

THES PTA Board Meeting – September 4, 2018

Meeting called to order in school library @ 4:10

In attendance:

Gretchen Otto
Jonna Ball
Cesar Benavides
Michelle Navarro
Dinorah De La Torre
Brittney King
Colin Clark
Edith Rios
Fred Wu
Maria Bergh
Christy Butler
Baz
Natalee Thornburgh

PTA Membership expires July 31st every year – all present at meeting must be members
All members and volunteers need to refill “Volunteer Form” every year

Appointment of Committee Chairs

Advocacy Committee – Colin Clark; no objections

Communications Committee - Christy Butler

Membership Committee – Cesar Benavides

Carnival Committee – Toni Wakefield and Mary Bergh

Fundraising Committee – Oliver Bernstein

Remaining Openings – Historian, Parliamentarian, Bank Statement Opener

Motion to name Jonna Ball Third Signatory made by Fred Wu

Edith Rios seconds

Motion passes with no dissent

Motion to name Regan Ellmer Bank Statement Opener by Jonna Ball

Colin Clark seconds

Motion passes with no dissent

Motion to adopt Records Retention Policy by Edith Rios

Natalee Thornburgh seconds

Motion passes with no dissent

Jonna Ball will make copy for Fred Wu

Conflict of interest and ethics statement reviewed and signed by board members

Plan of Work stating what each officer intends to do this year – useful planning but optional

Treasurer's Report

Total actual income \$104,127

Total actual expenses \$28,127

We have approximately \$75,746 left from 2017-2018 school year to roll over into

Cesar Benavides, Meg Sully, Raymond Sinatra did 2017-2018 PTA audit.

- Found to be substantially correct.
- Templates used to copy information from previous fiscal years not updated
- More consistent documentation in meeting minutes required – varying formats were used for storage
- Need improvement on tracking incoming funds back to original donors and
- Detail of form tender and donor needs to be tracked consistently and accurately – particularly cash and check donations
- Beginning balance did not match ending balance of previous fiscal year – explanation was found but took extra time
- Form 990 needs to be filed in a timely fashion
- Most current Bylaws should be in PTA binder
- Paypal and Square accounts need to be reassigned
- Gift certificates and other swag undocumented and unused
- \$144.50 in petty cash in cash box

Current Year Proposed Budget presented by Fred Wu

Requests for additional funds by Michelle Navarro

- Supplemental reading material, including software and technology, for K-2nd grade, SPED, and ESL
- PBL materials for everybody, but especially for ESL teachers
- Tech materials and software – IMAGINE; sponsored by district for one year, but we can vote to buy individual licenses on a need basis
- No funding for lunch monitors and admin is literally filling the gaps – can PTA fund even one?
- Book studies for emotional development training to support teachers and students with special needs
- Take home library to support basic literacy in both student and parent – do one to two grades per year
- Spirit Sticks to give teachers a positive reinforcement tool (potential Rock Store replacement)
- Fence decoration/beautification
- SEL – sensory room and other support tools
- Signage for pickup and drop off
- Wildman Woods need refreshing – no longer safe for students
- Tutoring

SEL (\$500), signage (\$200), beautification (\$1000), PBL (\$4000), tutoring (\$4000)

Increase Beautification budget to \$1500

Lunch monitor allocation \$2800

Motion to adopt 2018-2019 PTA budget by Jonna Ball
Colin Clark seconds
Motion passes without dissent

Motion to adopt Tax Free Days August 17th and September 6th by Oliver Bernstein
Natalee seconds

Thunderboard Report
Met once
New Faculty co-chair Wes Papparone

Fundraising Report
\$2500 from South Congress Hotel Raffle
September 17th profit share with Pho Please - they're giving 20% of all sales

Ice Cream Social
HEB difficult to work with and PTA will consider other sources for next year
590 tickets collected – only 104 in dairy free bag

Meeting held for planning Back to School Night
Volunteer call going out in Wednesday folder 9/5/18

PTA Membership Drive – 9/10 through 9/14
Square and cash box needed
Gretchen will send volunteer signup for tables

Fall carnival – planning has started. Need feedback and committee members

Dual-Language Dinner is now PBL or SEL dinner; the Emlers are taking it over; happening in November