

RC Hinsdale PTA  
Tuesday, February 4, 2020  
General Membership Meeting Minutes

Present: PTA President Jackie Schlotterbeck, Vice President Fundraising Sara Thompson, Treasurer Natalie Linstruth, Secretary Jenny Bunnell and Dr. Castleman. Mary Ball, Nancy Jackson, Renee Collins, Gena Hall, Danielle Reinhart, Connie Cornett, Nikki Seibert, Tina Walter, Jasmine Akers, Beth King, Stacey Cammack, and

Call to order: The Meeting was called to order at 6:32pm by Jackie Schlotterbeck.

Sign in and quorum: A quorum was established.

Opening Inspirational: Jackie read the PTA Mission (also found on the bottom of the agenda).

Approval of December minutes: **Sara Thompson made a motion, seconded by Nikki Seibert**, to approve the December meeting minutes. **The motion carries.**

Treasurer's Report: Given by Natalie Linstruth

- An additional column was added to the report reflecting the November 27, 2019-February 4, 2020 actuals.
- A line item for classroom parties was added under the Expenses. There is no budget for this line because one was not approved with the annual budget.
- Candy Cane Corner brought in \$7130 for this season. Mary made purchases in last year's fiscal year, and has continued to this fiscal year. The expense is for what was purchased this year. She brought in a little bit of money, which is nice as it is not a fundraiser.
- Natalie explained that we can no longer run money through PTA for clubs. Basketball is a club, as it is exclusive for 4<sup>th</sup> and 5<sup>th</sup> graders. We cannot hold the basketball funds anymore, and the money has been turned over to the school.
- Drama is also a club. Natalie has talked with Beth King, and they have discussed what needs to happen with the finances. They make purchases at stores not preapproved by the district for the play. Natalie pointed out that the production benefits the entire student body, so we can keep the current money in our account. But funds collected for tickets cannot go through PTA. Natalie and Beth will work together to make it happen and make changes for next year. We cannot take any money in for drama this year. However, next year the PTA can budget money for the production for the entire school as a line item. That is the money they can use for non-preapproved stores and purchases. This is a big change for us and we were able to make a compromise with the state, but there will be a change for next year's play. They are figuring out how much money Beth will need for those expenses and will review. Admission money is needed to pay to purchase the play for the next year.
- No money and checks can be written to teachers - this is a rule from KY PTA. Natalie advised teachers to come directly to her with requests and questions.
- The Art budget line is for specials, and benefits all students. That is why we are able to keep this money in the PTA account. If another specials class asks for funding, we must vote on it. The money is for Art class and not Art club.

- Natalie has only received 3 reimbursement requests for the holiday parties – 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades. She will need their work plans in order to provide a reimbursement.

Officer/Committee Updates: Given by Jackie Schlotterbeck

- The Executive Board has met twice; once in December and a phone meeting in January. The EB went through the by-laws for next year and standing rules, and are working on the organizational chart for next year.
- We could not get a quorum for a board meeting prior to tonight's meeting, so we will try to figure out another date.
- The March general membership meeting date may need to be changed. We are required to give 30 days notice to general membership in order to vote on the by-laws. Unless there is a meeting in the next couple days, the March meeting will get pushed back so we can vote to approve the by-laws at that meeting.
- The by-laws have a lot of guidance by the KY PTA, but the standing rules are particular to Hinsdale. The standing rules goes through job descriptions, the board, terms, elections, SBDM. This document helps ensure that the board is all on the same page. Standing rules do not need to be changed every year, but can be changed as needed. By-laws get reviewed and revised every 5 years. We would be adding 2 more VPs, and some positions will change to commissioners to help get quorum at meetings.
- Renee asked if we had gotten the checks from LaRosa's and other restaurant nights. Natalie is confirming.
- Jackie said Aimee Brown is having surgery and needs to reduce her volunteer responsibilities. She is unable to do 5<sup>th</sup> grade promotion and the Mother/Son event. It was decided that we will combine Mother/Son and Father/Daughter to a family event, organized by Stacey Cammack. Elisabeth Chiang is co-chair of 5<sup>th</sup> grade promo, and we will look for other 4<sup>th</sup> grade parents to assist.
- The Spring Carnival will be post-poned. April is too packed already with Spring Break, Staff Appreciation, and other events. We will look at May. Natalie said this could be a fun end of year celebration, and pointed out the opportunity to change some events and try new things.
- Jackie talked about Programs and the PTA paying for more events. The PTA should have a goal of sponsoring 3 events for every 1 fundraiser.
- Nikki gave an update on Special Events. She suggested a family event instead of gender specific events in order to reach all families. The suggestion was well received. She talked about creating activities to encourage families to participate. Beth would like to see something interactive, so that the kids and parents are engaging together. Jackie said we will discuss this further at the Board meeting to create a plan. Stacey has followed up with Cinemark for the movie night, and suggested it could be a Someone Special event instead of Mother/Son. The event has already been approved. The names Films with Family, or Hinsdale Movie Night were suggested. Natalie will look for the contract from Cinemark last year to figure out how many theaters we used last year.
- Jasmine gave an update on the Art Show coordinator. Jonni Lynch is her co-chair, but needs to pay her PTA dues in order to do so. Natalie said Mrs. Vogelphol will do most of the work, but we need a PTA person to collect money, and be hands on that evening and with setup and break

down. Jasmine will make contact with Mrs. Vogelpohl, and Natalie can help answer any financial questions.

- Danielle gave an update on the Scripps programs. We made \$679.91 through the program. She thinks it was well received before the holidays. She said that we did not offer the opportunity to contribute to staff gift cards at end of year last year, but she is willing to do it again this year. Jenny pointed out that it didn't happen because it wasn't well received last year, it just didn't happen. Natalie said the wording on the flier needs to be presented as an opportunity not an obligation. "If you're going to get a gift card, purchase through the school", etc. Be sure to use the term "Scripps program", not "gift cards." Stacey pointed out that their order form came in late at the holidays and asked for clarification on the 2 programs. Danielle explained that you can purchase gift cards through the school, and can add to gift cards for staff. Danielle said there were 2 forms that went home with the kids, but may have been confusing in the way they came home. She added that we can make it a program where people can purchase gift cards at any time, by logging in to the account. She said it was a lot to set up this year, but can be done for the future. Renee suggested sending home a calendar for PTA events each month. There is one on Memberhub, but you have to be a member to view. Jasmine asked about creating a website and having items like this on it. We will further discuss these suggestions at the Board meeting.
- Connie gave an update on Muffins with Mom. It was scheduled for the same day as the art show. Connie will check on 4.22 with the cafeteria. As long as that date is good with the cafeteria, we will change to that Wednesday.

#### Castleman's Corner: Given by Dr. Castleman

- She received word in December that we were accepted to apply for a Family Resource Coordinator. Being eligible for an FRC all hinges on the school's free and reduced lunch population. They are working on the application, which needs to be submitted by March 1. We have 22% of students receiving free and reduced lunch. Submitting the application is not a guarantee that we will get the coordinator, but they are optimistic. She explained that we will continue to apply each time we are eligible. Mrs. Ryan takes care of all of these requests now. Other elementary schools have an FRC to take care of these situations.
- Dr. Castleman said we will be having a significant construction project over the summer. The contents of the library will be moved for construction. There will be walls constructed around the library, with locking doors installed to ensure safety. This is important as it allows us to meet state requirements regarding locking doors. We are having a safety audit this month, to make us aware of how we are dealing with elements of the new Senate Bill 1. This will help us determine our needs and learn what will satisfy the requirements of the Bill. The Lunch visitor policy has been changed to meet the requirements of the Bill. We are bound by the legal requirements of the Bill.
- She reported that Volunteer background checks expire every 3 years. The office has been pushing people to renew their background checks. We will see if any other changes regarding volunteers are recommended after the audit. Safety is the priority, we are not trying to keep people from volunteering. The office does let people know when their background checks are expired. Kathy is working on that, and the checks do take about a week to get in unless it is a busy time of year. If you are on the PTA Board, you need to have to have one on file. The

question was raised that if class parties are PTA sponsored, how do we know if those volunteers have a background check? Dr. Castleman said we are looking into how to address this for the future. She said all security measures are stepping up. Background checks will be submitted even if someone cannot pay the \$10 processing fee.

Old business: Given by Jackie Schlotterbeck

- A reminder about utilizing our fundraising money. The PTA cannot provide technology for the school with fundraising money. The Executive Board will discuss some options, and bring a motion to the board regarding spending.

New business: Given by Jackie Schlotterbeck

- Jackie discussed programs and events, and using fundraising money to pay for these events. Natali pointed out that for every fundraising event that we have, we need to have 3 events that we do not charge for. They must be programs that benefit the entire school. If there is a program wanted for grades 3-5 for instance, there needs to be an equivalent k-2 program.
- There is scholarship information on the back of agenda that people can nominate a teacher, volunteer, etc.

Upcoming events:

- Classroom Valentine parties on 2.14
- Buffalo wings on 2.20.
- KY PTA convention on 7.17 and 18.
- Next general membership meeting set for 3.11, but will probably need to change (see above under Officer/Committee Updates).

**Danielle made a motion, seconded by Nikki** to adjourn. Meeting adjourned at 7:33 pm.

There will be a Board meeting on Wednesday, February 19<sup>th</sup> at 5:45pm for 90 minutes.