

MINUTES

WAVERLY ELEMENTARY SCHOOL PTA MEETING MINUTES

SEPTEMBER 25, 2018 AT 7:00 PM.

In Attendance

Executive Board Members (Alison Cuomo, President | Nnenna Nwosu, 1st Vice President | Lorenza Biagioni, Treasurer | Ellie Paczkowski, Corresponding Secretary | Irem Demirkan, Recording Secretary | Ami Gadhia, PTAC Delegate)

Anne Blossom

Kristin Jarrell

Dan Sun

Pavithra Chinnaswamy

Melek Gul

Joanna Peterson

Laura VanTine

Jill Ruppe

Todd Tasch

Nelson Coallaszi

Rachel Edoho- Eket

Kathy Jacobs

Jessica Zaruba

Stephanie Green

Scarlett Goon

Ayanna Baker

Jaqueline Casserly

Kelly Van Horn

1) PTA President's Updates

Administrative issues

Google drive folder, subject to continuous updates with PTA docs in it.

Waverly signup genius account, all in one place.

New website – well organized, Ramiya new web editor, online payments options available thru Paypal for future planning.

Google calendar, Waves PTA, please check it out and connect with your calendars, all important dates are updated.

PTA room at the back office at Waverly, office supplies file box will be in there

Challenge- lack of transitions from last year to this year

If you know you are not going to stay on please make sure a smooth transition. Note as you go through these events please make a note of the/ track the vendors used in these events etc.

Statements of work, plan of work- will help us keep an eye on the process, please make sure to complete them

Email addresses , you can as the board generic email addresses – let the committee chairs know if you would like a generic email address, let us know. Using generic emails will reduce phishing attempts.

2) Presentation of budget by Lorenza Biagioni

2 printouts, annual financial report presented.

I will now table the Annual Financial Report for 2017/2018, which includes the final budget for 2018/2019. We need to vote to approve both.

I also need to present the 2017/2018 Financial Review Report as prepared by our auditor. Upon examination of our annual report and financial records, he finds them to be correct without further comment.

I'll be sending copies of both our Annual Financial Report and Audit Review Report to MD PTA, as per our bylaws, by October 31.

Our 2017/2018 tax return has been prepared and is ready for filing, with a due date of November 15, I'll make sure it gets to the IRS on time.

Now to my report for this meeting, which covers July 1, 2018 to September 25, 2018.

Our beginning balance was \$43,277.83 in our checking account and \$20,025.98 in our savings account.

Total income for the period was \$4,445.77, in Membership dues, Community Partners, School Supply Kits, Yearbook and interest.

Total expense for the period was \$0.36, in PayPal activation fees.

This results in a net income for the period of \$4,445.41.

Hospitality committee- requires budget increase, catering the 2nd night, require \$600 budget increase

Mrs. Jacobs- mentioned, 1st night from Waverly budget, then 2nd night from hospitality committee

Hospitality- more budget for back to school event for the next year (2019-2020).

Lorenza- mentioned that it was increased but we will note to plan for a bigger budget for the hospitality committee.

Wiggle room in the budget, we can make amendments if needed.

3) *Motion to approve budget passed. 7:24 pm

4) Lorenza- 2nd item the audit report, all correct, nothing needs to be changed, copies will be sent to MD PTA, taxes will be paid.

Our membership drive is underway and is going well, I'd like to encourage all staff and parents to join – it makes such a difference. So far, we have sold 82 memberships, 33 staff and 49 parent. We will need to make our first dues payment to MD PTA by October 1 and @ \$4.25 per membership, we owe \$348.50.

Our Hassle-Free Campaign is also ongoing, we have raised approximately \$1450, as of today. We intend to send out IA letters to all staff by October 1, with a due date of December 14. This is a little different to past years, but the thinking was that most staff will have bought items for their classrooms for the start of the school year and we wanted to be able to reimburse them before Winter Break.

5) 7:30 pm- Mrs. Jacobs, Principal's updates

Thanks for the luncheon

Upcoming activities- Friday 10 am volunteer training meeting, personal emails to room parents specifically invited to attend, blast emails also Waverly wire.

Sponsoring with the PTA we are Waverly event, 1st of 4 parent only events, will provide babysitting, opportunity for people to come together and get to know each other. We have new people, new registrations this year, we also have our returning families.

Someone from the cultural proficiency office will be facilitating the meeting, look and meet with the people within our community October 24th is the date, Shannon Keeney is the speaker, this initiative is in accordance with Dr. Martirano's call to action to build relationships.

Last year- community circles, children interacting with each other and the teachers

Halloween party on the agenda, provide alternative activities for who are not celebrating, parade and party , tradition in our school.

6) Mrs. Edoha Eket

Dates changing for the MAP testing, email will be sent regarding the change.

County wide the MAP date has been postponed.

7) Committee Updates

- Ami -PTAC updates (NEED AMI's PTAC Updates in here).
- Ellie Paczkowski - Questions membership, can teacher pay for the paypal option? We can add the teacher option

Ms. Hattaway- suggested the envelope option, that option was not available,

Alison Cuomo- we will get a teacher option on our form.

- Family enrichment committee-

Our budget has been increased, end of the year picnic hopefully at Waverly, dance night, movie night as well.

Directory pull out the family file October 12th, this was included in the email.

If you have any content for the emails and website let us know.

- Cultural arts – everything going well, have an author visit, science fair scheduled, school wide assembly, family fit night will not be funded centrality therefore will not do it this year. If we have extra budget we will have a wellness themed assembly, wait for the bigger events and wait for the second semester.

Students artwork on the cover- planned – ask about the logistics of it. Coloring sheet as an indoor recess days activity etc., also an idea to put it on the website (wildcat coloring sheet)

Alison Cuomo – Asked about other committee updates? No other updates.

Anyone else?

- Kelly Van Horn- Kid council ideas, teacher representative Mrs. Allison.

Kid council will be deciding the spirit dates

- Lorenza- reimbursement form, treasurer needs these forms, via email is preferable, if at the school leave it at the mail slot, note to Lorenza. that you have, need the form and the invoice receipts

8) **Closing remarks Alison Cuomo-** our bylaws need to be resubmitted, something we need to be working on, by May 16th, if anyone interested in helping out with that please join us.

Any other afterschool activities, if anyone else would like to help and/or has ideas let Alison know.

7:56 pm meeting adjourned.

Minutes Prepared by the recording secretary, Irem Demirkan.