

**Cornerstone Academy (CSA) PTA  
BOARD MEETING  
Wednesday, September 5, 2018  
Location: Library Annex Room**

*Quorum – Yes*

**Call to Order:** Susan Marks, President, called the meeting to order at 8:32 am.

**Officer Reports:**

**President:**

Susan noted the PTA Calendar for the year is posted and will remain updated on the PTA Website.

President Elect: This position is in our bylaws to fill and we are looking for an interested person. Please let Susan know if you know of someone that might be interested.

Conflict of Interest Form: Texas PTA Conflict of Interest form was circulated and signed by the Board Members. Susan Marks made a motion to approve the signed Conflict of Interest form. The motion was seconded by Stephanie Pancioli. The motion carried by unanimous vote.

Records Retention Policy: The policy is going to be reviewed and possibly changed to more accurately reflect what is being done. More to come on this in the future.

Electronic Big Form – The Big Form was online for the first time this year. The form was a big success.

General Meeting Schedule – Discussion around the number of required General meetings per the bylaws and how many were done last year and in years past. The number of General Meetings may be reduced to the minimum of 3 or 4 meetings a year, from 5 meetings. Bylaws will also be changed to reflect that the meetings can be held during any month in the school year. Jennifer Major, Parliamentarian, and Susan Marks will review bylaws and propose changes to General Membership as needed.

**Treasurer's Report:** Meredith Moore, Treasurer, was out of town on business, thus Susan provided the report.

***Current Financials:***

The budget has been slightly revised from a format only standpoint. The numbers themselves have not changed; line items have been moved around to better pair income and expenses. Budget now visually shows what is under PTA management and what is managed by Jill Wright, CSA Director.

Starting cash balance is very high now, as savings and checking have been combined in preparation for the PTA to relocate the banking relationship to Chase Bank from the former Credit Union. Treasurer and others are working closely with Chase in an effort to establish the new account. The Credit Union account will remain open until Treasurer and President are certain all checks have cleared the account.

## ***Budget Amendments***

- (1) Staff Appreciation had been budgeted at \$4,500, which included \$2,500 of PTA funds and an estimated \$2,000 of funds raised via the Big Form donations. This was the first year the PTA had an electronic Big Form and allowed for parents to contribute to Staff Appreciation on the Big Form. The \$2,000 budget estimate was made in the prior school year, as a conservative estimate, not knowing how the opportunity to give on the Big Form would be received.

The Big Form raised \$6,890 specifically for Staff Appreciation. Discussion around how to best handle the \$4,500 that had been budgeted and what the new budget number should reflect, as future years may not have the same level of generosity in the Big Form and should be continued to be funded at some level, by PTA funds.

Agreement was made that the budget should be revised to \$7,000 to reflect all monies raised by the Big Form as well as \$500 of PTA Funds. Agreement among attendees, that the PTA would provide a baseline of \$2,500 of funding next year, as a cushion against low Big Form giving.

Also, discussion around if the PTA would still solicit donations from the parents (financial, paper products, etc.), being that the PTA had raised enough money to provide a good Staff Appreciation experience without donations from the parents. There were varying opinions on this topic. Some felt that the parents should still be given the opportunity to contribute, even though sufficient money was raised via the big form. Reason being, perhaps they did not give on the Big Form, sometimes this is the only way parents can be involved in the school, feel connected and earn their volunteer hours. It was a group decision that we would continue to ask for parent donations, not for financial reasons, but for the reasons listed above.

- (2) Credit Card Fees: Budget currently set at \$500, actual turned out to be much higher due to additional credit card processing done via the Big Form and online store CC fees. Auction CC fees will not affect this line item as they are taken out by Auctria. Agreement that the budget should be increased to \$1,500 for credit card processing.
- (3) Membership Dues have historically been paid to TX PTA, but it did not have a separate line item in the budget. Discussion around adding a separate line item of expense for this item, so that it will tie directly to the PTA Membership income. Recommended amount was \$1,750.

Motion was made by Jennifer Major to make the following budget amendments: Staff Appreciation be revised to \$7,000, Credit Card fees revised to \$1,500 and expense line for TX PTA Membership added for \$1,750. The motion was seconded by Emily Paulson. The motion was carried with unanimous vote.

Reviewer for Bank Statements: Stephanie Pancioli offered to review the bank statements every month.

Designation of Tax-Free Days for 2019: Susan Marks made a motion to designate 2019 Tax Free days as Back to School Night and the Carnival/Auction. The motion was seconded by Stephanie Pancioli. The motion carried with unanimous vote.

Approval of Additional Bank Signer: Brief discussion around need for additional bank signers. Susan Marks made a motion to approve Jane Leverett (Secretary) as an additional signer. The motion is seconded by Jennifer Major. The motion carried with unanimous vote.

**Ways and Means:** Shyla Funk, Ways and Means Chair provided update. She is still soliciting donations and is focused on business donations now. Please let her know if you can think of any businesses that she should target that might be willing to giving to the school.

**Membership:** Heather Burkhart, VP Membership provided update. We are close to 347 PTA members. Membership is significantly up over last year and the goal is to reach 380 members. Direct and specific communication will be made to the Spanish Community to try to raise awareness and participation.

### **Committee Reports:**

**Auction/Carnival “Birthday Bash”** : Stephanie Pancioli and Jennifer Major, Auction Chair, provided update. The Birthday Bash will be held Friday, April 26, 2019.

There will be early signup for parties, prior to the auction, since there is little time between auction and end of school year. Signups will be online.

Starting October 2<sup>nd</sup>, the Auction Committee will begin meeting the 1<sup>st</sup> Tuesday of every month at 8 am at Liebman's.

They are drafting a list of committee chairs and will need to find people to fill the spots. Please consider helping and spread the word about the need to fill committee chairs.

**Sister Schools:** Heather Camfield CSA PTA member and SBISD PTA Council Chair for Sister Schools, met with our sister school and they are interested in furthering our relationship with them and increasing the level of our involvement this year. There was discussion around CSA possibly helping them with their Fall Fest. Perhaps the CSA NJHS can help with this and earn service hours.

**Special Committee Report** – Financial Reconciliation: Jennifer Major and Stephanie Pancioli provided report.

Items of note: (1) There should be better documentation of check requests. (2) Check request form has been revised and should be fully completed before reimbursement is to be made. (3) All Auction expenses should go

through Stephanie or Jennifer before being processed.

General Reminder: PTA cannot reimburse for taxes, please keep tax free form handy in order to receive the tax free benefit.

Stephanie Pancioli makes a motion to approve the Financial Reconciliation. Jennifer Major seconds the motion. The motion was carried with unanimous vote.

**Announcements:**

Susan Marks recognized and thanked all the various PTA Committee Chairs and helpers for all of their hard work so far this year.

SBEF Campaign and Style show: please consider attending and supporting SBEF Campaign.

Next General Meeting is Tuesday, September 25<sup>th</sup> at 6:30 pm.

Next Board Meeting is Wednesday, October 3 at 8:30 am.

**Adjournment:** The meeting was adjourned at 9:45 am.

Minutes prepared by Jane Leverett, Secretary.