

Henderson PTA | MINUTES

GENERAL MONTHLY MEETING

Unit ID #01524259



Meeting Called To Order | time *10/14/2015 8:00 AM* | Meeting location *Henderson Hall*

| | | |
|-------------------|---------------------|--|
| Meeting called by | Yaa Obeng | Attendees |
| Type of meeting | Monthly PTA meeting | See attached sign in sheet (attached hereto as Exhibit 1). |
| Facilitator | Yaa Obeng | |
| Note taker | Jennifer Grant | |

AGENDA TOPICS

Call to Order and Opening Remarks *Yaa Obeng*

Welcome and Introduction of Board Members

President- Yaa Obeng
Vice President of Operations- Crystal Kreisberger
Vice President of Communications- Natalie Belanger
Secretary- Jen Grant
Treasurer- Kris Brendel
Middle School Rep- Kathryn Henner
Elementary School & Pre-School Rep - Lori Gore

Headmaster and Principals' Reports *Mr. Ahlborn & Mr. Heffron*

- Mr. Ahlborn
 - Asking for help with use of placards for on campus access and pickup of children.
 - Security review pending and I am anticipating our need to tighten up some parent responsibilities
 - Town Hall meetings. Trimester updates. We'd like help changing the culture from gripe sessions that many people avoided to informative sessions about all the positives
 - Scouts - Cubs weekly, boys first Tuesday and other activities. Girls need a volunteer leader as we are no longer a Super Troop site due to low participation.
 - End of Trimester 1 will be November 6. Remember that we shut off Skyward during comment writing for about a week each trimester.
 - Excitement building for pet day and Halloween celebrations!
 - Happy to offer dinner with headmaster again. Also head for a day. Other? Happy to support the Auction committee.
 - Gr 8 Gorman trip Monday. Nov 6 HS expo here, 11/7 HS fair at Dawson - this is a great chance for students to investigate high school options and consider the possibilities of what they would like to do in HS - we do support the idea that students need to go through the HS admissions process to learn about the college process that they will undertake in 4 years.
 - We have strong admissions into Bishop Gorman High School, every HIS graduate who wishes to go has been accepted - they love HIS students!

- Mr. Heffron
 - Early Childhood
 - International Box exchange – HIS Box going to India, then UK, then?...
 - Global Awareness Parent Presentations – UK in Oct., then India in Nov.
 - Science Experiences - Paleontology in Sept., led by Ms. Brown. Ms. Napoleon up next in November.
 - PLPs Parent Conferences – Nov. 16 – 19
 - Added Preschool to our Math Scope & Sequence
 - Elementary
 - Kinder Pen Pals with Puerto Rico
 - Field Trips
 - 4th grade to Carson and Virginia Cities – Social Studies
 - 3rd grade to Apple Store – Students writing and filming a “trailer” of the literature selection they’ve been reading: POPPY, at school. They will be taught iMovie by Apple teachers to edit and create their trailer – Technology & Writing
 - 3rd grade to “Lewis & Clark” – Social Studies
 - 2nd grade to Channel 8 News Station
 - 1st grade to Children’s Discovery Museum - Science
 - Kinder to Secret Garden & Dolphin Habitat - Science
 - Next week a magic show for EC + Kinder
 - WrAP - Writing Assessment Program just administered to grades 3 - 8. Results arrive in about a month. Data will be used to inform Writing instruction and differentiate.
 - Classroom Halloween parties on Oct. 29th –
 - 10:30 am for EC
 - 2:00 - 3:00 for Elementary
 - No school on Friday the 30th
 - End of Trimester 1 – Nov. 6th
 - Monthly Parent Ed. Series:
 - Oct. - Prepaid Tuition
 - Nov. - Cyber Safety for Families
 - Dec. - Accelerated Reader with Ms. Lewis
 - Jan. - Cognitively Guided Instruction (CGI) with Ms. Johnson and Mr. Heffron

Officers’ Report

President *Yaa Obeng*

Discussion:

- **Calendar** Make note of the upcoming events:
 1. Halloween Parties – October 29
 - Parties set up begins at 1:30 PM
 - Parties are from 2:00 – 3:00 PM
 - Costumes may be worn all day. No masks.
 2. Calendar Updates
 - Teacher Appreciation Week – Now April 11th – 15th (originally April 18th – 22nd)
 - Spring Fling – Now Friday April 22nd (originally Friday April 29th)
 - Muffins with Moms PreK – Now Thursday May 5th (originally Wednesday May 4th)
 - Muffins with Moms K – 8th – Now Friday May 6th (originally Thursday May 5th)
 - Middle School Dance confirmed for Friday May 13th
 3. Event Updates
 - Ben & Jerry’s Family Fun Night Fundraiser - \$700 to HIS PTA

- Triathlon (run, bike, swim) on 10/11 was successful, thanks to Melissa Findlay chair, and all the volunteers
- 4. Committee Reports
 - Box Tops / Two Lunch Tuesday – Corina Montoya
 - a. Last day to submit Box Tops 10/29
 - b. Two Lunch Tuesday collected 125 lunches on 10/6. Next date is 11/10.
 - Family Fun Night – Jen Grant
 - a. Pumpkin Patch – Thursday October 29th 4:00 – 7:00 PM St. Rose and Coronado
 - b. Blaze Pizza – Friday November 20th Grandparents Day 12:15pm – 2:30pm LUNCH
 - Book Fair – Lisa Garcia
 - a. 11/3-11/6 in Gallery
 - b. 11/4 Meet and Greet with Findlay Prep Platers
 - Holiday Shop – Kim Groberg
 - a. 12/8-12/10 in Gallery, details to come soon
 - Silent Auction – Amy Fontes
 - a. 3/5/16 date of auction. Will have mobile bidding for 2016.
 - Findlay Prep first game is 11/6

Secretary Jen Grant

Discussion:

- **Membership Update**
 1. Vote to approve September minutes - TABLED
 2. Vote to amend the Bi-Laws - TABLED

Lower School Representative Lori Gore

Discussion:

- Teacher Mrs. Sleeman is in need of an easel for her classroom, which is standard for all other classrooms. Discussed granting this item from the PTA. Mr. Ahlborn stated if one could not be found, then the school would buy one for her.

Treasurer Kris Brendel

Discussion:

- An update of the 2015 current financial status was given outlining budget income, budget expenses, and net.
- We have several fundraisers this year including Target Red Card, Escrips and Amazon.
- Reminder to room parents that up to \$200 may be reimbursed by room parents for expenditures on party food/decorations.
- The 2015-16 budget report was provided and details were given for each line item. The budget was presented to the membership for approval.
- **Motion to Approve 2015-16 Budget.**
 1. A motion was made by Seth Ahlborn to approve the 2015-2016 budget. Lili Mostofi seconded the motion. All approved. The motion carried.

Conclusion:

Minutes from September 2015 meeting, treasurer's report, and budget attached.

Announcements

- If you are interested in chairing an open position or volunteering for a committee, please contact a board member.

Conclusion:

- We are still in need of a chairperson for:
 - Community Outreach
 - Communications
 - Summer Kick Off
- Volunteer sign up form near the sign in sheet

Teacher's Reports *[Name]*

None

Adjournment *Yaa Obeng*

Agenda

Henderson International PTA General Meeting

Unite ID # 01524259

October 14, 2015

Henderson Hall 8:00 AM

1. Welcome
2. Headmaster and Principal's Report (Mr. Ahlborn and Mr. Heffron)
3. Halloween Parties – October 29th
 - Parties set up begins at 1:30 PM
 - Parties are from 2:00 – 3:00 PM
 - Costume information coming soon
4. Calendar Updates
 - Teacher Appreciation Week – Now April 11th – 15th (originally April 18th – 22nd)
 - Spring Fling – Now Friday April 22nd (originally Friday April 29th)
 - Muffins with Moms PreK – Now Thursday May 5th (originally Wednesday May 4th)
 - Muffins with Moms K – 8th – Now Friday May 6th (originally Thursday May 5th)
 - Middle School Dance confirmed for Friday May 13th
5. Event Updates
 - Ben & Jerry's Family Fun Night
 - HIS Triathlon – Melissa Findlay
6. Committee Reports
 - **Box Tops / Two Lunch Tuesday** – Corina Montoya
 - **Family Fun Night** – Jen Grant
 - i. Pumpkin Patch – Thursday October 29th 4:00 – 7:00 PM
 - St. Rose and Coronado
 - ii. Blaze Pizza – Friday November 20th Grandparents Day
 - **Book Fair** – Lisa Garcia
 - **Holiday Shop** – Kim Groberg
 - **Silent Auction** – Amy Fontes
7. Officers' Reports
 - Secretary – Jen Grant
 - i. Vote to approve September minutes
 - ii. Vote to amend the Bi-Laws
 - Lower School Representative – Lori Gore
 - i. Room Parent Report
 - Treasurer – Kris Brendel
 - i. Vote to approve budget
 - ii. Financial Update of current financial status
 - iii. Budget Report – General Member Vote to Approve the Budget

8. Teacher's Reports

9. Announcements

- If you are interested in chairing an open position or volunteering for a committee please let us know. We are still in need of a chairperson for:
 - i. ***Community Outreach***
 - ii. ***Communications***
 - iii. ***Summer Kick Off***
 - iv. Volunteer form near the sign in sheet

10. Adjournment

**Henderson International School PTA
Budget Report 2015 Financial Year**

Carry Forward from Prior Year

39,497.01

| A Membership | Budget Income | Budget Expense | Net |
|---------------------------|----------------------|-----------------------|---------------|
| Local Membership Dues | 4,500.00 | - | 4,500.00 |
| National / State PTA Dues | - | 1,125.00 | -1,125.00 |
| Membership Drive | - | 3,250.00 | -3,250.00 |
| Total | 4,500.00 | 4,375.00 | 125.00 |

| B Fundraising | Budget Income | Budget Expense | Net |
|-------------------------------|----------------------|-----------------------|------------------|
| Book Fair | 3,000.00 | 1,500.00 | 1,500.00 |
| Box Tops | 300.00 | 150.00 | 150.00 |
| E-Scrips | 2,500.00 | - | 2,500.00 |
| Holiday Shop | - | - | - |
| Silent Auction | 40,000.00 | 10,000.00 | 30,000.00 |
| Target Red Card for Education | 2,800.00 | - | 2,800.00 |
| eLabels for Education | - | - | - |
| Family Fun Night | 350.00 | 200.00 | 150.00 |
| Basket Raffles | 2,500.00 | 2,100.00 | 400.00 |
| Total | 51,450.00 | 13,950.00 | 37,500.00 |

| C Events | Budget Income | Budget Expense | Net |
|--------------------------------|----------------------|-----------------------|-------------------|
| Spring Fling | - | 10,000.00 | -10,000.00 |
| Back to School BBQ | - | 250.00 | -250.00 |
| LS Summer Kick-Off | - | 6,000.00 | -6,000.00 |
| MS Summer Kick-Off | - | 3,000.00 | -3,000.00 |
| Meet and Greets | - | 2,185.00 | -2,185.00 |
| Middle School Dance | - | 5,000.00 | -5,000.00 |
| Scienc Bowl Appreciation Lunch | - | - | - |
| Teacher's Appr Lunches | - | 1,150.00 | -1,150.00 |
| Teacher's Appr Week | - | 3,200.00 | -3,200.00 |
| Triathlon | - | 2,000.00 | -2,000.00 |
| Total | - | 32,785.00 | -32,785.00 |

| D Community Services | Budget Income | Budget Expense | Net |
|-----------------------------|----------------------|-----------------------|------------------|
| Community Gift Back | - | 1,000.00 | -1,000.00 |
| Findlay Prep | - | 1,800.00 | -1,800.00 |
| Total | - | 2,800.00 | -2,800.00 |

| E Administration | Budget Income | Budget Expense | Net |
|-------------------------|----------------------|-----------------------|------------|
| Annual Dues | - | 50.00 | -50.00 |
| Insurance | - | 200.00 | -200.00 |
| Office Supplies | - | 2,000.00 | -2,000.00 |

| | | | |
|------------------------------|---|-----------------|------------------|
| Tax Preparation / Audit Fees | - | 1,000.00 | -1,000.00 |
| Total | - | 3,250.00 | -3,250.00 |

| F Projects / Programs | Budget Income | Budget Expense | Net |
|------------------------------|----------------------|-----------------------|------------------|
| Hospitality Fund | - | 500.00 | -500.00 |
| Rewards Program | - | 100.00 | -100.00 |
| Room Parents Fund | - | 5,000.00 | -5,000.00 |
| Educational Program | - | 2,000.00 | -2,000.00 |
| Grant Program | - | - | - |
| Total | - | 7,600.00 | -7,600.00 |

| WF montly interst and fees | Budget Income | Budget Expense | Net |
|-----------------------------------|----------------------|-----------------------|---------------|
| Monthly interest | - | - | - |
| Bank fees | - | 30.00 | -30.00 |
| Total | - | 30.00 | -30.00 |

| BUDGET TOTALS | Budget Income | Budget Expense | Net |
|----------------------|----------------------|-----------------------|------------------|
| | 55,950.00 | 64,790.00 | -8,840.00 |

| | |
|-----------------------------------|------------------|
| Budgeted Decrease in Funds | -8,840.00 |
|-----------------------------------|------------------|

| | |
|--|------------------|
| Budgeted Funds Available for Carry Forward to Next Year | 30,657.01 |
|--|------------------|

Henderson International School PTA
Treasurer's Report
07/01/2015 to 09/30/2015

| A Membership | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---------------------------|-----------------|-----------------|---------------|------------|--------------|
| Local Membership Dues | 4,682.00 | - | 4,682.00 | 4,500.00 | 182 |
| National / State PTA Dues | - | 603 | -603 | -1,125.00 | 522 |
| Membership Drive | - | 3,207.95 | -3,207.95 | -2,500.00 | -707.95 |
| Total | 4,682.00 | 3,810.95 | 871.05 | 875 | -3.95 |

| B Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |
|-------------------------------|---------------|----------|---------------|------------------|-------------------|
| Book Fair | - | - | - | 1,500.00 | -1,500.00 |
| Box Tops | - | - | - | 150 | -150 |
| E-Scripts | 772.66 | - | 772.66 | 2,500.00 | -1,727.34 |
| Holiday Shop | - | - | - | - | - |
| Silent Auction | - | - | - | 30,000.00 | -30,000.00 |
| Target Red Card for Education | - | - | - | 2,800.00 | -2,800.00 |
| eLabels for Education | - | - | - | - | - |
| Family Fun Night | - | - | - | 150 | -150 |
| Basket Raffles | - | - | - | 400 | -400 |
| Total | 772.66 | - | 772.66 | 37,500.00 | -36,727.34 |

| C Events | Income | Expenses | Year to Date | Net Budget | More/-Less | |
|--------------------------------|----------|----------|-----------------|------------------|-------------------|------------------|
| Spring Fling | - | - | 244.24 | -244.24 | -10,000.00 | 9,755.76 |
| Back to School BBQ | - | - | 235 | -235 | -250 | 15 |
| LS Summer Kick-Off | - | - | 700 | -700 | -6,000.00 | 5,300.00 |
| MS Summer Kick-Off | - | - | - | - | -3,000.00 | 3,000.00 |
| Meet and Greets | - | - | 289.76 | -289.76 | -2,185.00 | 1,895.24 |
| Middle School Dance | - | - | - | - | -5,000.00 | 5,000.00 |
| Scienc Bowl Appreciation Lunch | - | - | - | - | - | - |
| Teacher's Appr Lunches | - | - | - | - | -1,150.00 | 1,150.00 |
| Teacher's Appr Week | - | - | - | - | -3,200.00 | 3,200.00 |
| Triathlon | - | - | - | - | -2,000.00 | 2,000.00 |
| Total | - | - | 1,469.00 | -1,469.00 | -32,785.00 | 31,316.00 |

| D Community Services | Income | Expenses | Year to Date | Net Budget | More/-Less |
|----------------------|----------|----------|--------------|------------------|-----------------|
| Community Gift Back | - | - | - | -1,000.00 | 1,000.00 |
| Findlay Prep | - | - | - | -1,800.00 | 1,800.00 |
| Total | - | - | - | -2,800.00 | 2,800.00 |

| E Administration | Income | Expenses | Year to Date | Net Budget | More/-Less | |
|------------------------------|----------|----------|---------------|----------------|------------------|-----------------|
| Annual Dues | - | - | - | -50 | 50 | |
| Insurance | - | - | 190 | -190 | -200 | 10 |
| Office Supplies | - | - | 423.76 | -423.76 | -2,000.00 | 1,576.24 |
| Tax Preparation / Audit Fees | - | - | - | -1,000.00 | 1,000.00 | |
| Total | - | - | 613.76 | -613.76 | -3,250.00 | 2,636.24 |

| F Projects / Programs | Income | Expenses | Year to Date | Net Budget | More/-Less | |
|-----------------------|----------|----------|---------------|----------------|------------------|-----------------|
| Hospitality Fund | - | - | - | -500 | 500 | |
| Rewards Program | - | - | - | -100 | 100 | |
| Room Parents Fund | - | - | 194.84 | -194.84 | -5,000.00 | 4,805.16 |
| Educational Program | - | - | - | -2,000.00 | 2,000.00 | |
| Grant Program | - | - | - | - | - | |
| Total | - | - | 194.84 | -194.84 | -7,600.00 | 7,405.16 |

| WF montly interst and fees | Income | Expenses | Year to Date | Net Budget | More/-Less |
|----------------------------|----------|----------|--------------|------------|------------|
| Monthly interest | - | - | - | - | - |
| Bank fees | - | - | - | -30 | 30 |
| Total | - | - | - | -30 | 30 |

Grand Total 5,454.66 6,088.55 -633.89 -8,090.00 7,456.11

| Balances as of Start Date | 7/1/2015 | Balances as of End Date | 9/30/2015 | Last Reconciled Bank Statement |
|---------------------------|------------------|-------------------------|------------------|--------------------------------|
| Checking | 39,497.01 | Checking | 38,863.12 | 9/30/2015 |
| Cash on Hand | - | Cash on Hand | - | Never |
| Total | 39,497.01 | Total | 38,863.12 | |

| Summary for the Period | | |
|------------------------|-----------|-----------|
| Starting Total | | 39,497.01 |
| Income | 5,454.66 | |
| Expenses | -6,088.55 | -633.89 |
| Ending Total | | 38,863.12 |



PTA GENERAL MEETING - OCTOBER 14, 2015

| Name | Signature | Member Yes/No |
|------------------------|--------------------|---------------|
| 1. Jen Grant | Jen Grant | yes |
| 2. Yaa Obeng | Yaa Obeng | yes |
| 3. Kris Brenholz | Kris Brenholz | yes |
| 4. Jen Flanagan | Jen Flanagan | yes |
| 5. Melissa Firdlan | Melissa Firdlan | yes |
| 6. Elzbieta Youngman | Elzbieta Youngman | yes |
| 7. Thelma Hanlon | Thelma Hanlon | yes |
| 8. Natahe Belanger | Natahe Belanger | yes |
| 9. Stephanie Dean | Stephanie Dean | yes |
| 10. Jessie Wingard | Jessie Wingard | yes |
| 11. Pamela Kohler | Pamela Kohler | yes |
| 12. Corina Montoya | Corina Montoya | yes |
| 13. Denise Sico | Denise Sico | yes |
| 14. Olivia Centvorki | Olivia Centvorki | yes |
| 15. Crystal Krusberger | Crystal Krusberger | yes |
| 16. Kim Groberg | Kim Groberg | yes |
| 17. KATHRYN HENNERZ | KATHRYN HENNERZ | yes |
| 18. MOLLY HENNERZ | MOLLY HENNERZ | yes |
| 19. Angelique Hartzell | Angelique Hartzell | yes |
| 20. Adrienne Pearson | Adrienne Pearson | yes |
| 21. Nadene Lennon | Nadene Lennon | yes |
| 22. Kat McPherson | Kat McPherson | yes |
| 23. Lili Mostofi | Lili Mostofi | yes |
| 24. Amy Fontes | Amy Fontes | yes |
| 25. Norma Lee | Norma Lee | yes |
| 26. John Heffron | John Heffron | yes |
| 27. | | |
| 28. | | |
| 29. | | |
| 30. | | |