

Howe PTA Meeting Minutes

September 9, 2020 7pm - (held virtually)

The meeting was Called to Order at 7:02 PM

Dr. Murray made a motion, and Joyce Divine seconded to approve the minutes from the May 2020 meeting. The meeting minutes were **Approved**.

PTA Officers Reports

- Treasurer's Report - Josh Staph
 - Bank account balances as of 8/31/20: FNB \$13,469.97, PayPal \$221.34
 - The 2020-21 Fiscal Year Budget 20-21 was presented. The budget has a net balance of \$0, where most income from planned fundraisers and expenditures for activities are balanced. Due to the more fluid and changing nature of this school year, this budget is going to be a working draft. We anticipate the need to do a monthly budget review as activities and fundraisers can be added once in-person school resumes and it is safe to hold events. We decreased the cost of membership to cover only membership costs (\$20 down to \$10), and we have not added revenue on major fundraisers (ex. Sunny Funny Fair). Joyce Divine made the motion to approve the budget, and Leah Haywiser seconded the motion. The budget was approved.
 - Tim Kellner, Amy Grella and Nikki McBride completed the 2019/2020 financial audit in August and submitted a report. The report team's suggestions were presented by Nikki McBride as follows:
 - Suggest we improve supporting documentation for large deposits - recommend 2 people count and validate it prior to submitting to treasurer.
 - Suggestion to detail a cash box receipt - so we don't write "checks to cash", and also so that the correct denominations can be requested and provided.
 - Suggestion to improve the supporting documentation on cash deposits to a two-step authentication (separate counts done by two individuals who then initial the total to be deposited). This will ensure the treasurer has the supporting documentation.
 - The suggestion was made that a procedure be created to allow use of e-payments (and setup how we will get dual approval electronically within the on-line banking system).
- VP - Dr. Murray
 - Thank you to everyone who is stepping up to take on roles and responsibilities especially now.
 - The PTA provided individual treat bags for each teacher (in place of the annual breakfast together) during the first week of school. This was hugely appreciated by teachers and staff. Thanks to Laurie Cerci and the hospitality committee for doing this!
 - The PTA also provided the funds for Mr. Haines to complete the underwater mural in the lower level of the school. This last installment of the mural added the depths of the ocean with cool sea creatures and underwater seascapes.

- We will not plan activities / fundraisers until we are back to a more in person format.
 - Communicating with your child's teachers is especially important in the remote format. If there is undue distress going on, or anything you're seeing with your child, it is important to let the teachers know so they can help.
 - The request for money to purchase some books for children in grades 3, 4 & 5. Earmark \$1,000 to purchase class sets of "Wild Robot", "War with Grandpa", and "Hatchet". Motion: Leah Haywiser, Second: Emily Smoller. Approved: All.
- **President - Michele Rowland**
 - The PTA Council, which is the governing PTA body for the district, asked all schools to cancel/postpone activities and fundraisers for the first 9 weeks except for the annual membership drive and spirit wear sales. PTA Council also encouraged all PTA's to reduce membership fees to the minimum -which is \$10 per person.
 - The Howe PTA Newsletter will resume distribution this Sunday. The information on what the \$10 membership fees cover can be found in the newsletter in a message from the PTA council president; Membership Drive/Newsletter; Spirit Wear Campaign (include masks);
 - We will not be organizing Homeroom Coordinators at this time.
 - Thank you to Hospitality Committee aka Laurie Cerci for 'Welcome Back' event that included balloons outside of the school and snack bags for staff. Pictures of it can be found on the Howe PTA Facebook page.
 - We have some Committee Vacancies for the Scholastic Book Fair; Spirit Center; and Sunny Funny Fair. We know some of these events may not be able to happen due to the pandemic, but we'd like to have someone in place. If you are interested, please let us know.

Chair Reports/Recent Activities

- **Newsletter Committee (Amy Kaplan's report presented by Michele Rowland) -**
 - The newsletter is distributed from the membership toolkit platform. It is free to register for the membership toolkit, and it will provide you with the weekly Howe PTA newsletter which is our main avenue to communicate important PTA events and information.
 - We are really looking for families to register in membership toolkit so that they can receive the newsletter. The first few weeks, Dr. Murray will send out the PTA newsletter to all families to allow them time to register, but eventually this may stop so that families don't get duplicate information.
 - The deadline for submittal for items to run in the newsletter is weekly by Thursdays for publication on Sunday.
 - Facebook will NOT be a main source of information from the PTA, the primarily source for info again is the weekly email newsletter. This is mainly because the PTA does not control or administer the individual "Howe Class of..." pages, so it is difficult to control the PTA content posted there.
- **Corporate Rewards - report from Amber Britton.**
 - Currently we use Box Tops for Education, and Giant Eagle Apples for Students. Box Tops has done away with clippings, you can either register your receipts, or your card. Information will be sent in an upcoming newsletter on how people may participate in these programs to earn money for our school.

- Our GE program helps us earn \$150 per quarter, Box Tops earnings are down as they convert to an all-digit format, there are less box tops to clip.
- **Leah Hayweiser, Odyssey of the Mind (OOTM) chair**
 - OOTM is a team-centered kids-led problem-solving competition. This year, OOTM is still happening, with virtual options. She will communicate the opportunity to see if there are teams / people interested, but for each team of 5-7 kids, it requires on parent/adult coach.
- **Leah Haywiser, Read-a-Thon fundraiser chair**
 - The Read-a-Thon was moved to Oct 5-19 at the May meeting. However, we are not able to do activities until November per the PTA council. Therefore, we need to revisit a date for this and determine when we should hold it.
- **Shana Slaybaugh, Membership Committee chair**
 - Especially with the current remote nature, PTA membership is a great way for parents to connect with their kids' classmates. Membership provides access to the directory by teacher homeroom (for families who opt to share their info in the system). Dr. Murray sent an email earlier this month that contained details on how to join PTA. The main value in buying PTA membership is gaining access to PTA membership contact information, which is especially helpful in our remote climate this year.
 - As a reminder, if you are on a PTA committee, you must be a member, so please do register.

New Business

- New funding request to purchase a \$25 Panera gift card for Ms. Kimball, first grader teacher, who has had to step away for personal leave of absence. Dr. Murray made the motion, Leah Haywiser seconded. Approved: All.

Announcements

- No homeroom coordinators at this time because it is not feasible per PTA council.
- No school on Monday, Sept. 28th.
- School Pictures, typically scheduled early in the year will be rescheduled for a later date.
- Next Meeting October 14th at 7 pm (this is a time change from 9:15am. Moving meeting to an evening meeting due to remote school and parents not being able to assist and attend PTA.

Adjournment

The meeting was adjourned at: 7:57 PM. Motion: Emily Smoller, Second: Leah Haywiser