

# Henderson PTA | MINUTES

GENERAL MONTHLY MEETING

Unit ID #01524259



---

Meeting Called To Order | time *12/16/2015 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
  - Not present
- Mr. Heffron
  - In Early Childhood PLPs have been introduced. Report cards will be in February and May. New furniture has been purchased including painting easels and other seating.
  - Elementary will receive PLP progress reports this week. Next conference is in February. Teachers will have additional math training on January 4. Heavy focus on mathematics instruction going forward.
  - Parent Education Series
    - December was Accelerated Reader
    - January will be CGI
    - February will be safety in the real world

---

### Teacher's Reports *None Present*

- None

President *Yaa Obeng*

Discussion:

- **Calendar**

1. Grandparent's Day on November 20 went well
2. Blaze Pizza Family Fun Afternoon November 20 raised \$100
3. Toy drive bins around campus, can be new and gently used toys through Dec. 18
4. Teacher Luncheon on December 17 in library will be catered. Still need gift cards and volunteers.
5. Holiday assembly on December 18 at 9am, room parents set up party during this time
6. Class holiday parties on December 18 starting at 10am
7. Back to School spirit week has been postponed
8. Committee Reports
  - Teacher Appreciation Luncheon December 17 at 11:30am
    - a. Lili Mostofi said they have put together 70 gift bags for teachers
    - b. Help needed with setup, help during event and clean up
    - c. Kathryn Henner suggested to check with 8<sup>th</sup> grade and student council for helpers
  - Box Tops / Two Lunch Tuesday – Corina Montoya
    - a. Two Lunch Tuesday 100 lunches collected
    - b. Hoping to get more
    - c. Box Tops Mrs. Heenan's class won for most tops collected. Check has not come in yet. Thank you to Michelle Merhi for handling the party.
  - Family Fun Night – Jen Grant
    - a. Afternoon bowling on December 18 at 12:30pm-3:30pm at Sunset Station Casino's Strike Zone, 20 lanes are reserved. \$8 per person includes 2 games and shoes.
  - Holiday Shop
    - a. Kim Groberg not present. Shop was a great success. Total sales were over \$7000. Thank you to Kim and all parents who volunteered.
    - b. In 2016, we will be looking to have more co-chairs instead of 1 chair that gets overwhelmed.
  - Silent Auction – Amy Fontes
    - a. 3/5/16 date of auction at Dragon Ridge. Will have mobile bidding for 2016 to use phone for bidding. We are seeking donations from local businesses. Silent Auction is the PTA's largest fundraiser. The event is free for parents, and \$30 for additional guests.
  - Findlay Prep
    - a. Findlay Prep committee made holiday gift baskets for each player and collected gift cards for each player totaling over \$100 per player.
  - Spring Fling
    - a. A committee meeting will be scheduled after the holidays. Still working on the funnel cake food truck scheduling. In 2016, we are looking to outsourcing balloons to spend more time on other setup activities. We are welcoming more volunteers.

Lower School Representative *Lori Gore (not present) covered by Yaa Obeng*

Discussion:

- Room parents, please let us know if you need help throughout the year.

- Holiday parties are from 10am-noon on Friday, December 18.
- Lori will be sending out email reminders to the Room Parents for reminders on when to have decorations for each season.

#### Middle School Representative *Kathryn Henner*

##### Discussion:

- Middle School holiday party will be on Friday, December 18. Hot cocoa bar, Krispy Kreme and a gift exchange is planned.
- Kathryn will be collecting leftover holiday party food in the lunch room to take to the homeless.

#### Treasurer *Kris Brendel*

##### Discussion:

- An update of the 2015 current financial status was given outlining budget income, budget expenses, and net.
- Book Fair netted \$2645 in income, and our budget was \$1500.
- Every room parent has a \$200 annual budget for classroom events, and can submit receipts for reimbursement.

#### Secretary *Jen Grant*

##### Discussion:

- **Membership Update**
  1. Vote to approve November minutes
    - Jennifer Grant read the minutes and announced they are online at HISPTA.com. Kris Brendel made a motion to approve the minutes. Kathryn Henner seconded. All approved. Motion carried.

##### Conclusion:

Minutes from December 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:
  - Summer Kick Off

---

#### Adjournment *Yaa Obeng*

## Agenda

Henderson International PTA General Meeting  
Unite ID # 01524259  
December 16, 2015  
Henderson Hall 8:00 AM

1. Welcome
2. Headmaster and Principal's Report (Mr. Ahlborn and Mr. Heffron)
3. Teacher's Report
4. November & December Events
  - Grandparents Day
  - Blaze Pizza Family Fun Afternoon
  - Toys for Tots
  - Teacher Luncheon – Thursday December 17<sup>th</sup> – Learning Commons (Library)
  - Holiday Party – Friday December 18<sup>th</sup>
  - Traditional Assembly Friday – Friday December 18<sup>th</sup>
  - Back to School Spirit Week – January 5<sup>th</sup> – 8<sup>th</sup>
5. Committee Reports
  - **Teacher Appreciation** – Lili Mostofi / Donna Lee
  - **Box Tops / Two Lunch Tuesday** – Corina Montoya
    - i. Mrs. Heenan's Class Wins – Box Tops
  - **Family Fun Night** – Jen Grant
    - i. Family Fun Afternoon Bowling
    - ii. Strike Zone at Sunset Station – Not a fundraiser
    - iii. Friday December 18<sup>th</sup> from 12:30 – 3:30 PM
  - **Holiday Shop** – Kim Groberg
  - **Silent Auction** – Amy Fontes/Jen Grant
  - **Findlay Prep** – Jordan Johnson/Crystal Kreisberger
  - **Spring Fling** – Jen Grant
6. Officers' Reports
  - Lower School Representative – Crystal Kreisberger/Yaa Obeng
    - i. Room Parent Updates
    - ii. Holiday Party – Friday December 18<sup>th</sup>
  - Middle School Representative – Kathryn Henner
    - i. Holiday Party – Friday December 18<sup>th</sup>
  - Secretary – Jen Grant
    - i. Vote to approve November minutes
  - Treasurer – Kris Brendel
    - i. Financial Update
    - ii. Budget Report – General Member Vote to Approve the Budget

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

Carry Forward from Prior Year

39,497.01

<b>A Membership</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
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
<b>Total</b>	<b>4,500.00</b>	<b>4,375.00</b>	<b>125.00</b>

<b>B Fundraising</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
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
<b>Total</b>	<b>51,450.00</b>	<b>13,950.00</b>	<b>37,500.00</b>

<b>C Events</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
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
<b>Total</b>	<b>-</b>	<b>32,785.00</b>	<b>-32,785.00</b>

<b>D Community Services</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Community Gift Back	-	1,000.00	-1,000.00
Findlay Prep	-	1,800.00	-1,800.00
<b>Total</b>	<b>-</b>	<b>2,800.00</b>	<b>-2,800.00</b>

<b>E Administration</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
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
<b>Total</b>	-	<b>3,250.00</b>	<b>-3,250.00</b>

<b>F Projects / Programs</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
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	-	-	-
<b>Total</b>	-	<b>7,600.00</b>	<b>-7,600.00</b>

<b>WF montly interst and fees</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Monthly interest	-	-	-
Bank fees	-	30.00	-30.00
<b>Total</b>	-	<b>30.00</b>	<b>-30.00</b>

<b>BUDGET TOTALS</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
	<b>55,950.00</b>	<b>64,790.00</b>	<b>-8,840.00</b>

<b>Budgeted Decrease in Funds</b>	<b>-8,840.00</b>
-----------------------------------	------------------

<b>Budgeted Funds Available for Carry Forward to Next Year</b>	<b>30,657.01</b>
----------------------------------------------------------------	------------------

**Henderson International School PTA  
Treasurer's Report 11/01/2015 to 11/30/2015**

<b>A Membership</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Local Membership Dues	109.00	-	4,944.00	4,500.00	444.00
National / State PTA Dues	-	-	-625.50	-1,125.00	499.50
Membership Drive	-	-	-3,207.95	-3,250.00	42.05
<b>Total</b>	<b>109.00</b>	<b>-</b>	<b>1,110.55</b>	<b>125.00</b>	<b>985.55</b>
<b>B Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Book Fair	3,372.62	726.82	2,645.80	1,500.00	1,145.80
Box Tops	-	-	-	150.00	-150.00
E-Scripts	286.97	-	1,757.55	2,500.00	-742.45
Holiday Shop	-	-	-	-	-
Silent Auction	-	2,000.00	-4,197.00	30,000.00	-34,197.00
Target Red Card for Education	-	-	-	2,800.00	-2,800.00
eLabels for Education	-	-	-	-	-
Family Fun Night	-	-	762.06	150.00	612.06
Basket Raffles	-	-	-	400.00	-400.00
<b>Total</b>	<b>3,659.59</b>	<b>2,726.82</b>	<b>968.41</b>	<b>37,500.00</b>	<b>-36,531.59</b>
<b>C Events</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Spring Fling	-	2,026.00	-4,970.24	-10,000.00	5,029.76
Back to School BBQ	-	-	-235.00	-250.00	15.00
LS Summer Kick-Off	-	-	-700.00	-6,000.00	5,300.00
MS Summer Kick-Off	-	-	-	-3,000.00	3,000.00
Meet and Greet	-	-	-379.25	-2,185.00	1,805.75
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	-	47.98	-1,975.21	-2,000.00	24.79
<b>Total</b>	<b>-</b>	<b>2,073.98</b>	<b>-8,259.70</b>	<b>-32,785.00</b>	<b>24,525.30</b>
<b>D Community Services</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Community Gift Back	-	-	-	-1,000.00	1,000.00
Findlay Prep	-	-	-1,800.00	-1,800.00	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-1,800.00</b>	<b>-2,800.00</b>	<b>1,000.00</b>
<b>E Administration</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Annual Dues	-	-	-50.00	-50.00	-
Insurance	-	-	-190.00	-200.00	10.00
Office Supplies	-	248.26	-818.42	-2,000.00	1,181.58
Tax Preparation / Audit Fees	-	-	-	-1,000.00	1,000.00
<b>Total</b>	<b>-</b>	<b>248.26</b>	<b>-1,058.42</b>	<b>-3,250.00</b>	<b>2,191.58</b>
<b>F Projects / Programs</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Hospitality Fund	-	-	-	-500.00	500.00
Rewards Program	-	-	-	-100.00	100.00
Room Parents Fund	-	235.12	-528.93	-5,000.00	4,471.07
Educational Program	-	-	-	-2,000.00	2,000.00
Grant Program	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>235.12</b>	<b>-528.93</b>	<b>-7,600.00</b>	<b>7,071.07</b>
<b>WF montly interst and fees</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Monthly interest	-	-	-	-	-

Bank fees	-	-	-	-30.00	30.00
<b>Total</b>	-	-	-	<b>-30.00</b>	<b>30.00</b>

<b>Grand Total</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
	3,768.59	5,284.18	-9,568.09	-8,840.00	-728.09

Bank Account Balances	11/01/2015	11/30/2015	Last Reconciled	Summary for the Period	
Checking	31,444.51	29,928.92	11/30/2015	Starting Total	31,444.51
Cash on Hand	-	-	Never	Income	3,768.59
<b>Total</b>	<b>31,444.51</b>	<b>29,928.92</b>		Expenses	- 5,284.18      -1,515.59
				Ending Total	29,928.92

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Treasurer's Report Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





PTA GENERAL MEETING - DECEMBER 16, 2015

Name	Signature	Member Yes/No
1. Jen Grant	<i>Jen Grant</i>	yes
2. Pamela Kohler	<i>Pamela Kohler</i>	yes
3. Corina Montoya	<i>Corina Montoya</i>	yes
4. Dionna Courtney	<i>Dionna Courtney</i>	yes
5. Kelli Taguchi	<i>Kelli Taguchi</i>	yes
6. John Heffron	<i>J. Heffron</i>	yes
7. Crystal Kneibler	<i>Crystal Kneibler</i>	yes
8. Angelique Hartsell	<i>AH</i>	y
9. Jessu Wingard	<i>Jessu Wingard</i>	yes
10. Lili Mostofi	<i>Lili Mostofi</i>	yes
11. Harry Hierogues	<i>Harry Hierogues</i>	yes
12. Kathryn Hemmer	<i>Kathryn Hemmer</i>	yes
13. Amy Fontes	<i>Amy Fontes</i>	yes
14. Natalie Belanger	<i>Natalie Belanger</i>	yes
15. Melissa Findlay	<i>Melissa Findlay</i>	yes
16. Kat McPherson	<i>Kat McPherson</i>	yes
17. Donna Lee	<i>Donna Lee</i>	yes
18. Alicia Green		yes
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		