**Churchville Middle School PTA Meeting**

Monday, September 28, 2020 - Regular Meeting

**Attendance:**

Bianca Parisi

Lisa Gami

Cindy Choi

Barbara Lonergan

Beth Neal

Erin Bruno

Vivian Noble

Stephanie Wieczorek

Anne Fleming

Kim Daly

Lynn Czapla

Samantha Arroyo

Christy Gumbach

Darren Morton

Manuela Hernandez

Christy Marcuccelli

Leslie Boeckel

Yvet Mediola

Mary Lou Eisenhauer

Kimberly Ptak

Principal Gina Reeder

Mr. Peter Richey

Mr. Richey provide hybrid/remote learning strategies and expectations for middle school students, including tips for staying organized and engaged. He suggests encouraging students to turn their cameras on, creating individual workspace, creating routines and including breaks. He also provided helpful tips on using the school-provided paper Agenda, and an online folder system. To review his presentation:

<https://docs.google.com/presentation/d/1oINLJCv_y2CmKYE8-FihB37yQ0epSK-gqHcfHw2xkys/edit#slide=id.p>

**Meeting was called to order at 7:15 PM**

**May 2020 Minutes – Stand as written**

**Principal’s Report (Gina Reeder)**

* Thank you to the PTA for providing hosting Distribution Day (in lieu of Locker Day) and the Teachers’ Breakfast.
* Today is the start of Week 4 in-person learning, and only six students were not self-certified this morning. It is crucial to self-certify each morning, and families can receive an automated text reminder each morning to keep this task top-of-mind.
* This afternoon was also the first Cross Country meeting, and Mrs. Reeder appreciates parents spectating from their cars.
* Picture Day will happen once all in-person students are back in the building. Stay tuned for more information.
* Parent/Teacher Conferences will be virtual. Parents will be provided links for each meeting.
* Outdoor Education options are being discussed.

**Officer Report – President (Bianca Parisi)**

* The Thursday, September 24th Eat and Earn at three McDonald’s locations earned $2,930.36 in total, or $976.77 per middle school.
* Three PTA positions are still open: Vice President, Science Olympiad Committee Chair, Book Fair Chair. Please contact Bianca if you are interested in learning more: biancaparisi4@gmail.com

**Officer Report – VP Membership/Fair Share (Cindy Choi)**

* To date, we have 98 PTA members and 105 Fair Share payments. Both can be paid online through MemberHub: https://churchvillepta.new.memberhub.store/store

**Officer Report – Treasurer (Lisa Gami)**

* The PTA is starting the year with a balance of $19,393.94.
* Erin Bruno provided a recap of the Audit. **(Addendum A)** Motion to adopt the Audit (Vivian Noble); 2nd (Leslie Boeckel). Motion approved.
* Lisa reviewed the budget. **(Addendum B)** Lynn Czapla asked for a breakdown of Spirit Items, and Lisa reduced the amount from $1,200 to $900. Motion to adopt the Budget (Darren Morton), 2nd (Beth Neal). Motion approved.

**Officer Report – VP of Events (Barbara Lonergan)**

* Committees are working to create normalcy through this year’s events.
* Thank you to Committee Chairs Kelly Hamblin and Deb Schaeffer for Distribution Day; Angel Allen and Michelle McDermott for Teacher Breakfast; Stephanie Weiczorek and Crystal Arduino for Stock Our Shelves; Leslie Boeckel and Bianca Parisi for Eat and Earn; Carrie Greene and Aileen Plamann for School Supply Kits; Kerry Galarza for Directory; Amanda Tolman for Communications.

**Committee Representative Reports**

* **Stock Our Shelves** – There were enough donations to create 17 full school supply kits for students, with an additional box of extra random supplies, earbuds, trappers and thermometers.
* **Fundraising** – To date, 59 orders have been placed for 94 masks, with an additional 10 masks being donated to the Clothes Closet.
* **Social Dance** – Plans are moving forward with a one-night outdoor Social Dance for 7th and 8th grade students using the school parking lot. Students will be assigned a socially-distanced space in the lot, and will learn line dances. Chaperones will be needed.
* **8th Grade Social** – Links ‘n Tees in Addison will offer a private mini-golf event, with a shotgun start, separating students in groups of 4. Chaperones will be needed. It is possible to replicate the event for all grades, and the three Social Chairs will work with the Social Dance chair to work out dates.

**Announcements and Upcoming events**

* **SERG** – There will be a SERG meeting tomorrow night; details to be posted on the Churchville PTA FB page.
* **BYOC** – Mrs. Reeder offered to host a Bring Your Own Coffee with the Principal virtual event. More details to come.
* **October PTA Meeting** – The next PTA meeting is Monday, October 30, 7 p.m. A link will be shared in the Oct. 30 PTA newsletter.

**Adjournment**

There being no additional business, there was a motion to adjourn the meeting (Barbara Lonergan) and then a second motion (Lisa Gami); Motion approved and meeting adjourned at 8:30 p.m.

Addendum A: Churchville Parent Teacher Association

Financial Examination Report for Fiscal Year ended June 30, 2020

The following report covers the examination of the financial books and records of the Churchville Parent Teacher Association for the fiscal year of July 1, 2019 through June 30, 2020.

The purpose of this examination is primarily to ensure that the Association’s financial activities are in compliance with its By-Laws. The review and examination included the following considerations and steps:

* Determination of the accounting methods of the Association;
* Review of the Association’s By-Laws regarding Treasurer responsibilities and any others that regard financial matters;
* Review of the minutes of Association meetings held during the fiscal year;
* Check the accuracy of the math in the checkbook, given a manual system was used;
* Perform formal bank reconciliations for the fiscal year to verify accuracy of those provided;
* Sample cash disbursements to determine they were paid for purposes appropriate to what was stipulated by the members and that they were adequately supported;
* Review any correspondence with government agencies and/or taxing authorities to determine whether any issues exist between them and the Association;
* Review to ensure that state and national PTA dues were paid in accordance with the By-Laws;
* Draw a general conclusion of the fairness of the Association’s financial records.

Based on the considerations and steps performed, the committee recommends the following actions be taken by the Association:

1. An elected officer who does not have check-signing authority should have online access to the checking account. Monthly, the officer should log into the account, review the activity and canceled checks, and report any suspicious activity to the board. *Currently only check signers have access to the account or original bank statements.*
2. When the Association has an event where cash and checks will be collected (for example Locker Day), the cash and checks should be counted by two people at the end of the event. An Income Receipt form should be completed and signed by both, and the funds should be deposited into the Association bank account either that day or the next business day. *This past year, Locker Day funds were not counted at the event and were kept at the VP-Membership’s house for 45 days before being deposited.*
3. When the President receives funds that are sent into school by members, the President should complete an Income Receipt form. The President should then give the funds and Income Receipt form to the Treasurer (who should recount the funds in the President’s presence) for bank deposit. The President should notify the appropriate committee that a member remitted funds for that purpose. *This past year, the President gave checks and membership forms she received via the PTA mailbox to the VP-Membership.*
4. The Treasurer must obtain a second signature or emailed approval for all disbursement requests. *Of the eleven disbursements tested, two disbursement forms did not have evidence of a second member requesting or approving the disbursement. However, one of the checks for those two disbursements were signed by the President in addition to the Treasurer. The other disbursement was an electronic check for state PTA dues.*
5. The Treasurer must have a second signature from an elected officer on checks of $500 or more. *Of the eleven disbursements tested, one of the checks over $500 did not have a second signature.*

Conclusion

Based upon the considerations made and steps performed as part of this examination, the audit committee believes the books and records fairly and accurately represent the financial activities and results of the Churchville Middle School PTA for the 2019-2020 fiscal year. The Association’s opening cash balance for the fiscal year 2020-2021 is **$19,393.94**.

Erin Bruno, CPA (inactive)

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**Addendum B: Churchville PTA 20-21 Final Budget**

