

Lewis PTA Meeting Minutes

Tuesday, April 21, 2009

1. **CALL TO ORDER** – 20 in attendance
2. **PLEDGE OF ALLEGIANCE**
3. **SECRETARY'S REPORT**– Cathy Kichler
Minutes: Are there any correction to the minutes:
 __X__ The minutes are approved as read
 _____ The minutes are approved as corrected
4. **CORRESPONDENCE:** thank you note from Outreach Chairs at the Middle School for helping with the clothing drive for Case Elementary; thank you from Mrs. Kendra's class for Read-a-Thon and Read-a-Palooza; thank you note from Julia Polster - 1st grade Read-a-Thon grand prize winner
5. **TREASURER'S REPORT** – JoEllen Weingarten

Balance on hand 4/21/09	\$ 16,220.97
Expenses	\$ 2,628.11
Income	\$ 5,520.45
Savings Account	\$ 10,881.07
6. **PRINCIPAL'S REPORT** – Mr. Fred E. Bolden – Read-a-Palooza received 3 calls against before and 12 extremely happy calls after the party; 3rd Grade Fun Night both fun and long – 6-9pm; Ohio Department of education – on May 6-7 a large team will come to Solon to study us and we are representing the top standard for the state.
7. **2ND VICE PRESIDENT'S REPORT** – Martha Hart – April testing
8. **1ST VICE PRESIDENT'S REPORT** – Faith Gilbert – Spring Fling - Leigh Goldie won ticket
9. **PRESIDENT'S REPORT** – Lainie Cohen
Committee chairs for 2009-2010 school year: Please let me know your intentions for next year. *
Volunteers needed to answer office phones from 11am – 2pm on Friday, May 1st Susan Weiss
Orchard School Supplies: info for graduating 4th grade parents*
Thanks to:
 - 3rd grade Fun Night Chairs, Susan Weiss and Lisa Waxman (plus all parent volunteers for event)
 - Read-a-Thon fundraiser committee
 - Read-a-Palooza committee and volunteers
 - Everyone who volunteered at/donated to Budget Bin* - Lewis did a great job this year
10. **COUNCIL DELEGATE REPORT** - none
11. **COMMITTEE REPORTS:**
 - **½ price Bookfair** – daytime hours - Weds and Thurs 11-3pm; Earth Day theme; the following donated “green” products to give out during Bookfair: 3greenmoms.com, Giant Eagle, Solon Hardware and tool Rental, Wal-Mart, and Wildlife Garden. We will stay tonight and set up after the meeting; One for Books – for every dollar we collect – Scholastic will donate a dollar to one of three charities.
 - **Spring Fling** – tickets \$22 each – May 1st 11am-2pm - same day as K tea – can do both
 - **4th Grade Yearbook Supplement**
 - **4th Grade Graduation Wall**
 - **Class Gift** – Andrea Martin Clay – birdfeeders that will stick to the windows; pictures for the back hallway; possibly another wireless microphone
 - **School supplies** - Colleen Tsironis – look for info coming soon – parents will order online and will be shipped to our homes – May 18-July 1
 - **Read-a-Thon**
 - Jump Rope and Hoops for Heart will move to November so parents are not asked so close together for funds
 - Several other improvements will be pursued for next year
 - PTA profits = \$8,520.99 after total of \$476 in expense
 - Student envelopes: mean = \$19, median \$25, mode \$0
 - Student participation rate = 72%
 - **Volunteer Appreciation Brunch** – looking for entertainment volunteers
 - **4th grade grade dinner** – need non-4th grade parent volunteers on Friday May 29th 5-9pm
 - **OPEN** – Stacy Esper – lecture Next Tuesday on bullying and the effects of bullying at the Solon BOE; OPEN lectures are available to watch anytime online at solonschools.org

Any Committee I forgot to call on?

12. UNFINISHED BUSINESS

Read and Vote on Slate of Nominations for 09/10 Executive Board;

President – Stacy Weber

1st VP – Cathy Kichler

Secretary – Sheryl Golden

Treasurer – Andrea Martin-Clay

Council Delegates - Debbi Barson, Stacy Esper, JoEllen Weingarten , Teresa Whitham

1st by Fred Boldon – 2nd by Leigh Goldie, voted in

Standing Rules revisions – proposition to adopt 1st Mrs. Sharp 2nd Leigh Goldie. Voted to adopt as follows:
Standing Rules revisions – read aloud, to be voted on at April meeting:

Standing Rules

Dorothy E. Lewis Elementary PTA

Revised March 2009

Standing Rules Changes:

These Standing Rules may be revised or suspended by majority vote of PTA members present after discussion, provided the changes have been read and discussed. Prior notice is not needed.

Bylaws:

Each unit should inform the Council President a minimum of one month before a change in bylaws is voted on.

Membership/Voting:

- A person must be a member of the Unit where they want to vote, serve as a committee chair, audit committee or nominating committee or serve on the board. Membership in one Unit PTA does not give voting privileges at other units.
- The membership list of this association shall not be given to any person or group outside the association.

Nominating Committee:

- The Solon Council of PTA's Nominating Committee shall present their slate of officers before any unit Nominating Committee shall meet. The nominating committees of each unit shall make the selection of the slate of officers so there are no duplications between the slates of the Solon Council of PTA's or any Solon PTA units.
- A position on the slate cannot be offered before the nominating committee meets.
- The committee will be provided the current bylaws, membership lists, directories from Dorothy Lewis Elementary, and a list of current officers eligible to serve a second term.
- Each member of the committee has an equal vote. A majority vote of the committee is needed for each officer included on the slate.
- The chairperson of the committee will be determined at the meeting.
- All discussions during the meetings are confidential.
- The slate will be in the following order: President, Vice President, Second Vice President, Treasurer, Secretary, Council Delegates (4).
- The slate of officers is confidential until announced. Individuals offered positions should be asked to keep their nomination confidential until the slate is made public.
- The slate will be communicated via email within one week after the meeting so that those who expressed an interest in a position but were not nominated can be contacted before the slate is made public.
- The nominating committee will then present a written copy of said slate to the unit president to be distributed to all other unit presidents.
- Nominations from the floor must be given to the President at least one week before the meeting at which the vote will occur.

Sunshine Fund Guidelines:

- Lewis PTA will send appropriate cards to Lewis Elementary staff, students or their immediate family members, and PTA Board members upon notification of a lengthy illness, birth or adoption of a child, death of an immediate family member, retirement, etc..
- Lewis PTA may vote to make individual exceptions to extend our concerns; discretion will be used in the case of unusual situations.

- In the case of serious illness or death of a Lewis Elementary staff member, student or his/her immediate family member, a donation may be given, not to exceed \$100. In the case of serious illness or death of staff or students in the district but not at Lewis, a donation may be made not to exceed \$25.
- In the case of retirement of a member of the Lewis Elementary staff, a gift or donation not to exceed \$50 may be given on behalf of the Lewis PTA.

Ohio PTA Sponsored Conferences:

The Lewis PTA may be represented at the Ohio PTA convention by the President or his/her alternate and the Vice President or his/her alternate. Registration fees incurred by representatives to workshops, conferences, and other related meetings should be paid by the Unit as the budget allows.

Procedure Books/Reports: Officers and Chairpeople, during their term of office, shall keep procedure books and/or reports which shall contain a record of their work and shall return these to the current President by the final meeting of the school year or upon completion of their duties. The outgoing President shall give the books to the incoming President by June 30th.

Unexcused Absences – Executive Board:

Any Executive Board member who has three unexcused absences from board meetings, plus failure to perform and/or report committee work shall be relieved from his/her duties.

Past President Pin:

This unit shall present a Past-President's pin or bar, as appropriate, to the President at the completion of her/his term of office. The Treasurer shall be responsible for purchasing the pin or bar from the Ohio PTA office.

Installing Officer:

The installing officer shall be chosen by the outgoing President. Cost of the installation of officers shall be borne by the Unit, in an amount not to exceed the budget.

Achievement Award:

An Ohio PTA Achievement Award may be presented to honor either a PTA member or someone in a related field who has rendered long or outstanding services to Dorothy E. Lewis PTA. The achievement award shall be purchased using Dorothy E. Lewis PTA funds.

Financial

Budget Committee:

The Budget Committee shall consist of the President, Vice-President, Treasurer, a Ways & Means chairperson and additional members as deemed necessary.

Budget:

Committees may not exceed their budget by more than 10% without prior approval of the Executive Board.

Executive Committee:

The Executive Committee has the authority to spend up to \$100 for any expenses incurred between regular meetings.

Receipts:

Receipts must be presented to the Lewis PTA Treasurer within 90 days of the expenditure in order to be reimbursed. If any purchases are made on behalf of PTA and the documentation is not presented within the 90 day period, the purchase must first be approved by the treasurer or it will be considered a donation to PTA. A donation receipt letter may be requested from the treasurer and will be provided if requested.

Checks: Checks written for under \$500 need only to be signed by the Treasurer; for checks exceeding \$500 (excluding the transfer of funds), both the Treasurer and President must sign.

Taxes: The Lewis Treasurer will file Form 990 with the IRS (in November) after the end of the fiscal year in which gross receipts exceed \$25,000.

Summer Bills:

Summer bills may be paid before the budget is approved at the first general meeting with Executive Committee approval.

Contracts:

Contracts signed with any individual, firm, or organization for foods or services on behalf of this Unit shall bear the signature of the President or someone designated by the President.

Gratuity:

Any gratuity including gifts or financial benefits received because of a position held in PTA will be turned over to the PTA unit.

NSF Check Policy:

- The Treasurer shall notify by phone the writer of the bad check as soon as possible.
- If the response is not satisfactory, the Treasurer will follow up with a letter.
- The writer of the returned check is to cover the amount of the check in cash, plus the bank's returned check fee
- The check is not to be presented to the bank a second time for payment.
- A minimum of two phone calls and a letter are to be undertaken by the Treasurer in order to attempt to collect the funds.

Council Spring Luncheon:

Should the Solon Council of PTA's hold a Spring luncheon, gratis invitations may be extended to guests of the Dorothy E. Lewis PTA as determined by the President.

Fundraising

Budget Bin: (from High School)

- This Unit shall participate in the Spring and Fall Budget Bin sales held each year.
- All elected officers of this Unit shall assist with the operations of each Budget Bin.
- The profits derived from the sales shall be placed in the Solon Council of PTA's Scholarship account.
- This Unit's President shall serve on the Solon Council of PTA's scholarship selection committee. However, should the President be the parent of a Senior at Solon High School, she/he shall be replaced on this committee by the Vice President, Secretary, or Treasurer in the mentioned succeeding order.

Ways & Means: Refer to Council Article XI Ways & Means / Fundraising

- At the beginning of the school year, each unit president and Ways/Means chairperson should meet with their Principal to discuss how they would like to handle projects in their school.
- The Presidents shall meet with the Council President at the start of the school year to discuss plans for each unit's projects for that school year.
- Each unit President shall report additional projects or any changes in projects at PTA Council President's meetings.
- Due to District boundaries, only Lewis, Parkside, Roxbury, and Arthur Road Elementary Schools may participate in similar fundraising activities in the same semester.
- Council projects are considered District-wide and involve all units.
- The work of the Ways and Means projects should be the responsibility of the PTA volunteers.
- Once approved, material to be placed in other unit's newsletters must be copied in the appropriate quantity by the PTA unit sponsoring the project.
- Receipts must be presented to the treasurer within 90 days
- Unexcused Absences – 3 absences plus lack of committee work;

13. NEW BUSINESS

14. ADDITIONAL QUESTIONS OR ANNOUNCEMENTS

Amy Polster – Much trash on the playground, can it please be cleaned up? Kids will wear vinyl gloves and pick up trash during recess. Fred will arrange shortly on a Tuesday or a Friday.

If you need to be reimbursed for PTA events, please get your paperwork filled out and in the Treasurer's box on the school office. JoEllen will pay you in short order. **Please** cash your checks so we are able to close out the fiscal year without uncleared checks.

DATES TO REMEMBER:

APRIL

23 Lewis Art Show, 6:30 – 8pm
22-24 ½ Price Book Fair
24 Spirit Day
27 -28 3rd/4th grade Achievement Testing
29 4th grade Writing Achievement Testing

MAY

1 PTA Council Spring Fling, 11am – 2pm
1 Kindergarten Tea, 1:30 – 2:15pm
6 4th grade Parent Orientation @ Orchard,
7 2nd grade International Feast, 5:30pm
12 4th grade Bike Hike (Rain date, May 13th)

NEXT LEWIS PTA MEETING Tuesday, May 19th @ 9:15am

** Volunteer Brunch / Installation of New Executive Board*

15. ADJOURNMENT:

Is there any further business to come before this meeting?

Hearing none, this meeting is adjourned at 7:50pm.

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