**PCMS Finance Committee Meeting Minutes – Tues. May 15, 2018**

Attendees: Etheridge, Robertson, Fenmore, Heptinstall, Mamaghani, Johnson, Jay, Bartel

Called to order 7:32 am, Adjourned 8:28 am

**Regular Business**

* Voted to approve April meeting minutes – with one edit to a grant request we reviewed in April for PTV equip – this funding already been approved earlier this year as a $500 blanket request for miscellaneous equipment purchases.
* NO grant requests to approve

**Financial Policies and Procedures**

* Final budget draft to be approved at the May 17 Board meeting
* Recommend eliminating the Membership Dues fee at Registration (since there is nothing in which to purchase membership) and increasing the ask amount of Annual Fund donations to $150.
* Any amount of Annual Fund donation will receive a magnet.
* Need to make sure Title 1 funds aren’t used to purchase a service/program for targeted students when other funds (ex. Foundation / Annual Fund) are used to purchase same services for other students. May not apply if we are designated whole-school Title 1. Will follow up with Ms. Bussert. Will get confirmation in mid-June that we are whole-school.
* Kris has meeting with Accountant this afternoon, will get report by mid-June

**Miscellaneous**

* Lots of $ remaining in Classroom Support category. How to encourage teachers to submit more grant requests in the future? Possibly consider in-house training for teachers (instead of sending them to conferences). Ask Team Leads to consider relevant opportunities.
* The 80 iPads for STEM are in the building, now waiting for Mr. Ryan’s calendar of usage and team rotation for 2018-19.
* The 18 iPads and 1 iMac originally purchased for World Language Dept. are inventoried in Mr. Simony’s system and should be returned to Media Center for use as needed by any department. iMac should be set up in Media Center for student use.
* Jennifer (as Financial Secretary) will manage entire Grant review process next year.
* No agendas will be handed out at Registration. Should we hand out magnets where the schedules are?

**ACTION ITEMS**

* Need to get labels or email addresses from Ms. Jackson (registrar) for rising 6th grade students. Would prefer to email Annual Fund letter instead of mailing hard copies.
* Need Treasurer for next year – everyone reach out to contacts with finance experience
* Ask Team Leads in July to put together a list of equipment needed (incl. what is not working) for start of school so that Foundation can hopefully purchase some of these items.
* Order white Annual Fund magnets with a blue border.