

# Matoaka Elementary School PTA Board Meeting Minutes

Monday August 27, 2018 - 6:30 PM - Media Center

- I. Call to Order at 6:35 pm Ally Younica
- II. Quorum/Sign-In Ally Younica
  - a. Members present: Ally Younica, Kristy Wall, Karen Talley, Alisa Smith, Jamie Ibrahim, Rachel McCabe, Katie Kunkel, Laurel Henshaw, Shannon Wardwell, Kristina Swanson, Andrew Jacobs, Jessica Bell, Angela Hennessey, Katherine Dabney, Kelly Bradley
  - b. Quorum attained with 10 of 13 Exec Board members present
- III. Welcome and Introductions Ally Younica
- IV. President's Report Ally Younica
  - a. Revamped our board list – Standing Committees to help reach quorum.
  - b. National School of Excellence awarded for the 3<sup>rd</sup> time.
  - c. Chef Marie (SHIP) has stepped down. But SHIP would still like to do a few tastings. Need 3 volunteers for Wednesday tastings.
  - d. Thanks to Kelly Hafll for great teacher/staff luncheon last Friday.
  - e. Calendar – dates haven't changed much
  - f. Open House – Thursday, August 30<sup>th</sup> 4-6 pm. Table for membership and merchandise. Need 3 volunteers for each hour.
  - g. Boo Hoo Yahoo – Tuesday, September 4<sup>th</sup>, 9:30 am – need membership and merchandise tables.
  - h. All Board members required to join PTA – able to join online.
  - i. VA State conference in Jan 2019 if anyone interested.
  - j. Alisa Smith went to District conference in August. Good training.
- V. Vice President Fundraising Report Kristy Wall
  - a. Nothing to report
- VI. Vice President Programs Report Alisa Smith
  - a. Nothing to report
- VII. Treasurer's Report Jamie Heisler-Ibrahim
  - a. Sold \$1000 in merchandise last Friday at teacher/staff luncheon
  - b. 2017/2018 Audit presented. Audit fest in July 2018. No issues. Audit will be adopted by General Membership in September.
  - c. Budget presented. Increased Garden to \$1500. Motion to approve budget as presented by Alisa Smith. Kristina Swanson seconded. All in favor. Budget attached.
  - d. Financial procedures handed out. Try to use sales tax exempt certificate. Copy of procedures attached.
- VIII. Secretary's Report Karen Talley
  - a. Nothing to report
- IX. Principal's Report Andy Jacobs
  - a. 737 students as of 8/27/18
  - b. Congratulation on 3<sup>rd</sup> straight National School of Excellence award
  - c. Committed to not falling back on “standard” ideas. Looking forward to new ideas and new families.
  - d. 5<sup>th</sup> graders are in the orange pod (4<sup>th</sup> grade pod) and 4<sup>th</sup> graders are in the purple pod (5<sup>th</sup> grade pod)
  - e. Rachel Smethurst looking for a teacher representative – Jessica Bell volunteered
  - f. Thank you to PTA for new faculty shirts
  - g. Will let us know about computer programs help needed

- h. Five new banners for parking lot that blew away – School beautification. Would like to enhance the school entrance – Jamie to ask Heidi to check on this.
- i. New standardize electronic check in and check out – Ident-A-Kid Child program
- j. Utilize Cheri for email blasts/robo calls
- k. Budget – enhancing the stage – lighting, block out natural light. Mrs. Neeley is putting together a proposal. Also interested in 3-D printer.
- l. Question asked – any way to track late buses via twitter. Always able to call transportation – 565-0808, press 2 for constant updates on late buses. New Transportation Director. Please give Superintendent a call with comments. Plan for 15 bus drivers.

## X. Committee Reports

- a. Carnival Kristina Swanson
  - i. Recycle theme – Super Heroes
  - ii. March/April date
- b. Dads Ryan Smith & Rick Collins – not in attendance
- c. Decorating Shannon Wardwell
  - i. New committee. Work with all events and fundraising to provide decorating and volunteers.
- d. Fundraising
  - i. Box Tops Catherine Starzman – not in attendance
  - ii. Merchandise Katie Kunkel
    - 1. Set up at Open House, Boo Hoo Yahoo, Back to School Night
    - 2. Had to reorder after teacher luncheon
  - iii. Shopping Programs Ashley Floyd – not in attendance
    - 1. Amazon Smile
    - 2. Harris Teeter
  - iv. Spirit Nights Alexandra Valderrama – not attendance
    - 1. Working on dates for fall
- e. Hospitality Kelly Hafl – not in attendance
  - i. Ask Kelly to do something for the bus drivers the first week of school to say thank you
  - ii. Teacher Appreciation Week Nichole Furey – not in attendance
- f. PTA Programs
  - i. Cultural Arts Stephanie Trogdon – not in attendance
    - 1. Alisa Smith reported. Booked 3 events – The Mysteries of Ancient Egypt Nov 7<sup>th</sup>, 2 pm grade K-3; Buffalo Soldier March 11<sup>th</sup>, 10:15 am grades 3-5; Rags to Riches March 21<sup>st</sup> grades K-3; working on Skip Its Jump Rope Team spring 2019 grades K-5. Pending budget approval looking at Supermarket Science grades K-5.
  - ii. Family Fun Nights Laurel Henshaw
    - 1. Any ideas please submit
  - iii. Garden Angela Hennessey / Mike/Heather Congrove
    - 1. Submitted budget
    - 2. Missing wheel barrow
    - 3. Need more volunteers – possibly weekly
    - 4. Mrs. Bell volunteered to lead Garden club a few years ago. Need more volunteers. Suggest sign up for Garden helpers – fall and spring. Need 5 inches of mulch to help with weeds.
  - iv. Healthy Lifestyles Leanne Quinn – not in attendance
    - 1. Working with Dana Hess from last year.
  - v. Helping Hands Becca Bruhl & Karen Talley
    - 1. Peachjar flyer asking for volunteers
    - 2. Still need help with supplies
  - vi. Membership Kelly Bradley
    - 1. Working on database
    - 2. Incentives for joining PTA - \$5 off merchandise, magnet for teachers, Excuse note pad for all members.

- 3. Set up at Open House, Boo Hoo Yahoo, Back to School Night
- vii. Reflections -
  - 1. Due date Oct 15<sup>th</sup> - Heroes Around Me
- viii. School Directory Katherine Dabney
  - 1. Open to all families
  - 2. Google form for families to fill out
  - 3. Late October/Early November
- ix. Treats for Troops Leila Mufdi – not in attendance
  - 1. Submitted budget proposal.
- x. Veterans Day Event Rachel McCabe & Karen Tompkins
  - 1. November 9<sup>th</sup>
  - 2. Mr. Jacobs brought up the fact difficult to fit all who attend
  - 3. Karen has the budget to submit

g. Publicity

- i. Newsletter Rachel McCabe
  - 1. Update newsletter to reflect new logo
  - 2. Date to submit
  - 3. Sponsorships for WAT – for gold sponsorships able to do a ¼ page ad
- ii. Bulletin Board Stephanie Thees – not in attendance
- iii. Website Ally Younica
  - 1. Ally working on revamping website
- iv. Room Mom Coordinator -
- v. Social Media Trish Freshwater – not in attendance
- vi. Yearbook Debbie Arnett – not in attendance

h. Walk-a-Thon

Kristy Wall

- i. October 12<sup>th</sup>
- ii. Prior year income \$20,500 with \$1300 in sponsorships. Started reaching out to local businesses beginning of August. Raised \$800 with approximately \$500-\$800 pending review.
- iii. Super Heroes – “Calling all Cardinals”
- iv. Estimated budget for expenses (decpr/prizes) - \$1500

XI. New Business

- a. Standing Rules – Motion made by Alisa Smith to approve Standing Rules as presented. Seconded by Katherine Dabney. All approved.

XII. Unfinished Business

- a. Meetings at 7 pm on 3<sup>rd</sup> Wednesday

XIII. Adjourn at 8:35 pm

**Reminders:**

- PTA Meeting: **Thursday, September 13<sup>th</sup>**  
(Ice Cream Social General Membership)
- PTA Meeting: **Wednesday, October 10<sup>th</sup>**

**Matoaka Elementary School PTA  
Budget Report 2018 Financial Year**

Carry Forward from Prior Year

17,288.67

<b>A. Membership</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Local Dues	625.00	625.00	-
Enrichment Contribution	500.00	-	500.00
<b>Total</b>	<b>1,125.00</b>	<b>625.00</b>	<b>500.00</b>

<b>B. Fundraising Committees</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Box Tops	-	150.00	-150.00
Merchandise	4,000.00	6,000.00	-2,000.00
Shopping Programs	300.00	25.00	275.00
Spirit Nights	900.00	-	900.00
Spring Carnival	8,000.00	6,000.00	2,000.00
Walk-a-Thon	20,000.00	1,500.00	18,500.00
<b>Total</b>	<b>33,200.00</b>	<b>13,675.00</b>	<b>19,525.00</b>

<b>C. Program Committees</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Cultural Arts	-	4,200.00	-4,200.00
Family Fun Nights	-	50.00	-50.00
Garden	-	1,500.00	-1,500.00
Healthy Lifestyles	-	650.00	-650.00
Hospitality	-	1,750.00	-1,750.00
Matoaka Dads	-	1,300.00	-1,300.00
Reflections	-	250.00	-250.00
School Directory	-	50.00	-50.00
Teacher Appreciation Week	-	1,000.00	-1,000.00
Veterans Day	-	500.00	-500.00
<b>Total</b>	<b>-</b>	<b>11,250.00</b>	<b>-11,250.00</b>

<b>D. Communications Committees</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Bulletin Board/Publicity	-	50.00	-50.00
Yearbook	950.00	50.00	900.00
<b>Total</b>	<b>950.00</b>	<b>100.00</b>	<b>850.00</b>

<b>E. Administrative Expenses</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Bank Charges	-	400.00	-400.00
Insurance	-	343.00	-343.00
Management Software	-	260.00	-260.00
New Fiscal Year Startup Expenses	-	1,000.00	-1,000.00
Officer Supplies/Admin Expenses	-	200.00	-200.00
PTA Council Dues	-	75.00	-75.00
PTA Training	-	700.00	-700.00

Total	-	2,978.00	-2,978.00
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<b>F. Other Expenses</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
5th Grade Promotion	-	400.00	-400.00
Author in Residence	-	1,000.00	-1,000.00
Boo Hoo Yahoo	-	150.00	-150.00
Computer Programs	-	3,300.00	-3,300.00
Field Day	-	50.00	-50.00
Ice Cream Social	-	150.00	-150.00
School Musicals	-	600.00	-600.00
Student Competitions	-	75.00	-75.00
School Gifts	-	5,000.00	-5,000.00
Wedge	-	1,275.00	-1,275.00
School Beautification	-	500.00	-500.00
<b>Total</b>	<b>-</b>	<b>12,500.00</b>	<b>-12,500.00</b>

<b>G. Other Income</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Interest Income	2.00	-	2.00
Treats for Troops	191.00	-	191.00
<b>Total</b>	<b>193.00</b>	<b>-</b>	<b>193.00</b>

<b>Passthroughs</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
State/National Dues -Passthrough	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>BUDGET TOTALS</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
	35,468.00	41,128.00	-5,660.00

<b>Budgeted Decrease in Funds</b>	<b>-5,660.00</b>
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<b>Budgeted Funds Available for Carry Forward to Next Year</b>	<b>11,628.67</b>
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## Financial Procedures for Committees

2018 - 2019 School Year

Treasurer contact information: Jamie Heisler Ibrahim  
404-405-1399 (c)  
Jamie\_heisler@hotmail.com

- **Check Requests & Invoice Payments** – For reimbursement or payment of an invoice, fill out the Reimbursement/Check Request form. You may list expenses for multiple categories on one form. Put the completed form *along with the receipt or invoice* in the Treasurer file and notify me that it is there.  
FORM LINK: <http://www.matoaka-pta.org/wp-content/uploads/Reimbursement-Request-Form-2018-19.pdf>
- **Petty Cash** – if you need petty cash (change for an event), please fill out a Matoaka PTA Request for Petty Cash form. Information needed:
  - The amount of money needed
  - The bill denominations (1's, 5's, 10's) – with enough notice, I can check the forms from previous years to suggest the best combination of denominations
  - Your name, committee name and your phone number
  - The location and date of your event

Text a picture of it to me at least two days in advance, and then bring the form with you to the event. I will have you sign the form when I deliver the funds to you. Petty cash should be separated from deposits at the end of your event. Please return the petty cash to me (or someone I designate) immediately following your event in the same denominations that I delivered to you.

Three cash boxes are available for use at your event and are located in the PTA file cabinet.

FORM LINK: <http://www.matoaka-pta.org/wp-content/uploads/PettyCash.pdf>

- **Deposits** – When you have cash or checks to be deposited, two PTA Board members need to count the money and fill out a Matoaka PTA Deposit form. Both Board members need to sign the form. These forms are available in the Treasurer file. Please arrange for me to pick up the money for deposit immediately after counting or put it in the PTA lock box and notify me it is ready for deposit.  
FORM LINK: <http://www.matoaka-pta.org/wp-content/uploads/DepositForm.pdf>
- **Tax Exempt** – Our PTA is Federal Income Tax Exempt and Virginia Sales Tax Exempt. We are a non-profit organization 501(c)3, as stated by the Virginia PTA. Please remember to use the *Sales Tax Exemption certificate* if possible. This may be used for any purchases made by the PTA. Current copies can be found in the Treasurer's file and each folder in the PTA file cabinet.
- **Budget Compliance** – Please check the balance for your committee's budget every month and be sure not to exceed it. If you feel you need additional funds, please contact your respective VP. Please contact me if you are not sure how much money is left in your budget.



### Standing Rules 2018-2019

1. The unit will operate in accordance with the Virginia PTA and National PTA bylaws, as well as the Matoaka PTA Bylaws.
2. Executive Board meetings will be held **at least four (4) times**, during the school year, unless otherwise specified by the Executive Committee.
3. General membership meetings will be held **five (5) times per year** as per the Bylaws. General members will be given **at least two weeks' notice** of these meetings.
4. General members and other members of the public may attend any Executive Board meeting, however, Executive Board members are the only persons permitted to vote on motions brought forward at an Executive Board meeting. In the event that a chairperson position is occupied by two or more co-chairs, those persons may only have one vote on any motion.
5. The order of business for meetings of this unit shall contain:
  - a. Call to order
  - b. Quorum/Sign In
  - c. Approval of minutes
  - d. Welcome
  - e. President's Report
  - f. VP Reports
  - g. Treasurer's Report
  - h. Secretary's Report
  - i. Principal's Report
  - j. Committee Reports
  - k. Unfinished Business
  - l. New Business
  - m. Adjourn
6. Housekeeping rules for all meetings:
  - a. Please wait to be acknowledged by the President, or current speaker, before speaking
  - b. Only one person speaks at a time
  - c. Please limit side conversations
  - d. Each speaker will be given a maximum of 3 minute intervals to speak on a given topic.



- e. Equal opportunity to address the topic will be given to all before a second opportunity to speak is given to a speaker.
  - f. Each topic will be given a maximum of 15 minutes for discussion. If the topic cannot be resolved within 15 minutes, the topic must be motioned to continue or will be tabled.
7. The Secretary shall maintain hard copies of all meeting minutes in the Secretary Procedure Book and the PTA Binder in the PTA cabinet along with the current bylaws, current budget and current audit. An electronic copy of all minutes will be posted on the PTA website.
  8. The agenda for each meeting will be distributed electronically to all board **members at least five (5) days prior** to the monthly executive board meetings or general membership meeting. Officers/committee chairpersons who wish to be included on a monthly agenda are asked to notify the President one week prior to the respective meeting. Exceptions to this may be made in the event of unexpected or late-breaking issues that need to be added to the agenda.
  9. If requested by the Secretary, all Officers/Chairpersons included on a meeting agenda, shall submit a written report to the Secretary in a timely manner after the meeting to be included in the minutes. In the event an officer/chairperson cannot attend a meeting, he/she is asked to designate another board member to on their committee as needed.
  10. PTA Chairpersons are asked to **submit a Budget & Plan of Work Proposal to the President by September 15<sup>th</sup>**. This proposal shall include an outline of the planned work of each respective committee, including dates when possible, as well as a tentative plan for spending the approved budget for the committee. Chairpersons are expected to report to his/her respective Vice President or the President throughout the year and notify these persons of changes to the proposed plan as they arise.
  11. PTA Officers and Chairpersons are responsible for maintaining procedure books (binders). These procedure books shall include a copy of the current Bylaws, Standing Rules, and any information pertinent to an officer's duties or a specific committee. These procedure books, with a written report on the work of the committee for that year, shall be turned in at that last board meeting of the year, so that they may be given to those persons taking over respective officer and committee positions for the upcoming year. Procedure Books may also be created in electronic format.
  12. The President and/or Vice Presidents and Principal shall approve all event dates prior to publication of the event to the general membership, school, and/or community.
  13. Committee chairpersons shall report on all committee matters to their respective Vice President and/or the President. In general, direct communication with the Principal should be limited to members of the Executive Committee. In the event of exceptions to this rule, the President





and/or the appropriate Vice President shall be notified of/copied on any direct communication to the Principal made by a committee chairperson.

- a. All communication materials (flyers, newsletter, letters, etc.) distributed from the PTA shall contain the PTA logo and/or letterhead.
- b. The Executive Committee shall approve, in advance, any communication or materials distributed to the outside media.

14. Any office/chairperson shall return to the President, all procedure manuals, notes, correspondence, etc. in the event of resignation or removal of the office/committee.
15. Any office/chairperson may be declared vacant if that person misses **three (3) consecutive meetings** without communication with a member of the Executive Committee.
16. The Executive Committee has the right to ask for an officer/chairperson for their resignation if they do not adhere to the bylaws, standing rules, or are deficient in their assigned volunteer duties. If the officer/chairperson does not resign, the grievance will be forwarded to the executive board. The executive board may remove the officer/chairperson from the board by 2/3 vote of the seated executive board.
17. The Standing Rules shall be adopted annually at the first executive board meeting by a majority vote of those member's present. The standing rules may be amended at any executive board meeting by a majority vote of the seated board.

#### **Financial Rules**

1. Each committee chairperson may spend up to, but not exceed, their approved budget, with an approved Plan of Work from the Executive Committee or President. If a need arises, within a committee, that requires an amount over the approved budget up to \$300, the chairperson must present that request to the Executive Board for approval.
2. No debit cards shall be associated with any PTA accounts.
3. No blank checks shall be written or signed upon PTA accounts.
4. Reimbursement Procedures:
  - a. Receipts are required to accompany the Reimbursement Form. Reimbursements should be submitted to the Treasurer for approval and reimbursement.
  - b. Lost reimbursement check procedure - If the check is for an amount less than \$40, no reimbursement. If the check is for an amount greater than \$40, we will deduct the \$40 stop payment fee from the amount of the reimbursement.



**Matoaka Elementary PTA**  
*Home of the Cardinals*



- c. Late reimbursements - All requests for reimbursements must be submitted, with documentation, by the end of the fiscal year.
5. Money collected at the school shall be counted by two Board members, using the deposit register form, and immediately taken to the bank for deposit or placed in the PTA lock box until the treasurer, or her designee, picks it up for deposit.
6. The President is the only authorized signature on all contracts/agreements.
7. Executive Board members attending an approved training event/conference on behalf of the PTA may be reimbursed for the following: training registration cost, lodging (if two or more members share a room), parking, tolls, meals not paid for by the training (per diem rate for the state will be applied), and mileage (per IRS regulation). In order to receive the above reimbursements, the board member must present all receipts to the Treasurer, along with a Reimbursement form, within 30 days of the training event.
8. Executive Board members attending a training event/conference on behalf of the Matoaka PTA agree to actively participate and adhere to the schedule when possible. Upon non-participation or failure to attend an event, the member agrees to reimburse the PTA the full cost of registration and any hotel and/or other travel related expenses already paid for by the PTA. Payment must be made within 30 days of the event.

**Adopted:** \_\_\_\_\_