly between the Dallas and Duncanville campuses to encourage all families to participate. There was discussion whether the start time should remain at 8.30am or be moved to 8am.
- **Dad's Club** will stay at the Dallas campus only currently, as that is where Mr. Hunt is located. Start time stays at 7.25am.
- **Parent University** will include both campuses, will be held at the Dallas campus, and is to be renamed 'Family University'.
- Duncanville will have their own volunteer coordinator, the Dallas campus will keep Amanda Appel.
- For the **volunteer application process**, we will encourage all parents to take pictures of their ID's during Back To School Night and have them emailed to [volunteer@umeprep.org](mailto:volunteer@umeprep.org) so that we don't have to scan them and make a bunch of copies. It is preferred that all parents complete the volunteer application online but there was a lot of discussion on how we will handle it at B2S night. We decided we will proceed with having paper application forms available in classrooms and at the PAC table while encouraging online sign up as well. It was mentioned that we need to start including the background check permission form in the yearly registration packet to simplify things.
- Russell updated the **New Family Info Sheet**, and there is now one for each campus.

## Faculty Equipping Updates

Kristyl has arranged for lunch to be brought in for the teachers on In Service Day. This was graciously paid for by the school per Kayla Smith. It will be on Thursday August 11<sup>th</sup> at noon.

## PAC Leadership Team Updates

- Carolyn Ignatz's application has been taken out of consideration as she is now a full time school employee.
- Kristyl Burkey has expressed a desire to step down from the Faculty Equipping team and instead take on the Athletic Rep spot. She has submitted the application form and we will vote on this at the September meeting.
- We will still have 2 open positions, the Parent Equipping position and either Faculty Equipping or Athletic Rep based on what happens with Kristyl.
- After checking the rules, Sarah can maintain her spot as Treasurer while being Parent Board Rep, so that spot is still filled.
- Everyone needs to send a headshot to Christina Bock by September for her to update the website with the current PAC Leadership team line up.

## PAC Acronym Update

Many options were provided for the revised 'meaning' of the PAC Acronym. After discussion and consideration of preferences of those not present, Laci moved to change the meaning to 'Parents Achieving Community'. Jen seconded the motion. **Unanimous approval.**

## Back To School Update

- We will need two money boxes during Back To School night, one for the Resale Shop run by Sarah and one for the PAC table shirt sales.
- Shelley and Laci will bring in their Square Readers for us to use during B2S. Please make sure if you use it to include notes on what was purchased to help Sarah and the administration.
- Laci has made signup sheets for the classrooms to encourage parents to volunteer. They will include Name, Phone Number, Email, and what type of help they'd like to provide (Parent, Staff, Student, Classroom).

## Next Meeting

The next meeting will be at 6 pm on Tuesday, September 13<sup>th</sup>.

Motion to adjourn was made at 8:31p and was passed unanimously.