

## **10/6/2020 Meeting Minutes**

### **Attendance:**

Kristin Jarrell, Aynanna Baker, Donna Trang, Rachel Edoho-Eket, Cheryl Santoni, Heather DePriest, Ruchira Mahajan, Nicky Seymour, Jacqueline Casserly, Stephanie Green, Scarlett Goon

### **Dr. Edoho-Eket Greeting**

Thank you and we're off to a good start. We know parents, students, and teachers are overwhelmed but are happy with the effort. We had successful:

- Back to School Night
- Q&A
- Workshops
- Pre-School Resources

Thank you for the sweet treats and PTA Virtual Dance at the end of the month

### **Cheryl Santoni**

It's been great seeing kids, especially joining them the past few days for Map Test Preparing. The students miss being in school and they miss them.

### **Donna Trang - Treasury Report**

Taxes and financial review are complete and ready for signatures. We still need to gather Rachel's and (another's) signature. They were completed by Steve last week.

\*Kristin Jarrell Notes: PTA Policy changed and we needed more people to review

\$43,000 in checking and \$23,000 in savings and \$3400 in PayPal. We've spent \$3,000.

\*Cheryl Santoni Note: She thinks she has checks at the school but is unsure if they are junk mail. Donna volunteered to get them, bank statements should be sent to the school as well.

### **Ayanna Baker - Membership Drive Report**

Membership drive September 30. We want 100% participation. People who join get a mask, and they can get an additional from . 3rd Grade is in the lead, others are close behind. We have 140 members so far.

\*Kristin Jarrell Note: She's been working on social media with costumes and masks. She hopes to have selfies and other events once masks are distributed.

Due to everything being online we don't have the paper record. We're relying on the website. We tried to put the information that went out on paper there and also include newsletters and videos there as well. There is information on how to join and why it's important. We do have a graph explaining where the funds go and hope to get enough membership to fund everything.

### **Kristin Jarrell - Future Plans**

Friday and Saturday morning we're going to have a contactless pickup event to distribute apple cookies to the teachers and a coupon for teachers. This is based on a conversation to remind teachers we appreciate what they do.

Next week we're going to follow up on the Amazon Wishlist idea where teachers have 2 weeks to set up a wishlist on Amazon of supplies they would like. After that we'll send communication to the community in the beginning of November to announce that they can support teachers by purchasing

Virtual Boo Bash October 23rd from 6:30-7:30. It will be over Zoom and can include all of the students. We can have a fall and/or Halloween theme, but they can attend even if they don't want to participate as a celebration. We'll control the feed so all families can be highlighted. We've secured the DJ who previously ran the in person dances who is a Howard County Teacher.

We're currently brainstorming a Winter event which could be bingo or something else, still in discussion.

We've added two more people who volunteer, Heather Depriest. We have a PTACHC rep who will attend half of the meetings. We still need to fill spots for the nominating committee who helps fill positions. We need to fill rolls and members can only serve two years. Donna and Ayanna have done two years so we will need someone else to fill those positions next year. We also need a VP of fundraising. Please let us know if you hear of anyone who wants to join.

### **Kristin Jarrell - Absentee Committee Report**

#### **Yearbook:**

It's a difficult but very important topic which we're discussing. Our Yearbook committee will reach out to the 5th grade committee and will work on a 5th grade memory book. We'd like to have something for every grade, but are going to start with 5th grade as that's a more realistic goal to start with and then we'll see what happens later in the year.

#### **Backpack Buddy:**

Working with that committee. Right now they suspect there will be a 2-3 day drop off window for students to drop off events at the school. This year we'll do it as an entire school group and will hold it 3-4 times a year.

### **Scarlett Goon - Book Faire:**

There is an online component which is like what we've done in the Book Faire. There is shipping unless they have \$25 money in books or more. Could we have them deliver the books to the school. Are we allowed to do that?

\*Rachel Edoho-Eket Note: We'll be having a book check out program we're working on so there may be

### **Ruchira Mahajan - PTACHC:**

The most important part was that we were reminded about the Reflections Date. They also reminded us to reach for membership. That was most of what was covered, it was a short meeting. Maybe we can talk to the parents about the reflection interest if that's what they want to do?

\*Kristin Jarrell Note: Reflection Update, Mount View is handling Reflections by having the students complete the program independently at home and then the students drop off the school. We can see if that works for us. Given how Waverly has handled Reflections in the past the committee decided not to do it since so much was done as part of the class. We are currently researching if it is something we can do independently based on parent feedback. We would want to open it up to everyone so we're seeing if that's possible

### **Jacqueline Casserly - Spiritwear**

She's been messaging about shirts with AllPro. We didn't know if we should have masks in the spiritwear as well.

\*Kristin Jarrell: Since the PTA is distributing masks in child size they'd rather we don't sell those now, but there have been requests for adult masks. There has been some interest with shirts as well.

\*Tina Note: Does AllPro sell mice or styluses? Jacqueline will follow up.

### **Kristin Jarrell - Absentee Committee Report Continued: Restaurant Nights**

Are we okay with doing restaurants that do take out (not encourage eating in).

### **Teacher Appreciation**

We have notes but are waiting to see what the spring looks like. We are taking the cookies out of the hospitality budget since other events were not held this fall.

Question: Is May usually Teacher appreciation?

Answer: Yes, it is. We are open to distributing more to teachers. Use the budget.

Question: Is the Teacher Amazon Gift going to happen?

Answer: Yes, that will start with the teachers set up the Amazon Wishlist. We were going to base the drive on Giving Thanks for November. Also, encourage families and others to use Amazon Smile since it's a great for Fundraising.

**Kristin Jarrell - Additional Fundraisers:**

She has a lot of fundraising offers from local and far away programs. Painting activities and KidzArt have reached out. She'll forward the information with Family Enrichment.

Most meetings will be the first Tuesday of the month. **Our next meeting will be delayed due to the election, so it will be November 10 and will be a general meeting.** We'll have a general meeting and drive reminder for the first act and then the second half will be Ms. Allison helping parents to support Social Emotional Learning.

**Rachel Edoho-Eket:**

Question: What was our membership last year?

Answer (from Ayana Baker): Around 300. We said we'd like 100% participation in the PTA, but realistically would like to match the same amount of people we had last year.

The next step is to get an email out to all the committees to make sure they still want to work on the PTA and also have forms for planning. We will need to be flexible given the year.

## Treasury Reports

Treasurer Report for October 6, 2020

I am presenting the financial review and Taxes for the 19/20 school year . Steve Levickas, our accountant and PTA member, prepared our taxes and also led the review with Rachel and Heather PTA members. All of last year's financials are in order and the financial review and taxes will be filed and copies sent to MDPTA, PTACHC.

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Current accounts and balances ( rounded see attached reports for actuals:

Eastern Saving Bank Checking : \$43,000

Eastern Saving Bank Savings : \$20,000

Paypal: \$3400

Total Assets: \$67,000

Expenditures: \$3000 (\$500 Advocacy, \$115 Fundraising, \$400 General , \$2000 membership)

I have attached reconciliation reports for July and August, as well as, our current statements of activity and financial position.

# Waverly Elementary School PTA

## STATEMENT OF ACTIVITY

July 1 - October 6, 2020

	TOTAL
Revenue	
4100 Membership Dues	2,910.00
4300 Fundraising Income	
4305 Hassle Free Campaign	680.00
<b>Total 4300 Fundraising Income</b>	<b>680.00</b>
4600 Interest Income	3.63
PayPal Sales	22.00
<b>Total Revenue</b>	<b>\$3,615.63</b>
GROSS PROFIT	<b>\$3,615.63</b>
Expenditures	
5100 Membership	2,035.50
5200 Advocacy Expense	
5206 Hospitality	468.75
<b>Total 5200 Advocacy Expense</b>	<b>468.75</b>
5300 Fundraising Expense	
5310 PayPal Fees	115.64
<b>Total 5300 Fundraising Expense</b>	<b>115.64</b>
5400 General	
5405 Gifts	100.00
5408 Office Supplies	75.00
5412 Taxes	200.00
<b>Total 5400 General</b>	<b>375.00</b>
<b>Total Expenditures</b>	<b>\$2,994.89</b>
NET OPERATING REVENUE	<b>\$620.74</b>
NET REVENUE	<b>\$620.74</b>

# Waverly Elementary School PTA

## STATEMENT OF FINANCIAL POSITION

As of October 6, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash and Marketable Securities	
1010 Checking	43,448.24
1070 Savings	20,093.94
<b>Total 1000 Cash and Marketable Securities</b>	<b>63,542.18</b>
1100 PayPal Bank	3,436.36
<b>Total Bank Accounts</b>	<b>\$66,978.54</b>
<b>Total Current Assets</b>	<b>\$66,978.54</b>
<b>TOTAL ASSETS</b>	<b>\$66,978.54</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
3010 Unrestricted Net Assets	37,218.96
3030 Reserve	29,138.84
Net Revenue	620.74
<b>Total Equity</b>	<b>\$66,978.54</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$66,978.54</b>

Waverly Elementary School PTA

Chart of Accounts > Reconcile

Chart of accounts > Bank register > History by account > Report

Reconciliation report

Account: 1030 Cash and Mark... Statement ending date: 05/29/2020

Waverly Elementary School PTA  
1070 Swings, Period Ending 05/29/2020

RECONCILIATION REPORT  
Reconciled on: 06/08/2020  
Reconciled by: wavgps@gmail.com

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance		20,088.89
Interest earned		1.70
Checks and payments cleared (0)		0.00
Deposits and other credits cleared (0)		0.00
Statement ending balance		20,090.59
Register balance as of 05/29/2020		20,090.59

Waverly Elementary School PTA

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Waverly Elementary School PTA

Chart of Accounts > Reconcile

Chart of accounts > Bank register > History by account > Report

### Reconciliation report

Account: 1070 Cash and Mark... Statement ending date: 04/30/2020

Waverly Elementary School PTA  
1070 Savings, Period Ending 04/30/2020

**RECONCILIATION REPORT**  
Reconciled on: 04/08/2020  
Reconciled by: wavepta@gmail.com

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance		20,087.24
Interest earned		1.65
Checks and payments cleared (0)		0.00
Deposits and other credits cleared (0)		0.00
Statement ending balance		20,088.89
Register balance as of 04/30/2020		20,088.89

Waverly Elementary School PTA

Chart of Accounts > Reconcile

Chart of accounts > Bank register > History by account > Report

### Reconciliation report

Account: 1070 Cash and Mark... Statement ending date: 06/30/2020

Waverly Elementary School PTA  
1070 Savings, Period Ending 06/30/2020

**RECONCILIATION REPORT**  
Reconciled on: 07/10/2020  
Reconciled by: wavepta@gmail.com

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance		20,090.59
Interest earned		1.65
Checks and payments cleared (0)		0.00
Deposits and other credits cleared (0)		0.00
Statement ending balance		20,092.24
Register balance as of 06/30/2020		20,092.24