

## PTA Board of Directors and Executive Meeting

May 11, 2018

### Attendees:

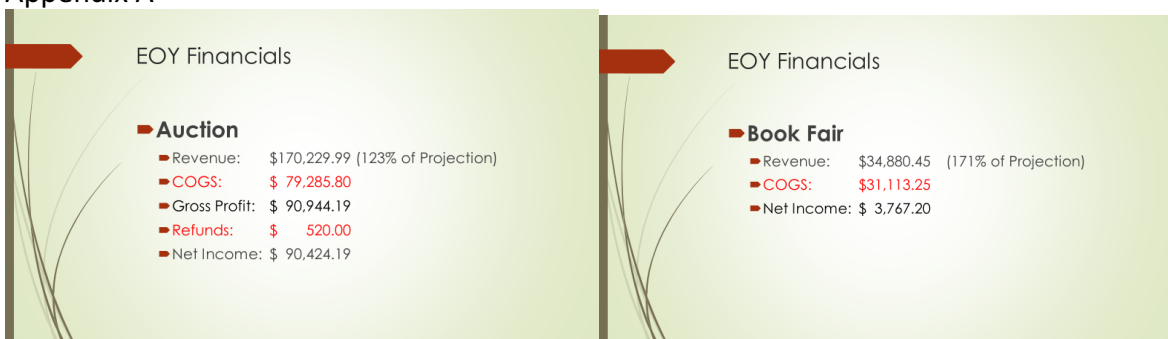
Nicole Burton	Angela Howard	Ginger Pursley	Keith Cyr
Sandra Adams	Christi Feeney	Amanda Patton	Kristin Holtz
Kelly Hadfield	Lisa Olmstead	Kerry Weinheimer	Amanda Lewis
Deonne El-Deiry	Cathleen Miller	Emily Fink	Michelle Morris

- I. Call-to-Order at 8:15am by Secretary, Amanda Patton
  - a. Meeting notes from April PTA Executive Meeting distributed electronically for Board of Director and Executive Committee review.
    - i. Motion to approve April PTA Executive Committee Meeting notes by Keith Cyr
    - ii. Motion to second the approval of April PTA Executive Committee Meeting notes by Angela Howard.
  - b. General announcements
    - i. Next PTA General Membership Meeting 5.16
    - ii. Last Day of School 5.25
- II. President's Welcome by PTA President, Niccole Burton
  - a. The Nominating Committee's PTA Executive slate has been posted and will be brought before the PTA General Membership body on 5.16 for approval.
  - b. The PTA Executive Committee has reviewed the existing PTA bylaws and determined that some of the existing bylaws are not conducive to a PTA organization the size of Morningside Elementary School; therefore, the Executive Committee would like to consider transitioning to a Parent-Teacher Organization (PTO) and proposing the option at the PTA General Membership Meeting
    - i. Motion to present the opportunity to transition from a PTA to a PTO at the General PTA Meeting on 5.16 by Kelly Hadfield.
    - ii. Secondary motion to present the opportunity to transition from a PTA to a PTO at the General PTA Meeting on 5.16 by Cathleen Miller.
  - c. Principle Sofianos continues to receive many questions about the Kindergarten Annexation and is working to provide answers.
    - i. The Kindergarten play area has been a major concern. To date, APS has committed to fencing the outdoor space and providing new equipment. The PTA will donate funding and is considering additional funding to enhance the space.
- III. Treasurers Report by PTA Treasurer, Keith Cyr
  - a. General Ledger (Appendix A)
    - i. Checking Balance \$111,931.42
    - ii. Savings Balance \$40,067.24
  - b. 2017/18 Budget Headlines
    - i. **Actuals as of May 11, 2018**
      1. Revenue: \$556,474.24 (24.4% over projected)
      2. COGS: \$246,537.06 (26% over projected)
      3. Gross Profit: \$309,937.18 (23% over projected)
      4. Expenses: \$223,890.13\*(12% less than projected)
      5. Net Income: \$ 86,047.05\*
- IV. Operations Report by PTA VP of Operations, Angela Howard

- a. There is a need for additional Lobby Guard registration units due to the back-up caused during high traffic periods at Morningside Elementary School. The current registration system has the capacity to operate 5 Lobby Guard units and the PTA Executive Committee recommends securing 3 additional units but will need to add a budget line item added to the 2017/18 PTA budget in the amount of \$11,500 (Appendix B).
    - i. Motion to present the opportunity to add a budget line item for incremental Lobby Guard units at the PTA General Membership Meeting by Christi Feeney
    - ii. Secondary motion to present the opportunity to add a budget line item for incremental Lobby Guard units at the PTA General Membership Meeting by Kelly Hadfield
  - b. The PTA Executive Committee recommends securing an independent auditor to conduct the 2016/17 and 2017/18 audit. During the process the auditor will also provide a cost estimate on bookkeeping; however, they recommend maintaining separate auditor and bookkeeper functions.
    - i. Motion to present the opportunity & proposal for an independent auditor at the PTA General Membership Meeting by Christi Feeney
    - ii. Secondary motion to present the opportunity & proposal for an independent auditor at the PTA General Membership Meeting by Kelly Hadfield.
- V. Communications Report by PTA VP of Communications, Christi Feeney
- a. My School Anywhere and Constant Contact communications working well and will continue during the 2018/19 school year.
  - b. Hard copy directories are costly and are duplicative based on the capabilities of My School Anywhere. It is recommended by the PTA Executive Committee to discontinue hard copy MES directories.
    - i. Motion to present the cost savings opportunity by not providing a hard copy MES directory at the PTA General Membership Meeting by Kelly Hadfield.
    - ii. Secondary motion to present the cost savings opportunity by not providing a hard copy MES directory at the PTA General Membership Meeting by Angela Howard.
- VI. SWAG Report by PTA VP of SWAG, Sandra Adams
- a. MES has joined EcoSchools, an organization focused on green cleaning.
  - b. Moving forward, Wylde Center will conduct garden enrichment for grades K-3 and general maintenance.
  - c. 2018/19 Jr SWAG members will be announced next week.
- VII. Fundraising Report by PTA President, Niccole Burton
- a. Boosterthon will move forward as a fundraiser in 2018/19. Event planning and budgeting in process.
  - b. Spirit Wear has an open Board of Directors position.
- VIII. Motion to Adjourn at 9:40am
- a. Motion to adjourn the PTA Board of Directors and Executive Committee Meeting by Keith Cyr.
  - b. Secondary motion to adjourn the PTA Board of Directors and Executive Committee Meeting by Deonne El-Diery.

## APPENDIX:

### Appendix A



## EOY Financials

### Boosterthon

- Revenue: \$148,967.58 (11% over projection)
- COGS: \$ 63,806.81
- Net Income: \$ 85,160.77

## EOY Financials

### Box Tops

- Revenue: \$1,274.20 (300% over projections)

### Halloween Carnival

- Revenue: \$28,237.25 (97.2% under projections)
- COGS: \$21,518.03
- Net Income \$ 8,849.22

## EOY Financials

### Hawks Night

- Revenue: \$12,950.00\* (69% over projections)
- COGS: \$12,812.48
- Net Income: \$ 137.52

\*Reimbursement of \$5 per ticket will be received some time in June from the Atlanta Hawks. Estimated \$815 will be added to revenue.

## EOY Financials

### Holiday Fund

- Revenue: \$12,600.00
- COGS: \$13,023.40
- Net Income: -\$ 423.40\*

\*MES PTA absorbed the CC processing fees explaining the loss

## EOY Financials

### Spirit Wear

- Revenue: \$13,258.99 (82.6% of projection)
- COGS: \$ 8,263.62
- Net Income: \$ 4,995.37

## EOY Financials

### Talent Show

- Revenue: \$10,629.65 (116% over projections)
- COGS: \$ 6,809.00
- Net Income: \$ 3,820.65

## EOY Financials

### 5<sup>th</sup> Grade

- Skate Night: \$ 960.00 (86% of projection)
- Haunted House: \$3,065.00 (1% over projection)
- Movie Night: \$1,417.00 (93% of projection)
- Scholarships: \$ 305.00 (not planned)
- Basketball Challenge: \$1,138.00 (127% over projection)
- COGS: \$4,951.97
- Refunds: \$ 167.18
- Expenses: \$ 683.16
- Net Income: \$1,082.69

## EOY Financials

### Community Partners

- Dolphin Donors: \$33,755.00 (108% over projections)
- Amazon Rewards: \$ 140.77\*
- Publix Rewards: \$ 450.92
- Other Income: \$ 1,025.00
- COGS: \$ 3,400.85
- Gross Profit \$31,970.84
- Expenses: \$ 673.48
- Net Income: \$31,297.36

\*Rewards programs need to be pushed. This is free and easy money

## EOY Financials

### SWAG

- Revenue: \$3,140.70 (288% over projection)
- COGS: \$ 103.37
- Jr.: \$ 26.03 (5.6% of projection)
- Snowcones: \$ 203.00 (16% of projection)
- Wellness: \$ 612.71 (75% of projection)
- Garden: \$3,376.91 (52% of projection)
- Net Income: -\$1,181.32

## EOY Financials

### Operations Committee (Expenses)

- Nursing Supplies: \$ 669.10 (133% of projection)
- K Splash: \$ 1,323.28
- Laminating: \$ 959.04 (48% of projection)
- Media Center: \$ 106.62
- MES Staff Food Service: \$ 7,363.63 (85% of projection)
- Breakroom & Hospitality: \$ 296.49
- Bus & Carpool: \$ 793.00 (63% of projection)
- Other: \$ 32.58
- Total Budget \$14,205.29
- Total Expenses \$11,543.74 (81% of projection)

## EOY Financials

### ■ Enrichment (Expenses)

■ Beta Club:	\$ 73.43	
■ Cultural Arts:	\$3,350.00	(63% of projection)
■ Family Science Night:	\$ 336.15	(28% of projection)
■ Grants:	\$2,096.22	(270% of projection)
■ Total Budget	\$17,279.73	
■ Total Expenses	\$ 5,855.80	(34% of projection)

## Planned and Unplanned Capital Expenditures

- **Planned**
  - Art \$20,000 (waiting on complete list)
  - Music \$10,000 (waiting on complete list)
- **Unplanned**
  - Technology for K-Annex \$49,601.52
    - 4 Promethean Boards w/stands \$15,716.00
    - 80 Chromebooks \$21,999.20
    - 2 x 30 unit charging carts \$ 1,500.00
    - 4 x 10 unit charging stations \$ 1,607.12
    - Config. Warranty, Licenses \$ 8,679.20
  - Playground Equipment for K-Annex \$6,000-\$8,000
    - Must use APS vendor
    - APS funding seems lacking
    - Equipment is not cheap from this vendor
    - Being pressured to make purchase quickly May 16, 2018

## Estimated Startup Cash for 2018-19 School Year

■ Current Balance:	\$111,931.42
■ K-Annex Playground:	\$ 8,000.00 (Est)
■ Art Dept Purchases:	\$ 20,000.00 (Est)
■ Music Dept Purchases:	\$ 10,000.00 (Est)
■ Lobby Guard x 3:	\$ 11,500.00 (Est)
■ Totes for Teachers	\$ 2,500.00 (Est)
■ Insurance Expense	\$ 725.00
■ Burgess Expense	\$ 8,232.57
■ Foundation Tech Reimbursement:	\$ 24,750.76
■ Estimated Startup Cash (Chk)	\$ 75,724.31*

\*Does not include savings

## Outstanding Issues

- March checking account reconciliation may have balancing issues after an invoice was created for Highland Diamond.
  - Purpose was to create an invoice so to track payments against a promised donation.
    - \$10,000 Promised
    - \$2,499.99 collected
    - \$7,500.01 remaining balance
  - Past payments/deposits were reapplied to the invoice for tracking back to March
- Received letter from IRS regarding extension
  - IRS was called
  - We are in compliance, and the letter was a formality

## Switch to PTO from a PTA (financial perspective)

- Financial Protection
  - A credit card is needed for MES PTA purchases
  - No dispute capability in the modern eCommerce environment with checks
  - Parents are getting rewards from credit card purchases that could go to the PTA (cash rewards)
  - A credit card is needed for software renewals
    - Virus Software (currently using a license granted by PTA Treasurer)
    - Quickbooks Online requires a credit card for software licensing
- Georgia PTA does not allow for co-treasurers or outside firms to conduct bookkeeping.
  - The size of the PTA budget requires an individual or small team to manage
  - Some weeks require 20 hours of bookkeeping, but on average 5-10 hours/week.
- Expense budget overages and approval
  - Under Georgia PTA bylaws any overage in expenditures require board or General PTA approval (even by \$1)