

Cornerstone Academy PTA
Executive Board Meeting Minutes
September 20, 2017

President Jane Leverett cto at 8:04 am.

ww Jane Leverett, Janice Teske, Lori Koehn, Leslie Appling, Susan Marks, Merida Carrabba, D'Nette Doodds, Stephanie Pancioli, Irene Puhala, Betsy Humphrey, Roxanne Camden, Shana O'Grady, Meredith Moore, Jennifer Basham-Pluchino, Margaret Sanders, Christine Teel, Mayra Powers.

It is noted a quorum (10 people present) for meeting is met.

Minutes from May 2017 meeting approved.

Treasurer's Report (Meredith Moore): Current balance in checking is \$32,906.01 and savings is \$43,924.71, for a total current balance of \$76,830.72. Ms. Moore suggests to move bank account from 1st Community Bank to Chase. This change is to make transaction process smother for PTA. A motion to approve bank change was made by Meredith Moore and seconded by Stephanie Pancioli. Motion approved.

Ms. Moore discussed PTA insurance coverage and that it runs through November 2017. She has reached out for a quote for upcoming coverage.

Ms. Moore made a motion to keep CSA tax free days for BTSN and Carnival/Auction. Roxanne Camden seconded the motion and motion was approved.

Membership (Merida Carrabba): Ms. Carrabba reports that school directory is on track to go to print asap. She is currently trying to get more families included in directory and is also reaching out to families affected by Harvey for address changes. Ways and Means: It is reported that both BTSN and first day of school hot lunch were successful events.

Pave the Way Campaign has raised \$11,000.

Spirit Wear – Orders are being taking through Friday September 22, 2017.

Shana O'Grady states that a new water bottle will be added to spirit wear items to be sold at a later date.

Teacher appreciation lunches begin next month, with first on to be held on October 13, 2017.

School Supplies (Irene Puhala): Ms. Puhala states that due to minor vendor issues this school year, some items were missing in our order. She has requested teachers reconcile what is missing and replacement orders being ordered.

CSA Hurricane Harvey Relief: Ms. Johnson has reached out to affected families to assess their needs. A sigh up genius has been created to help donate to their needs.

Final Reconciliation Report (Susan Marks & Stephanie Pancioli): It is noted that during final reconciliation, irregularities were found. These problems have been corrected and recommendations made to streamline and bring up to PTA standards. Ms. Pancioli made a motion to accept reconciliation. Susan Marks seconded and motion approved by board.

New Business

Amendment of By Laws: A change is proposed for general meeting regarding by laws to be moved from February 2018 to May 2018.

Jane Leverett discussed the possibility of adding a President elect position to pta board. Will be discussed further at a later date.

Opening of Bank Statements: All bank statements must be opened by a separate person aside from current treasurer. Mayra Powers volunteered to be that point person. A motion was made by Roxanne Camden to approve Mayra Powers. Motion seconded by Betsy Humphrey. Motion Approved.

Records Retention Policy: Jane Leverett discusses need to adopt a retention of records policy. A motion was made by Roxanne Camden and seconded by Betsey Humphrey. Motion approved.

Conflict Of Interest Policy – Policy was passed around for board members to read and sign. Once this action was completed, Stephanie Pancioli made a motion to approve and Meredith Moore seconded motion. Motion approved.

Appointing SBISD Council Delegates: PTA President Jane Leverett appointed to serve in this role.

Budget Changes – cost of directory layout: No changes noted at current time.

Principal Jill Wright's Report: Ms. Wright notes that September 28th is a half day for students.

Open house is now on October 3, 2017. General board meeting to be held to vote in by laws as well as sell spirit wear. Timeline is as follows – 6pm there will be Spanish speaking presentation. 6:30 PTA meeting begins. 8:00pm parents will visit classrooms and Spanish speaking pta meeting will occur.

Final notes: Jane Leverett notes Leadership training is now available online (beginning in October) and PTA will reimburse the \$10 fee to any members who take it.

Ms. Leverett Adjourned meeting at 9:00am