

Morning Star PAC Meeting Minutes
September 13, 2023
6:00 pm

PAC Board and Committee Attendees: Melissa Flentie, Sarah Lutiger, Kara Barton, Megan Radoslovich, Lindsay Smith, Jaylin Knutson, Kristin Kennedy, Kelly D'Urso, Ruth Heerdt, and Staci Thacker

Morning Star Staff Attendees: Will Dickerson and Lauryn Mills

1. Financial Update

a. Budget Tracking

- i. Kara presented the Budget to Actual Report from August 1, 2023 to September 13, 2023. A new format was created this year to show actual expenses incurred and remaining budgeted expenses to show a more accurate forecast of the expected income or loss and to better track spending that will still occur during the fiscal year. Minimal expenses have been incurred to date. After the Fun Run is complete, the actual amounts will be input in the budget to and show the cash available for spending during the year.
- ii. Net available cash as of September 12, 2023 is \$69, 213.06.
- iii. Until Fun Run revenue is known, PAC Board will limit purchase approvals. After the Fun Run, the Board can better manage the cash balance available for new project spend.

b. 2022/2023 approved projects were discussed with Will Dickerson

- i. Last year we talked about potentially updating playground equipment. There are two ways to approach replacing equipment. The first approach is a large scale capital project and the other is to purchase one piece of equipment at a time. The second approach is easier to accomplish. Climbing structures seem to be the priority. Next steps are to look into pricing knowing that installation and maintenance are the most expensive elements. We potentially need a playground committee.

c. As of right now, a \$20,000 cash reserve is carried over from year-to-year. We don't have anything in the bylaws that states we need a buffer but this reserve is considered prudent by the Board.

d. Kara learned there is a CD account with a small balance (\$3,600). We will consider canceling the CD because we may get more interest out of the savings account. Kara will look into interest rates.

- e. Kara attempted to access the QuickBook account but the phone number for recovery is unknown. Kara will need to recover the account. The master admin for the account should be the Treasurer, Kara Barton, and the regular admin user would be the Board President, Melissa Flentie. The accounts will be linked to the PAC email accounts and not personal emails.

2. Fun Run Update

- a. T-Shirts have been ordered and all the printed material has been collected.
- b. Work party needs to be assembled as Kick Off and will occur next week.
- c. Pledgestar link and information coming soon.
- d. Students were given a vote for the reward for the winning fundraising class: Slime on the Principal, Duct tape the Principal to the wall, the Principal dyes his hair according to the color that wins. The 2 top winners were dye the hair and duct tape. Final vote will be revealed soon.

3. Events

- a. Bingo night planning is underway.
 - i. Possible dates: October 13, October 27th, or November 3rd.
 - ii. Details will be sent out via email.
 - iii. If it goes well, a possible December or next semester Bingo may be planned.
 - iv. Figuring out logistics like numbers, tables, bingo machine, parent volunteers, laminate cards, microphone, beans, dixie cups, broom for clean up, prizes are coming together.
 - v. Communication will be through fliers, emails, sign outside, friday folders.
 - vi. \$100 budget was given. No vote was necessary since this amount is below the threshold the Treasurer or President can approve. Expenses will be provided to Kara.
- b. Back to school movie night January 5th.
 - i. Details to solve include finding the space, projector, companies that set up, what movie, popcorn machine, big time inflatables.
 - ii. After Bingo we will know more about pricing and if it is worth doing the movie night.
- c. Other potential event ideas include Food trucks, Movie night/Food truck combo, Parent rec league (softball, tetherball etc...)
- d. Event budgets under \$250 do not need to be approved by the Board, instead, the budget and expenses can be approved by the Treasurer or

President. A budget must be presented to and approved by Treasurer or President prior to any spending. A Board vote will be required for any budget \$250 or greater.

4. Principal Update

- a. Thank you to the PAC that helped make Kindergartners and families welcomed.
- b. Bike to school has been successful.
- c. Potential Carpool App solution to address the high number of cars going at drop off and pick up.
- d. Jaylin worked on graphics for “Give help, ask for help. Give kindness, ask for kindness”.
- e. Chromebook carts should arrive soon.
- f. September newsletter will highlight the PAC. A functional PAC webpage is coming.
- g. Creating a committee for Science Fair. Will send an invite soon, possibly the first week of October. February 29th date is locked in for the Science Fair.
- h. Jaylin has provided Spirit wear t-shirt designs. We will vote on two designs we like. They will be made through Universal Athletics. Next meeting we will have a price list and get them by the winter program so that we will have them for future events.
- i. The budget includes a \$1,500.00 line item for equipment to make the ice rink. Susan Atkins will check in about supplies like sticks, nets, etc. The budget line item for HE enrichment is expected to cover the expense or or ask for a separate request. We need to organize parent volunteers for this.