

Southern Boone PTA

Nov. 6, 2014 Approved Minutes

President Laura Brookshire called the meeting to order at 7:04 p.m. Twenty-six members attended. She welcomed everyone and had everyone introduce themselves. PTA received more than thank you notes, which were passed around.

Secretary Laura Redfield-Jacobs read the National PTA Mission Statement.

The October Minutes were e-mailed to members before the meeting and were posted on the PTA page of the District web site. Secretary Laura Redfield-Jacobs went over spelling mistakes in the Minutes from the October meeting. Kelly Redford found a couple of other spelling mistakes. Amy Collette made a motion to approve the minutes as amended. Kelly Redford seconded. Motion carried.

Treasurer Rachel Brown discussed the Treasurer's Report. Money has been trickling in from the Passport fundraiser-- there is another check from Modern Media Concepts. We recovered some bad debt (there is \$180 in bad debt and PTA recovered \$25). She sent a check to Mo PTA for membership. She says PTA will be wrapping up the membership drive pretty soon. All of the checks for 2013/2014 school year Teacher Appreciation have cleared (someone had been reimbursed and did not deposit the money for months). Christina Ebenroth could not make it to the meeting due to a death in the family. She and her committee sold spirit wear at the football games. Nancy Nickolaus made a motion to accept the Treasurer's Report. Alicia Ozenberger seconded. Motion carried.

Committee Update

Buddy Pack--Nancy Nickolaus said she has a new co-coordinator. She said Angie Logsdon is awesome. Logsdon has brought her students in to help keep the shelves in order. Emmaleigh Clark did the Peanut Butter Drive again this year. This year the 6th graders and the High School were really involved. Teachers gave extra credit for bringing in peanut butter. Nickolaus said **717 jars** of peanut butter have been collected. This will allow the Buddy Pack program to send peanut butter home once a month for an entire year. Forty-eight Buddy Packs go home every week and two of those are double loaded. There is one high school family that receives a Buddy Pack.

Learning Garden—Executive Director Jenny Grabner said the first three weeks of November are fully scheduled with school day classes and things are going along well. The fall after school garden club wrapped up this week after a successful eight week session with two groups of kids. The Learning Garden was asked this fall to be part of first and second grade interventions during the school day as well. The Learning Garden completed a two week block with second grade students in October, and is now starting a three week block with a different group of second graders. Learning Garden staff meet with these students every day (except Wednesday) for about a half hour during Intervention. Preschool, primary, and elementary students have planted a lot of stuff this fall. Garden Manager Kelly Redford and Learning Garden staff are working now to get it all covered for the winter.

The Learning Garden just found out it may need a new office location soon. If you know of a place that is cheap or free please let Grabner know. AmeriCorps members Sarah Cramer and Andrew Kent are the main garden educators. Cramer is the lead on school-day classes while Kent is the lead on the garden club. Grabner made tin can scarecrows with preschool kids today and learned that Super glue is a bad idea. Cramer, Kent and Liz Austin are giving a presentation at the Missouri Environmental Educators conference this weekend. They will teach educators about what we do in the garden and give a hands on lesson.

Box Tops—Terra Eavenson was going to come tonight, but was injured in her kitchen today. Not much to report this month. The checks will come in in December.

Teacher Appreciation--Jamie Nelson said dinner for teachers during parent teacher conference at the Middle School and High School went well. Cindy at Copper Kettle provided the food. Nelson said she plans to do the same for the Primary and Elementary schools this month. Nelson said the pricing was good. Christmas gifts have been picked out, and will be ordered soon. She wants to find a way to securely get the gifts to the Middle School and High School teachers (the staff mailboxes in those schools are not as secure as the Primary and Elementary). Nelson said they have picked out nice gifts. Band Instructor Andrew Marjamaa suggested the Student Council could help deliver the gifts. Robin Shaon said parent volunteers could put the gifts on teachers' desks in the evening—have janitors unlock classes. Nancy Nickolaus offered to help at the high school if needed. A sign up was sent around. Gifts will be given before Christmas. Nelson's baby is due Dec. 4.

Reflections—Kelly Redford said she is looking forward to getting in entries Nov. 21. Nothing has changed since last month.

Scholarship Committee—Kelly Redford has her paperwork and has contacted her committee. There is \$5,000 budgeted for scholarships this year. Last year PTA gave six \$500 scholarships. In years past PTA has given \$1,000 scholarships. She asked members present if PTA wants to give 10 \$500 scholarships or five \$1,000 scholarships. Discussion—some members said 10 kids would be awesome. But Redford said she liked the idea of \$1,000 scholarships. Requirements? Redford said applicants need to have a 3.0 GPA or higher, participate in a variety of things, and have volunteered for PTA in some regard. In the past, parents had to be PTA members, but not anymore. Julie Sexten suggested two \$1,000 scholarships and six \$500 scholarships. Redford said her committee will discuss it. Anyone who is interested can join the scholarship committee, but they must do so as soon as possible.

New Business

Internal Audit--Amy Collette did the PTA internal audit. Laura Brookshire said PTA appreciates the time and effort she put in to preparing the audit for this year. Laura Redfield-Jacobs helped. Collette reviewed the books, which she said are substantially correct. There was only one error—one check to a person who held it for months was not shown as outstanding at year end.

All of the disbursements looked good. Collette did have minor comments and suggestions that she will forward to all of the officers (and which will be placed in the Secretary's Book). She had items to add to

the draft Policies and Procedures. Collette said her only big suggestion relates to the Buddy Pack program. It is a good problem—too much money. Buddy Pack needs to spend down some of the profits. Collette recommended Buddy Pack coordinators discuss keeping a certain level of reserves that covers what they expect to spend and discuss what to do with the extra. Collette suggested one option was to donate some money to the Central Missouri Food Bank Buddy Pack program. Nancy Nickolaus said she had one big donor who donated \$5,000 which helped cause the large profit, and that her concern was that future donations might be lower, while costs might increase. This year the program serves about 50 kids. Collette said there is no hurry to spend down the balance, but that it should be considered as it keeps increasing.

Collette said the combined operating and Buddy Pack beginning balance at July 1, 2014 was \$18,739.92. The total combined receipts during the year were \$66,934.88. The total combined disbursements during the year were \$57,220.70. Ending combined operating and Buddy Pack balance at June 30, 2014 was \$28,454.10 with one outstanding check of \$198.13.

Rachel Brown and Collette discussed how long records should be retained. Collette suggested asking state PTA for their policy on record retention. Their web site has been down.

Laura Redfield-Jacobs suggested another possible Buddy Pack funds usage would be to provide additional items to the Buddy Pack families, especially at the holidays. Nancy Nickolaus said Kim Ponder has already started coordinating a group of volunteers who will take care of gifts for Buddy Pack recipients at Thanksgiving.

Jenny Grabner made a motion to accept the Internal Audit. Brittany Sones seconded. Motion passed.

Revised Bylaws--Laura Redfield-Jacobs presented the revised Bylaws. All members present were given a color copy, which had been e-mailed to the full membership 10 days before the meeting. Text that would remain the same was in black. Text to be removed was in red. Text to be added was in green. Redfield-Jacobs read through the changes and asked for input. Refer to the changes marked on the Proposed Bylaws (in the Secretary's Book). The suggested changes to pages 1 through 6 were voted on in one block, including Heather Ottinger's request from the floor that in Article VI, Section 7 we put a period after ". . .officers shall serve for a term of two (2) years." And that we remove "or until their successors are elected." Nancy Nickolaus made a motion to accept all changes on pages 1 through 6 as stated, including Ottinger's suggestion. Kelly Redford seconded. Motion passed.

Redfield-Jacobs read the remaining recommended changes. Members present requested that we add clarification to the proposed Article VII, Section 8, part e.: "All officers shall: "have the authority to determine the amount of funds left over year from year. The treasurer shall then designate that amount in the end of year closing of the funds *after it has been approved by membership.*"

Julie Sexten made a motion to accept the changes to the Bylaws for pages 7 to the end with the addition suggested from the floor. Heather Ottinger seconded. Motion passed.

Policies and Procedures—A rough draft of proposed Policies and Procedures were handed out. Laura Brookshire asked everyone to review them, think about it and send ideas and comments to Laura Redfield-Jacobs two weeks before the December meeting. The group will vote on it in December.

PTA Fund Requests

Primary Reading Request--Jessica Bach, Primary reading specialist, said her group needs more books for the program. Every child who comes through our door needs a new book every day so they cannot just memorize a book. There are one or two new words in each book they will read. The Fund Request has three parts. Option 1 is the immediate need: Reading Recovery set includes one title of each of 268 books for each of three teachers. This request costs \$3,521. This is our primary need. The school district cannot fully fund this. The second option is an "All Books" Set which has 1,896 books. We chose a publisher we love who we do not have any books from. Each six-pack set is \$27.50. The total for Option 2 is \$6,925. Option 3 is some combination of Options 1 and 2. If we can only have one, Bach said Option 1 is most important. The program is the best way to teach kids to read. The materials that we buy will not be outdated.

Heather Ottinger asked if we approve Option 1, in April if we come up with more money, would you submit another request? Jessica Bach said yes—applying for a grant is a lot of work. So the fact that you have a little extra money is great.

Heather Ottinger made a motion to fund Option 1 for \$3,521. Brittany Sones seconded. Discussion. Jenny Grabner asked how long the books will last. Bach replied that the books we are using now are 10 years old. If a child loses the book, they have to pay to replace it. The teachers plan to use the books until they are worn out. They are paperback books. They are little books. Andrew Marjamaa said reading is core to education. **Vote: Motion carried to support Option 1 for \$3,521. No dissent.**

There was a discussion of the PTA budget to clarify how much money is left.

High School Band Equipment Request—Band Director Andrew Marjamaa thanked PTA for supporting the band in the past. The sousaphone case is in bad shape (it was on display). It is just a piece of equipment that we need help to replace. The cost to replace it is \$360. The second part of our request is for drumline equipment: a 20" marching bass drum with case and airframe harness, a 22" marching bass drum with case and airframe harness, a 24" marching bass drum and case with airframe harness, and a 26" marching bass drum and case with airframe harness.

These are not instruments students can take home. He is making the request because the current set is 10 years old--they have lasted their lifespan and are falling in to disrepair. The rims are getting beat up. The biggest problem is the harnesses that the students must wear to carry the weight. It can hurt your back. We are asking for drums and harnesses.

Kelly Redford asked where does the normal budget for band instruments come from? Marjamaa replied that the Band Boosters (a group of band parents) work really hard to raise money. Brittney Sones asked

if he does yearly maintenance. Marjamaa said we do do some. But the lifespan of outdoor drum equipment is 10 years.

Heather Ottinger asked, of the four drums requested, is there one that is more in need than the others? Marjamaa said he replaced one harness because of injury to a student. He then cannibalized from the old harness to repair the other current harnesses. Ottinger asked, if we only fund part—can you come back in April if we have extra funds? Marjamaa said yes.

Julie Sexten said if you look at the \$14,000 of discretionary money PTA has, divide by four buildings is about \$3,500 per building. PTA funded band \$720 in September. Kelly Redford said in years past groups that needed money came forward. Redford said PTA spent \$6,000 for the Elementary sign board and a laminator for a school office. PTA funds line items. Then we fund requests. We can fundraise for special projects. Redford said we have not seen other groups from high school request money. Jenny Grabner said band is one of the best programs in the district that works on a shoe string budget. Redford said she agrees with Sexten, that this question is something PTA struggles with—do we take requests or do we fund each school equitably?

Grabner made a motion to accept the full band request at \$3,518.32. Noelle Case seconded. Motion passed no nay votes.

Laura Brookshire said she thinks music is important. This community is very sports oriented, so she thinks it is good to support those kids who are not interested in athletics. She wants those kids to have opportunities in our community. She said she is happy we are able to support the band and get that program what it needs. She said she is proud that the Southern Boone band was selected to go to Chicago to march in the Thanksgiving Day parade (to be televised live on WGN).

Amy Collette moved to adjourn at 8:25p.m. Seconded by Heather Ottinger. Motion carried.

Respectfully submitted by Secretary Laura Redfield-Jacobs