

Natcher PTO Date: August 19, 2019

Time: 5:30 p.m.

Location of Meeting: Natcher

Meeting called by: Shellie Tidball Type of meeting Monthly PTO

Secretary: Leslie Hudson

August 19 Minutes completed by Nicci Weaver

Attendees: Shellie Tidball, Nichole Weaver, Prashanti Chennamsettie, Megan Cardwell, Vedrana Forsythe, Kathy Sergent, Tina Bishop, Amanda Turner, Matt Thornhill, Karen Manley, Shanetti Jones, Chris McIntyre(WCPS finance Dept head) and Kathy Phelps (WCPS finance Dept)

Pre-meeting discussion: Fundraising opportunities – Spirit nights at Blaze Pizza, Bo Jangles, Brush and Board, Skate Center in BG, and Pink Zebra (staff only near Christmas). Marcos Pizza was mentioned, but considered a low priority due to low profit on previous ventures. Will revisit these options.

PTO to pay Abby Holt \$15 for babysitting services during meeting.

Meeting Agenda

I. Welcome and sign-in

II. Ice breaker with purse game. Door prize won by Megan Cardwell. Sign-up for monthly door prize and snack purchases. Budget for a door prize valued at \$10 and snacks \$12. PTO will reimburse participants.

III. Old Business/ Past Events

Notes:

Reports: Approval of July 15, 2019 and special meeting called Executive Board meeting on August 4 were approved.

Treasurer's report balance \$7,763.74

Megan Cardwell asked regarding Smart card total being \$1200. Smart cards are a slow process and deadline has been extended to August 23 to allow more time. Discussion of a prize offered such as ice pops on Friday if everyone sells at least one card [children who do not will be excluded from prize]. Parents expressed the need for Smart Cards to be immediate delivery to buyers rather than pre-order and wait. Suggestion to use an accountability sign out for cards given. They would also like to have them by early July if possible.

Discussion of goals for PTO funds toward 5-year technology plan for statewide testing. Mr. Thornhill is using Title I hold over funds to purchase two full Chromebook carts. He proposed PTO allocate at least \$4,000 to the purchase of Smart TVs and technology to assist with instruction. The district is willing to pay half the purchase cost of Smart TVs. Plan is to place order by Christmas to receive by the end of 2019- 2020 school year.

Correction to PTO schedule Fall Festival will be Friday, Oct 25 from 5:30-8pm

Karen Manley will check if this event will conflict with WKU homecoming and limit availability of Greek volunteers. It was also mentioned that Oct 25 conflicts with a Greenwood football game.

Central Office Booster Session Presenter: Chris McIntyre

Reminders: Natcher PTO is a 501c3 non-profit

Things to be sure to file Articles of Incorporation which lists all current board members and is a \$15 filing fee; 990 form for taxes and insurance (ours is provided by PTO today)

Mr. McIntyre strongly suggest downloading KDE Redbook for relevant forms. Budget form can be downloaded in an excel spreadsheet and simply filled in.

Revisit and update by-laws for PTO and approve them. Later discussion added that if changes need to be made for governance of debit/credit cards, Square processing, Venmo accounts, etc. to do at the next meeting.

Fundraisers are to be approved by the board and must comply with board policy. Be sure that you insurance will cover the activities that are chosen such as bounce houses, pony rides, etc. Fireworks and hot air balloons are a definite no go from the board.

Fall and Spring booster trainings are offered by the board through Larry Howellet or Brian Woosley. They will also be providing training videos on the board website throughout the year.

Mr. McIntyre strongly suggested having two signers on checks/ records of finances and multiple counts when working with cash intakes.

Board should be provided with access to monthly bank statements and reconciliations in advance.

PTO credit card is permissible, but not recommended. If utilized, strict policy and procedures need to be in place for this.

Shellie asked if an audit was needed with change of President and treasurer. Mr. McIntyre stated that a full audit could cost around \$2,500. He recommended a review instead due to cost. Shelton's CPA was among those recommended.

Megan Cardwell (CMA) suggested pulling 990s and reconciliations for the past years. Mr. Thornhill expressed that the past board had been together for around 6 years and performed much the same function as an audit at monthly meetings.

Karen Manley asked about Text to pay options for Smart Cards. We do have this ability. Money sent in this manner will be deducted from the total paid by Natcher for Smart Cards at the end of the sale via Shellie Tidball.

Kathy Phelps addressed Chromebook purchases for Natcher. Finance office will handle the PO and designate for PTO reimbursement. PTO should wait to receive invoice for the reimbursement from Central Office before making any payments.

Mr. McIntyre reiterated that Board of Ed employees cannot touch school money-- this includes substitute teachers. Mr. Thornhill assured them that was why PTO board has undergone recent changes.

WCPS Board of Ed per Mr. McIntyre will sponsor half the cost of re-mulching schools.

Shanetti Jones asked about the replacement of Natcher's roof as mentioned in the Daily news. Mr. McIntyre said they would most likely re-coat it with sealant (15-year guarantee) after it is evaluate for soundness/ leaks. Also addressed was the limited space of the cafeteria and computer lab-- expansion is doubtful.

Building capacity was discussed and Mr. McIntyre addressed the limited knowledge of KDE reps concerning actual growth of WCPS populations. After this, Mr. McIntyre and Ms. Phelps thanked us and excused themselves from the meeting.

Spirit Shop was discussed. Booth in cafeteria set up the 1st Thursday and Friday of the month.

Prashanti Chennamsetti will schedule volunteers. Shellie will be attending volunteer trainings to recruit likely candidates.

Parents present asked for both adult and youth sizes be available in the long-sleeve tees and hoodies this year. Shellie discussed the upcoming order—shirts will either be printed on black or orange tee/hoodies. Circle design will most likely be used.

Oriental trading site ideas were discussed-- glow in the dark hand clappers for after Candy sales party. House gear such as necklaces, sunglasses, etc. for spirit shop highly approved by parents present.

Fall Festival donations were discussed. Prashanti asked about mailing out letters and following up with personal contact in a week's time. It was suggested to go the first of the month to businesses for donation inquiries because quotas are quickly used up.

Meeting dates – No December meetings, January 27 and February 24 are on 4th Monday of the month instead of the 3rd Monday due to holidays.

Three ESS positions were approved for posting at Site-Base on August 19.

September will be candy sales month. Chocolate delivery will be on September 5, pep-rally kick off on September 9 and candy pickup on September 10. Parents will be able to pick-up candy. Only children with completed permission slips may participate.

Pelican spirit night is Wednesday, August 21 from 4-8pm.

Meeting adjourned approx. 6:45pm