

Virginia Run Elementary



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PTA General Meeting

October 5, 2011

Call to Order: 7 PM by Mark Cutlip, PTA President.

Attendance: Mark Cutlip, Lori Leventry, Melissa Tucker, Joni Gorvett, Kelly Bobek, Dawn M. Ernst-Smith, Robin Osterhout, Christina Carrow Tederick, Natalie Sherenco, Rebecca Brazier, Karey McDonough, Angie Leonard, Loraine W. Edwards, Sandra Bonano, Sheri Fitch, Erin Thornburg, May Bergida and Tara Hawkins.

Minutes: No previous minutes – first PTA meeting of the 2011-12 School Year.

New Business:

- The PTA Executive Committee had two vacant positions and Melissa Tucker volunteered to be Treasurer and Joni Gorvett volunteered to be Vice President of Social and Fundraising. Both Melissa Tucker and Joni Gorvett were unanimously elected.
- Mark Cutlip provided an overview of the audit report. The by-laws require an audit from July 1, 2010 to June 30, 2011. There is a \$62,000 carry over from the previous year. The audit report was adopted unanimously.
- Mark Cutlip discussed the budget for this school year, which was adopted the previous year's membership and stated that he is going to suggest 7 amendments to align the budget's expenses and income. Mark discussed the social programs the PTA conducts (i.e. Fun Fair); student programs (i.e. camps, Chess Club, Mad Science, etc.); and other activities such as school supplies, Yearbook and Student Directory. The balance carried over is \$156, 980.
- Mark Cutlip discussed the expenses such as school assemblies, Science Quest and 6th Grade activities that the PTA supports. The planned carry over for the next school year will be \$40,000.
- Mark Cutlip brought forth seven amendments that were discussed for this year's budget:
 - Amendment 1: Mark Cutlip moved that Chess Club from the budget.
 - In the past, Chess Club members paid the PTA join, and the PTA paid the organization running Chess Club. Starting this year, Chess Club members sent their money directly to the organization. This change was not known when this year's budget was created. Removing this item provides a clearer view of the budget. The amendment was seconded and approved unanimously.
 - Amendment 2: Mark Cutlip moved that we change the "Balance From Previous Year" from the estimated amount of \$65,300 to the actual amount of \$62,150.84.
 - The current budget was created in April/May 2011 and approved on June 8, 2011. The fiscal year did not end until June 30, so the carryover from last year to this year had to be an estimate. Given the difference of over \$3000, showing the actual amount on our budget will give a more precise view of our finances. The amendment was seconded and approved unanimously.
 - Amendment 3: Mark Cutlip moved that we add the following item to the budget: "Social Programs – Fun Run 2010-11" with an expense amount of \$6,419.09 and an income of \$190.
 - Last spring we held a Boosterthon Fun Run to raise funds for the PTA. As part of that event, teachers were promised that they would receive 10% of the amount raised by their class. This was to be in the form of an Amazon gift card, to be used for classroom supplies. When this year's budget was created and approved, it was expected that this

- expense would be paid before the end of the previous fiscal year. Because the money pledged was still being collected in June, last year's officers decided to wait until all the money was collected before disbursing funds to the teachers. In fact, we collected another \$190 in pledges over the summer. Unfortunately, this decision to delay disbursement meant that teachers did not get the money last year and this expense was not put on this year's budget. Thus, we need to amend the budget before we can disburse the funds. This amendment was seconded and approved unanimously.
- Amendment 4: Mark Cutlip moved that we add \$550 in expenses to the Hospitality Budget, increasing it to \$1000.
 - When putting together last year's budget, the last year's officers forgot to include a line item for the Back To School Picnic. This year's officers decided it was an important function and decided to pay for it out of the Hospitality Budget. Expenses for the picnic were about \$330. Other activities needed additional funds from the Hospitality Account, such as New Parent Coffee, Bus Driver Appreciation and PTA meetings as the budget did not have the required funds. This amendment was seconded and approved unanimously.
 - Amendment 5: Mark Cutlip moved that we add \$4000 in expenses to the VRES Instructional Materials budget, increasing it to \$9070.
 - The Instructional Materials budget is meant to pay for items used by our classroom teachers and specialist, such as guided reading books, special curriculum, and music instruments. Mark proposed that we increase the VRES IM budget by \$4000 to correct numerous errors. This amendment was seconded and approved unanimously.
 - Amendment 6: Mark Cutlip moved that we add the following item to the budget: "Bullying Prevention Program" with an income of \$1600 and expenses of \$1750.
 - This summer, our counselors decided to sell anti-bullying t-shirts and asked if the PTA would sponsor the activity. That means collecting money and then paying for the ordered shirts. The board agreed to this because money would be collected in advance and would cover the cost of the shirts, so there was no risk involved. Our principle, Ms. Edwards, has asked if the PTA will pay for black silicone bracelets inscribed with "Stand Up to Bullying." This is being promoted by the Westfield HS PTA for all schools in our pyramid. Costs are only 13 cents each, for a total of about \$120 for all students and staff. This amendment was seconded and approved unanimously.
 - Amendment 7: Mark Cutlip moved that we modify the "Student Programs – Camps" item to show income of \$19,050 and expenses of \$13,250, for a profit of \$5,800.
 - The current budget for Camps shows income of \$25,000 and expenses of \$11,000, for a profit of \$14,000. Mark was chair of the camps committee and believes these numbers to be very wrong and using better numbers will give us a better use of our finances. Much of the Camp expenses for this year's budget have already been paid. This summer we paid about \$9460 for salaries for the three camps from last year's budget. Additional expenses for next year's Sports Camp should be around \$1860 and expenses for the Happy Feet program will be around the same as its income, \$1750. Total Camp expenses for this year should thus be around \$13,250. This amendment was seconded and approved unanimously.

Committee Chairs Reports -

- Angie Leonard discussed the Bullying Prevention week coming up in November. VRES is doing an event with the other schools in our pyramid. Angie Leonard discussed that they were able to get good data about the bullying that goes on in schools. VRES data shows 44% have never been bullied and 56% have been bullied. The school will do bullying lessons and discuss the different types of bullying that occur in schools. In our school pyramid, bullying is a problem and it is happening in our school. The t-shirts and bracelets will bring awareness to the problem.

- Happy Feet is similar to “Girls On The Run” but a less expensive program. It is training to run a 5K race. The girls involved are 4-6 grade girls and is done in the fall and spring. It is a limited capacity program and capped at 35 girls.
- Lori Leventry gave an update on the COPS program and the school will be conducting a Walk for the Homeless on Monday, October 31.
- Lori Leventry provided an update on the FLEX program. There is still a need for kids in certain classes in order for them not to be cancelled.
- Mark Cutlip updated on the Passport Club activities. This is a geographical club and the PTA pays for supplies. 188 students joined and there is still a need for leaders in 10 of the classes.
- Joni Gorvett updated the group on the success of the Back To School Picnic. The event had to be rescheduled from its original date due to rain but in the end, it was a very successful event and Ms. Edwards put photos and a write up on her blog.
- Robin Osterhout gave an update on the status of the Yearbook. There will be pre-sales in the fall and another sale in the winter. This will help manage the ordering and money flow. Robin made a request for candid photos sent to her electronically.
- Joni Gorvett gave an update for Barb Castro, who is in charge of PTA membership. So far there are 400 members of the PTA and while that is a good number, it is not where we were last year.
- Joni Gorvett gave an update on Spirit Wear. Sandy Middleton and Stacey Richard are taking the lead in Spirit Wear. They are taking new orders until October 11. There has been information sent home in the Viking Voice.
- Joni Gorvett said the Chick Fil-A night is coming up next week and that 15% of the proceeds will go to the PTA.
- Joni Gorvett also said the Holiday Shoppe is scheduled for December and that Erin Thornburg is still looking for a co-chair.
- Ms. Edwards reported on the creation of her blog. She has photos of the school renovations on her blog as well. She said any ideas and information that we think would be good for her blog are welcome. Ms. Edwards is holding Principal Coffees to seek ideas about how to get information disseminated properly and have it accurate and transparent. She plans on updating her blog once a week.

Next General PTA Meeting:

- Wednesday, November 2 at 9:30 AM.

Meeting Adjourned: 9:10 PM