

McKenzie PTA
Executive Board Meeting Agenda and Minutes
October 9, 2018 – immediately following General Board meeting – Conference Room

I. Welcome – President, MaryAnne O’Keefe, 5 minutes

- Call to Order/Purpose of Meeting/Agenda Review/Updates
- Conflict of Interest Statement - Elizabeth Candido
 - *Submitted to all attending members, all in agreement and signed
- Approval of Meeting Minutes: Exec Board May 2018
 - *Awaiting submission for Board approvalSeptember 2018 Exec Board Meeting Minutes
 - *Submitted to Board and approved

II. Programs/Events Reports and Follow Up/Next Steps – All

President – MaryAnne O’Keefe – 5 minutes

- Open positions: Bike Safety, Civics and Safety, Charging for Cheetahs, STEM Night, Box Tops
 - *Student Council now will chair Box Tops
- Change in calendar - No Environmental Awareness this year but National Walk / Bike to School Day- 10/10, Chair- Kelly Levine
- Interest in D39 Ed Foundation Attire to Inspire November 7 from 7-9:30 Michigan Shores Club

Treasurer –Julieta LaMalfa/Vivian Underwood – 10 minutes

- September Financial Report
 - *See attached
- iGNITE update – financial/reporting
 - *Request more communication to parents to boost participation
 - *Participation lower in some grades than previous year
 - *Request to set-up a visual giving board for parents to see participation numbers
 - *Request for more communication to parents explaining how iGNITE funds are used
 - *Requesting posts in Monitor showing pictures of field trips
 - *Idea of incorporating iGNITE information during Fall Frenzy to help educate parents about iGNITE and encourage giving
- Remind chairs to send reimbursement/check requests promptly and that NO TAX will be reimbursed

Webmaster - Denise Lam - 5 minutes

- Updates for the Website
- Flexible Classroom
 - *Still on track with continuing phases

Enrichment –Laura Werling/Nathan Harada – 10 minutes

- Updates: Grade-Level Enrichment, Garden, CRC, and Fine Arts
 - *Kindergarten working on Living/Non-Living project
- Upcoming: Junior Great Books (begins in January 2019)

Fundraising –Jamie Dennis/Megan Van Buiten – 15 minutes

- Recap: Parent Party
- Need for a Parent Party fundraising think tank of current and former chairs
 - *Idea submitted and discussed to move Parent Party date to later in year
 - *Discussion of Executive Board setting venue and date for the Parent Party
 - *Survey Monkey to be sent out to parents that attended Parent Party for feedback and suggestions for future years
 - *Discussion on when to close Click Bid for purchase of parties from Parent Party
- Upcoming: Fall Frenzy (10.12) Book Fair (November parent teacher conferences)

Room Parents –Casey Brown/Allison Allen – 10 minutes

- Upcoming: Teacher/staff gift fund – November deadline? Fall Conferences teacher/staff dinner
 - *Discussion on how to send emails and timing as to not overwhelm parents with information- finding effective solution
 - *Informing Teacher/Staff gift fund deadline to parents, not mandatory and parents may elect to give individually
- Stuart Rodgers' school pictures and retakes- 10/11
- Stocking of the Teachers' Lounge and donated Keurig
- Staff Appreciation committee and planning meeting

Secretary – Elizabeth Candido/Allison Frazier – 5 minutes

- Upcoming: Nominating Committee
 - *Information to be submitted to Monitor after the Book Fair
 - *Requests for names to be submitted for committee

President Elect – Amy Falkowski – 5 minutes

- Exec Board Job Descriptions
 - *Date for submission to be set by Amy with descriptions
- School Gift Survey- Flexible Classroom Initiative
 - *Still raising money towards future phases
 - *Parent Party and Fall Frenzy proceeds to directly fund
 - *\$75k must be left for reserves in account
 - *Future projects for PTA's Gift Back to McKenzie

Adjournment/Next Steps:

- General Board Meeting, November 13th, 8:40am in the Cafeteria, Exec Board Meeting to follow
- Mark your calendars: December 11,2018 Exec Board Meeting and Holiday Celebration- MaryAnne O'Keefe's home, 132 Lawndale
- NO General Board Meeting in December 2018

Executive Board Members in Attendance:

Margie Swain
Laura Werling
Laura Keslosky
Allison Frazier
Casey Brown
Heather Metz
Shauna Smith
Amy Falkowski
MaryAnne O'Keefe
Allison Allen
Julietta LaMalfa
Nathan Harada
Megan Van Buiten
Jamie Dennis
Elizabeth Candido

McKenzie PTA
Profit and Loss
September 1-30, 2018

Beginning Book Balance 9/1/18 **114,822.06**

Total

Income

CURRICULUM ENHANCEMENTS

Ignite Income 9,005.00
School Play 3,850.00
Total CURRICULUM ENHANCEMENTS \$ 12,855.00

DONATION/COMMUNITY BUILDING

Teacher & Staff Gifts/Donation 3,080.00
Total DONATION/COMMUNITY BUILDING \$ 3,080.00

FUNDRAISING

Birthday Books 905.00
Cash back programs 79.00
Total FUNDRAISING \$ 984.00

INTEREST INC

9.43

MCKENZIE PTA MEMBERSHIP

Directory - Print 185.00
Total MCKENZIE PTA MEMBERSHIP \$ 2,485.00

SCHOOL SERVICE INCOME

Yearbook 1,821.16
Total SCHOOL SERVICE INCOME \$ 1,821.16

Z - Inactive Income Accounts

Uncategorized Income 0.00
Total Z - Inactive Income Accounts \$ 0.00

Total Income \$ 21,234.59

Gross Profit \$ 21,234.59

Expenses

CURRICULUM ENHANCEMENTS EXPENSE

Ignite Grade Expenses 50.00
School Play 12,600.00
Total CURRICULUM ENHANCEMENTS EXPENSE \$ 12,650.00

Flexible Seating

21,016.13

FUNDRAISING EXPENSES

Parent Party 1,515.93
Total FUNDRAISING EXPENSES \$ 1,515.93

MANAGEMENT & GENERAL EXPENSE

Insurance 795.00
Total MANAGEMENT & GENERAL EXPENSE \$ 795.00

MCKENZIE PTA MEMBERSHIP-EXPENSE

Directory - Print -10.00
Total MCKENZIE PTA MEMBERSHIP-EXPENSE -\$ 10.00

SCHOOL SERVICE EXPENSE

Hospitality
1st Day School Coffee 257.15
Teacher Appreciation - Buckets of Love Gift Cards 400.00
Total Hospitality \$ 657.15
Staff Reimbursement 293.86
Total SCHOOL SERVICE EXPENSE \$ 951.01

Total Expenses \$ 36,918.07

Net Operating Income -\$ 15,683.48

Net Income -\$ 15,683.48

Ending Book Balance 9/30/18 \$ 99,138.58

Ending Bank Balance 101,348.52

McKenzie PTA					
Profit and Loss					
October 1-31, 2018					
Beginning Book Balance 10/1/18	99,138.58				
	Total				
Income					
CURRICULUM ENHANCEMENTS					
Ignite Income	5,075.00				
School Play	350.00				
Total CURRICULUM ENHANCEMENTS	\$ 5,425.00				
DONATION/COMMUNITY BUILDING					
Teacher & Staff Gifts/Donation	2,174.00				
Total DONATION/COMMUNITY BUILDING	\$ 2,174.00				
FUNDRAISING					
Birthday Books	365.00				
Cash back programs	43.00				
Fall Frenzy	8,285.78				
Total FUNDRAISING	\$ 8,693.78				
INTEREST INC	9.48				
MCKENZIE PTA MEMBERSHIP	675.00				
Directory - Print	30.00				
Total MCKENZIE PTA MEMBERSHIP	\$ 705.00				
SCHOOL SERVICE INCOME					
Merchandising - Spiritwear	195.00				
School Supplies	2,143.06				
Total SCHOOL SERVICE INCOME	\$ 2,338.06				
Total Income	\$ 19,345.32				
Gross Profit	\$ 19,345.32				
Expenses					
CURRICULUM ENHANCEMENTS EXPENSE	1,801.94				
Field Day	130.00				
Ignite Grade Expenses	2,529.00				
Fine Arts	426.41				
Ignite Student Services	1,935.00				
Total Ignite Grade Expenses	\$ 4,890.41				
Total CURRICULUM ENHANCEMENTS EXPENSE	\$ 6,822.35				
DONATION/COMMUNITY BUILDING EXP					
Destination Imagination	-40.00				
Ice Cream Social	507.41				
Teacher stipend/learning commons	46.94				
Total DONATION/COMMUNITY BUILDING EXP	\$ 514.35				
FUNDRAISING EXPENSES					
Fall Frenzy	1,365.00				
Parent Party	9,735.04				
Variety Show					
Supplies	33.83				
Total Variety Show	\$ 33.83				
Total FUNDRAISING EXPENSES	\$ 11,133.87				
MANAGEMENT & GENERAL EXPENSE					
Bank Charge - PayPal Fees	758.41				
Office Supplies Executive Board	66.57				
Total MANAGEMENT & GENERAL EXPENSE	\$ 824.98				
SCHOOL SERVICE EXPENSE					
Hospitality					
Back to School Teacher Luncheon	630.00				
PTA Meetings	67.80				
Teacher Appreciation Activities	343.77				
Welcoming New Families					
New Parent Reception	447.97				
Total Welcoming New Families	\$ 447.97				
Total Hospitality	\$ 1,489.54				
Merchandising - Spiritwear	267.50				
Staff Reimbursement	141.39				
Total SCHOOL SERVICE EXPENSE	\$ 1,898.43				
Total Expenses	\$ 21,193.98				
Net Operating Income	-\$ 1,848.66				
Net Income	-\$ 1,848.66				
Ending Book Balance 9/30/18	\$ 97,289.92				
Ending Bank Balance	105,043.47				
Monday, Nov 12, 2018 09:24:08 AM GMT-8 - Cash Basis					