

GENERAL BOARD MEETING AGENDA AND MINUTES

October 9, 2018, 8:40 am - 10:00 am - School Cafeteria

I. Welcome- President, MaryAnne O'Keefe

II. Call to Order

- Purpose of Meeting/Agenda Review/Updates
- Announcements

III. Approval of May 2018 Meeting Minutes

*Approval pending

Approval of September 2018 Meeting Minutes

*Submitted and approved

IV. Faculty Report- Courtney Lauer

*See attachment

V. Principal Report – Melanie Horowitz

VI. Executive Board Member Reports and Updates

- President, MaryAnne O'Keefe
- President Elect, Amy Falkowski
- Treasurer, Julieta LaMalfa
 - September Financial Reports
 - *See attachments
- Communications VP, Courtney Radde
 - *Idea submitted to thank community members who have contributed to McKenzie via The McKenzie Monitor
- Enrichment VP, Laura Werling
 - *McKenzie iGnite website praised and recognized by Central School
 - *Third Grade finished with field trips for the year
- Room Parents VP, Casey Brown
 - *Parent socials being held in each grade
 - *School picture retakes on 10/11
 - *Staff Appreciation committee requesting volunteers
- Fundraising VP, Jamie Dennis
 - *Parent Party a big success and well attended
 - *Book Fair upcoming, request for volunteers
- Community Building VP, Margie Swain
 - *Over 20 parents attended the New Parent Orientation reception
 - *Winter coat drive upcoming- requests for items for the drive
 - *National Bike or Walk to School- 10/10, Chaired by Kelly Levine

VII. Committee Chair Reports

- Parent Party 2018
 - *Party well attended, numbers slightly lower than previous year, possibly due to holiday weekend and marathon
 - *Requests from parents for pictures and post party information be posted to the PTA website
 - *Discussion of moving future party date to later in year or keeping the same date for party each year
- Book Fair
 - *Being held this year during week of Teacher Conferences
 - *Historically the 3rd largest fundraiser for McKenzie
 - *55% of sales go directly to McKenzie

- Fall Frenzy 2018
 - *On track to surpass numbers from previous years
 - *More sponsors for games than last year
 - *Photographer on site to capture photos
 - *Volunteer sign ups on track
 - *Baked goods being donated and on track
- Gardens
 - *Representatives from McKenzie attended District-wide meeting
 - *Decorating pumpkins and scarecrows
 - *Asking for 3rd and 4th grade parent volunteers
 - *Requested donations of fabric for looming
- Yearbook
 - *All volunteers spots filled
 - *10/31- cost of yearbook goes up
 - *Submission of over 100 entries for cover contest

VIII. New Business/Next Steps/Other

- *Nothing to report

IX. Next General Board Meeting - November 13, 2018 8:40 am in the Cafeteria

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

2,300.00

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					