

Meeting Minutes
Maryvale Elementary School PTA – Board Meeting
November 3, 2009
Maryvale E.S. Media Center, 7.00pm

PTA Board Members

Present: Audra Herzog (President), Sanja Modric, Akoss Schuppius, Anne Simcox, Jackie Suzich.

Present pending vote: Mara Lynch

Absent: Norma Amado, Sykeena Mitchell, Aissa Sires.

Others Attending: Jaimie Jacobson (MCCPTA Treasurer).

PTA Secretary

Motion was made and seconded for Mara Lynch to be Secretary of Maryvale PTA.
Motion passed 5 - 0.

PTA VP Fundraising

President requested that VP Fundraising slot be declared vacant and fundraising materials returned to the PTA, as Sykeena Mitchell has been unable or unwilling to fulfill the duties of the office since July 2009. Motion was made and seconded.
Motion passed 6 - 0.

Board Vacancies

A vacancy notice will be circulated to fill the offices of VP Fundraising and MCCPTA Delegate.

Committee Reports

Treasurer's Report

PTA funds were Reviewed by a parent volunteer before being turned over to the current Treasurer in July 2009.

Membership Report

Currently 126 members, of which 119 dues have already been paid to MdPTA/MCCPTA. Twenty-three members are school staff/teachers. PTA membership forms will be put out at the Fall Book Fair.

Programs Report

VP Programs Norma Amado was unavailable to give this report.

Fundraisers Report

VP Fundraising Sykeena Mitchell was unavailable to give this report. Certain fundraising items will be covered in Other Topics below.

Volunteer Coordinator's Report

VC would like to use Fall Book Fair as an opportunity to gain more volunteers for the Spring Fling and other future events. A flyer will be put out to solicit volunteers.

Other Topics

Method of Disbursement of PTA Funds

The Board discussed a request by Principal Kimber to receive a check for her \$2,500 discretionary fund rather than either submitting purchase orders to receive checks, or submitting receipts to receive reimbursement. MCCPTA Treasurer Jaimie Jacobson expressed the MCCPTA/MdPTA recommendation that the Maryvale PTA not issue checks that are unsupported by documentation. The concern was addressed that the Principal has very limited flexibility in making non-PO purchases. The possibility was discussed of providing a check for a smaller amount than the full \$2,500 allotment. The Board reviewed the account under discussion for last year and this year to date, which indicated lack of receipts for over \$1,700 in 2008 – 2009 funds. The Board requested more information before determining whether the non-receipt amount would be considered returned to the PTA budget, effectively reducing the current year allotment.

Motion was made to issue the \$2,500 check to Principal Kimber without prior documentation. No second, motion died.

Motion was made to require Principal Kimber to adhere to standard rules of documentation and reimbursement. Motion passed 5 - 1.

Teacher Reimbursement

Confirmed from bylaws that teachers must be PTA members to be eligible to receive \$100 reimbursement for classroom expenses. A. Herzog will draft wording to this effect to be distributed to the teachers.

Annual Directory

One ad has been purchased for the directory. Board discussed putting the Directory online this year, but determined the password protection would be needed. Following the lead of several other PTAs, printed copies will be available free to PTA members, or \$5 for non-members to cover printing costs. A. Herzog will draft wording to this effect to be distributed to the school community.

Restaurant Nights

J. Suzich will continue to book Restaurant Nights. The next one will be in early December at Chick-fil-A Lakeforest Mall.

Health Fair

Scheduled for November 13th from 6 – 8.30pm. Unspent International Night funds will be transferred to make three \$25 gift cards available as Health Fair prizes.

Reading Night

A request to move some unspent International Night funds on this event was tabled pending further detail.

Playground Benches

V. Levin awaiting final bid proposal before decision is made. Principal Kimber approved bench locations. Funds to come from 2008 – 2009 surplus.

NAACP Committee Funds Request

Need additional information. No other committees currently receive funds. Tabled.

Maryvale T-shirts

PTA will cover shirts for hardship cases, as well as new students whose parents do not order a shirt. Line item to be added to budget next year to cover this recurring expense. M. Lynch processing orders and forwarding payments to J. Suzich for deposit. Order will go to printer after Thanksgiving.

REACH Fundraiser

First time for this fundraiser, which has been successful at other schools. Event scheduled to begin the third week of March. Motion was made and seconded to confirm go ahead with the REACH Fundraiser. Motion passed 6 - 0.

Proposed Funds Split

School administration has suggested that PTA share fundraiser proceeds 50/50 with the school, and the school will do the same for their fundraisers. Board was concerned with potential competition in this scenario, and lack of clarity on potential overlap. Discussion was tabled.

PTA Closet

Existing snacks to be donated to classrooms by school office recommendation. Future snacks stored in PTA closet need to be in sealed containers to avoid pest infestation. A. Simcox will store some snacks Spring Fling and Field Day.

Coin Drive

Event will ask students to bring coins during the week of February 1 – 5, 2010 (pending no conflicts). Specific line item for use to be determined before event is promoted. A. Simcox will organize.

Direct Fundraising Appeal

If this is done, Board needs to define both Goal and Line Items.

Future Meeting Dates

The next Board Meeting will take place December 1st. Future Board Meeting are scheduled February 2nd, March 2nd and June 1st. General meetings are scheduled January 5th, April 14th and May 4th.

Adjournment

The meeting was adjourned at 8.50pm.

Minutes submitted by Secretary, Mara Lynch.