

January PTA Meeting Minutes: Jan. 10th 2017

Meeting called to order at 7:01pm

- The following members were present:
 - Stacey Porter
 - Darlena Simmons
 - Keith Robinson
 - John Hernandez
 - Mine Anil
 - Jeremy Porter
 - Jeremy Walts
 - Erin Sacluti
 - Kim Wobick
 - Becky Wolf
 - Erik Friedman
 - Patrick Rams
 - Erin Rams
 - Sarah Schoonyoung
 - Stacey Masliansky
 - Paula Maldonado
 - Jenna Arceneaux
- Approval of Last Month's minutes
 - Moved to approve by Jeremy Porter, then seconded by Keith Robinson - minutes were approved

Old Business

- Budget
 - Ending balance as of now is \$12, 233.61
 - We have a few big bills to pay out soon (Chess Tournament, ESCAA donation, etc.) so it will go down a bit by next month
 - The Chess Tournament made more money than expected (about \$300 more).
 - We had some sport expenses pop up:
 - We budgeted for the Flag Football manuals, but forgot about the Basketball team ones. The budget has now added a new line for the Basketball Team.
 - Basketball had a big turnout this year: 4 teams of students. We had to purchase 4 manuals and replenish some of our jerseys (\$540 total). The good thing about the jersey expense is that it's a one-time expense that won't have to happen for a couple of years since the jerseys are reused every year.
- Exec Committee Announcements
 - Forming Executive Board:
 - The Co-Presidents, Treasurer, and Secretary make up the Exec Committee.
 - The Executive Board is made up of the Exec Committee, the Principal, and the heads of each committee.
 - Executive Board should be having 4 meetings per school year. Since half of the school year is already over, and since this is new for us, we want to try to have 2 this year. One in late Jan. or early Feb. and the other in the Spring.
 - Committee Heads will see communication about setting up the first meeting soon.
 - Standard Operating Procedures:
 - We want to document our operating procedures: How we handle money, what is expected of Committee Heads, frequently asked questions, etc.

- This way we can have something to pass down to the next group of people that take over positions in the PTA and everyone will have access to information about how our PTA operates.
 - These are the guidelines that will help govern our organization. They will not supercede what is written in our by-laws, but they can offer further specificity in our local PTA unit's operations.
 - The Exec. Comm. will start to draft up this document then will pass them to the Comm. Heads for input & feedback. Once they are polished up, they will be published to the general PTA membership.
- D65 Referendum Update:
 - The District is putting out a referendum to raise property taxes for more income to solve the million dollar budget shortage.
 - The Teacher Union is in support of it.
 - Without the passing of the referendum, there will be significant changes in our schools (larger class sizes, discontinuation of programs, etc.)
 - The PTA has been contacted to help get word out about the referendum, so voters will be informed. The district really wants to make sure that people get all the information.
- Yearbooks:
 - We're shopping around to get a few different quotes to see if we can get a cheaper price.
 - With talking to Miriam about if we can move it to desktop publishing, we've found that she's not comfortable with it (in the past she's built it through Shutterfly.com). So we're looking to see if we can get the cost down through Shutterfly.
 - This year we will probably keep with Shutterfly, but next year we will explore the option if another person can help build it in desktop publishing.
 - Erik will talk with other principals to see how they do their yearbooks.
- PTA Council Meeting Monday, Jan. 30, 7:00pm @ Lincolnwood Elementary, topic: Referendum Info, all welcome to come. We would like to have at least one representative from Walker at all PTA Council Meetings.
- **Committee Updates**
 - Engagement: No Update at this time
 - STEM: No Update at this time
 - Fundraising:
 - **Restaurant Fundraisers**
 - The January one will be at Herms – going to finalize the details this week. Looking to have it on Jan. 31st. We will send out a flyer. Maybe we can get some teachers there so families can come and dine with them – as a pull in.
 - The Bake 425 event made a bit over \$50, a small amount of money, but still extra money and that is good.
 - **Events:**
 - Parents Night Out: Will be held at Cupitol on Saturday, February 11th. There will be a cash bar, silent auction and raffle. Ticket price is \$25 per person, \$20 for Walker Staff. John will reactivate the paypal account to start receiving ticket purchases. We got the rental space cheaper this year. Set-up will start around 5pm. We will want to check if we can use their wifi so we can hook up the printer and check-out methods. Teachers & parents – spread the word for crafty buy-in parties. A letter is being sent out to families and staff on Friday about the parties. Teachers will also mention it in their staff meeting. Buy-in parties are a really big sell. All buy-in parties must have a set day and time for the event.

- Education:
 - On Dec 14, Jeremy Porter agreed to be the Chair of the Education on Committee. He is delighted to be serving, and is excited for the remainder of the 2016-2017 school year.
 - The Bookstore recently received a donation of books from Chute. It will continue to be open on Fridays, and there is enough volunteer staff to cover through January.
 - The Chess Club has an enrollment of 27 in Session 2, as large as it has been in recent memory. There are two upcoming tournaments: The Girl's Tournament at Chiravalle on 1/14 and the Oakton Tournament on 1/28. For Session 2, and as of 1/8, the Chess Club has received \$1,600 in payments and expects a scholarship need of \$500 (which will be covered by the Chess Club).
- School & Community Partnerships
 - Jan. 31st ESCCA-Serve Night – We need volunteers. Here is the on-line sign up: <http://signup.com/go/bvBLyu>
 - We still need some Reading fluency tutors for specific times during the school day. Stacey M. will send out a list of the times needed.

New Business

- Touch-Base on last month's meeting
 - We want to make sure that budgets are followed. The executive committee reviewed our by-laws and found that we have a rule already in place that restricts spending outside of the agreed upon budget (which has been voted and accepted by the membership) without a vote from the general PTA to amend the budget.
 - We don't have rules in place for situations when a program has not met its expected income or when money is received that has not been anticipated (and therefore is not included in the budget). We want to come up with something to fill these holes.
 - We want to put a motion on the floor to create a Ways & Means Committee to come up with a proposal that would create these guidelines.
 - There is concern about why we are not voting tonight about spending outside of the budget.
 - In the last meeting we ended agreeing to come up with a committee to looking into this issue and to look into what rules we already had in place in our by-laws.
 - There is concern as to why it happened last year and what is protecting us now from it happening again
 - We have a gap in what we have now. By making a Ways & Means committee and developing procedures, we will close the gap.
 - At the end of the meeting we wanted to make sure this can't happen (over spending) and have a plan to move forward.
 - There are two current programs that funnel through the PTA that can have a cost (Robotics & Chess)
 - Can there be a separate cash flow for these two clubs so they can stay within their means?
 - We still have separate accounts for Chess & Language (which can be allocated to Robotics), the separate accounts made it messy for accounting because the checks were sometimes made out to the specific club or to the PTA.
 - If the clubs need extra money they would need to make a proposal to the PTA to get them. (This can be set in place by the Ways & Means Committee)
 - We want a deadline set to make sure something is set in place.
 - The Club/Enrichment activity scholarships given by the Angel Fund depend on student interest.
 - If we can get a volunteer from each committee to be part of the Ways & Means Committee by next week, that would be helpful. The treasurer will sit on the Ways and Means committee as an ex-officio (no voting rights).

- We would like the Way & Means Committee to have a recommendation for review by the executive committee before the next meeting in Feb.
 - Once recommendation is reviewed by the Executive Committee, we can put the recommendation to the general PTA to take a vote on adopting. However, the plan must be reviewed by Exec Committee and subsequently submitted to the whole PTA for review at least week in advance of the PTA meeting for a vote to take place.
- Patrick Rams put a motion on the floor to create a Ways & Means Committee out of one person from each committee, the treasurer as an ex-officio, and some number of additional members who do not sit on a committee (member-at-large) positions. The number of Member-at-Large positions on this committee is to be determined.
 - Jeremy Porter second the motion
 - All voted in favor
 - Motion Is carried

Volunteer needs

- Walker's ESCCA Serve Night: Tuesday Jan. 31, 6:45-9:00pm - [signup link](#), let's try to get pictures of event for yearbook
- Parent's Night Out: Saturday Feb. 11, setup, event management, cleanup –contact [Erin](#) or [Sarah](#)
- Parent Advocate (for D65 referendum): [email exec committee](#), looking for volunteers to get the word out
- College & Career Day: Friday, Jan. 27 (during the school day) [email Jenn Davis](#) – if anyone would like to come talk to a class please contact Jenn

Open discussion

- What should teachers do if they need funding:
 - They can turn in a proposal to the PTA for what they need.
 - We hope by next year we can have the word out to the teachers to ask in the beginning of the year so the PTA can decide on what to fund, put it in the budget, or add fundraising to fulfill the teachers' needs.
 - The end of year gift to teachers is TOTALLY open to their own discretion – spend it on themselves or their classrooms.
- Student Advisory:
 - Going to have a Val-o-gram (Valentine's Day candy gram), going to do a popcorn sale, and have a school-wide one day No Homework Day reward.
 - They need volunteers to cover lunches that they aren't in themselves. They can get the info to Erin and she can get the word out.
- The Directory will go out in the next month's newsletter. It also will go out in this week's e-Friday Folder and is already posted on the PTA Facebook page.
 - It can't be shared outside of school because the permissions are through a link and not password protected.
 - There is not a class list, but the ones in the directory have the teacher listed with the student's name. It won't be a complete class list because of parent permissions.
 - Keith will look into adding a sorted-by-class list section to the directory.
- Drop-off & Pick-up Concerns
 - Elizabeth has volunteered to be a point person to try to organize a group of parents to help with traffic flow. She doesn't want to be a "police officer", just wants to start good habits – leave nice notes w/mints to remind people of the procedures.
 - Erik will put something out about it.

Adjournment 8:34pm