

Mellon Middle School PTA Virtual Meeting
September 9, 2020
8:45 a.m.

1. Call to Order Moirā Aulbach
Meeting called to order virtually at 8:46 am via google meet
2. Approval of the March 11, 2020 Meeting Minutes Kelly Latona
Approved no changes
3. Treasurer's Report Soncerae Yeager/Allison Carey
See attached budget
We do have an increased carryover from last year because many activities were not funded at the end of the year since we went virtual.
Question was brought up about increased carryover and issues with IRS. Alison and Bonnie addressed this concern stating it will be fine as long as correct forms are filled out. Bonnie also noted that we have been in touch with PPTA already. This is an anomaly year but we did decrease our membership dues amount and are not holding a donation drive at this time which should help to balance things out.
4. Faculty Representative TBD
Amanda Saxman present and agreeable to continue role as faculty rep for the 2020-21 school year. She reported from the teachers thank you for the snack basket for beginning of school. The teachers appreciated it.
5. Executive Committee Reports
 - a. President's Report Moirā Aulbach
 - Welcome and thank everyone for joining in on the meeting.
 - Typically, we would have hosted a Welcome Back breakfast for the Mellon staff the first week the teachers were back in school but we weren't able to do that this year. We did put together a basket of healthy snacks for the teachers and staff to enjoy during the first week of school.
 - The Membership Toolkit program was successfully launched this school year without any major issues. A big thank you to Soncerae Yeager for ensuring that our Directory updating and Membership Drive could go on without a

hitch. As you all know, we decided to lower our membership fee to a one-time rate of \$8 for everyone to encourage families and guardians to join the PTA. Last year rates were \$15 individual membership and \$11 for teachers. We understand that these are challenging times and that folks may not be able to join at this time. If the kids go back into school, we will likely need to commence a donation drive to make up some of the lost cost from the membership drive that will be needed to fund any assemblies, field trips, etc. We are also likely going to have a Spiritwear fundraiser at some point this fall/early winter. Please make sure if you are a committee chair that you join the PTA.

- Picture day is cancelled for the time being but may be rescheduled for sometime later in the year if school opens up again.
- 8th Grade Career Day: Amy Whealdon and Kara Gillespie have been thinking about Career Day and talking with their colleagues across town at JMS. What they have discussed for this year is to reach out to individuals and ask if they might be interested/able to put together a video about their career. They would collect all the videos and then have a nice resource for students to access. They will continue to collaborate with JMS and will be in touch in regards to how our PTA can help to support the event.
- Odyssey of the Mind: The Odyssey of the Mind program announced a virtual plan and released the problems early so that kids could get working on them. Bonnie Dougherty, PTA Council President, decided that if there is a team from a specific school, that the team parent could contact the PTA to let us know that they are still planning to participate and to **ask** that their budget line remain in your budget. The state PTA level Odyssey teams understand that things are not normal this year - that we are doing our best with what we have and that some adjustments may be necessary.
- Reflections: "I Matter Because ..." is the theme for the 2020 Reflections program. There are some changes that need to be highlighted:
 - The student entry form is now only 1 page that is preceded by 2 informational pages.
 - There is a new page that includes a link to a new guide on "How to Run A Virtual Reflections Program."
 - All entries that are advancing from your local unit/school, along with the student entry form, need to be copied on to a flash drive to be given to the next level of judging. Since there might be limited access to schools and concerns about sharing of entries, it was decided that it would be best to keep all entries at the local school level. More details will be provided about how to organize the entries later.

- 2020-2021 Budget – a big thank you to Allison Carey for pulling together our budget information from the close of 2019. We appreciate all of her help!

b. First VP's Report
No report

Kiersten Lane

c. Second VP's Report
Awaiting call back from spiritwear company BSN to proceed with sale

Diane Rattay

d. Third VP's Report

Chris Wolfson

<u>Item</u>	<u>Description</u>
New Faculty & Staff	<ul style="list-style-type: none"> • Mrs. Molly Bangthe - ABA / Special Education • Michelle Filey - Secretary to the Assistant Principal / Attendance • One PCA position is still open • One .5 PCA position is still open
E-blasts	<ul style="list-style-type: none"> • Reminder – make sure we have a valid e-mail address! • Make sure you check your e-mails from “Mellon Middle School” • noreply@mtlsd.net
New Principal's Newsletter	<ul style="list-style-type: none"> • https://www.smores.com/1jduy-mellon-middle-school-moments • Make sure you bookmark it and check back often! This newsletter has the ability to update in real time and all emails that I send out are placed in newsletter for future reference.
Technology Concerns	<ul style="list-style-type: none"> • Welcome to Mike Hladio - K12 Technology Integrator. Mike has been a ELA teacher at Jefferson for 19 years and this year is taking on a role to provide teachers with as much support as possible • Any tech concerns should be sent to RemoteSupport@mtlsd.net • District purchased a Zoom license and will try to roll that out to help with issues that Google meets is having
School Pictures	<ul style="list-style-type: none"> • Postponed until students return to the building
Open House	<ul style="list-style-type: none"> • MMS is currently in the process of planning a virtual open house experience for parents. More information will be forthcoming.

Important Dates	<ul style="list-style-type: none"> • TBD - Open House • 9/28 - Yom Kippur / Schools Closed • 10/12 - Teacher In-Service / Schools Closed • 10/14 - MMS PTA Meeting / Principal's Coffee (Virtual) • 10/30 - End of 1st Quarter • 11/3 - Teacher In-Service / Schools Closed • 11/18 - MMS PTA Meeting • 11/25 - Early Dismissal for Students • 11/26 - 11/27 - Thanksgiving Recess / Schools Closed
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Mr. Wolfson also reported that MS sports have started back up on Tuesday Sept 8. We are looking at doing microexperiences to get small groups of kids back in the buildings. These are opportunities not graded experiences most likely to start with music ensembles. They are looking to the HS for direction since they were able to hold a successful band camp with lots of precautions in place.

e. Secretary's Report Kelly Latona
Reviewed attendance since some people joined via phone and only encrypted number is shown asked them to send me their name in chat so I could record it. See attached attendance sheet.

f. Historian's Report Linda Harrold
No report at this time

6. Committee Reports

a. Council Delegate
Our council Rep is Katie Shaw but there has not been a council mtg yet this year so no report. Bonnie D (Council President) states that she is in talks with Dr Steinhauer to schedule. Meeting date and time should be finalized by today but tentatively scheduled for 9/25/20.

b. Membership
See president's report

c. Odyssey of the Mind
see note in President's report

d. Reflections
See note in President's report

e. Writing Lab

Mr Wolfson reports that Mrs Kollar, the writing lab clinician is working on ways to adapt writing lab to virtual setting while still using adult volunteers to possibly provide written feedback but not meeting with kids on zoom or google meets, more information should be forthcoming.

7. Old Business

none

8. New Business

a. Approval of the 2020-2021 Budget

See attached Alison Carey made motion to approve and Katie Shaw second.

b. Audit Committee Report

Completed by Tara Heindenreich, CPA

**Audit Findings and Recommendations Report
Mellon PTA for period 7/1/2019 to 6/30/2020**

Summary of the Procedure of the Audit:

Completed the audit for the Mellon PTA on September 7, 2020. Supplied with and reviewed the following documentation:

- Net Worth Statement as of 6/30/2020
 - Transaction Report 7/1/2019 thru 6/30/2020
 - Itemized Categories Report 7/1/2019 thru 6/30/2020
 - All bank statements 7/1/2019 thru 6/30/2020
 - Documentation for all deposits and checks written 7/1/2019 thru 6/30/2020
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- I verified from check images on bank statements that all checks had two signatures. Verified there were no gaps in the check sequence.
 - I examined supporting documentation for checks written. Reviewed every 10th check and every check over \$200.
 - I examined supporting documentation for deposits. Reviewed every 10th deposit and every deposit over \$500.
 - I reviewed the Itemized Category Report.

Findings and Recommendations:

All financial records were well organized. Filing system was easy to follow. All items were categorized appropriately.

Findings:

1. Check # 2473 dated 10/16/2019 in the amount of \$415.00 had no back-up documentation. This check was to fund the cash box for the Book Fair.
2. No cash box documentation attached to the Deposit dated 10/30/2019 in the amount of \$3,237.99

Recommendations (& Reminders):

1. Ensure cash box documentation is totaled and easy to follow. Continue to provide 2 plus signatures on all cash box back-up and any time cash is counted. This should take place immediately after the event.
2. Remind PTA members to not pay sales tax, especially for large purchases.
3. Prior to June 30, ensure all Pay Pal funds are transferred to the checking account.
Alison clarified about sales tax, if you are purchasing something to resell then pay the sales tax upfront because there needs to be a taxable event. If not to resell than don't pay the sales tax. Moira can give out the sales tax exempt information to anyone that needs it.

9. Adjournment

Sign In Sheet Virtual Attendance

1. Bonnie Dougherty
2. Chris Wolfson
3. Diane Rattay
4. Moira Aulbach
5. Michael Hladio
6. Allison Carey
7. Katie Shaw
8. Amanda Saxman
9. Tara McWilliams
10. Mary Ellen Donato
11. Soncerea Yeager
12. Stephanie Fedro-Byrom
13. Denis Skorsky
14. Linda Harrold
15. Kiersten Lane
16. Ben Canan
17. Danielle Britton Walker
18. Racha Jain
19. Malachi Walker
20. Kelly Latona