

Henderson PTA | MINUTES

GENERAL MONTHLY MEETING

Unit ID #01524259



Meeting Called To Order | time 9/14/2016 8:00 AM | Meeting location Henderson Hall

| | | |
|-------------------|-------------------------------|--|
| Meeting called by | Jen Grant | Attendees |
| Type of meeting | Emergency General PTA meeting | See attached sign in sheet (attached hereto as Exhibit 1). |
| Facilitator | Jen Grant | |
| Note taker | Lili Mostofi | |

AGENDA TOPICS

Call to Order and Opening Remarks *Jen Grant*

Welcome and Introduction of Board Members

President- Jen Grant
Vice President of Operations- Crystal Kreisberger
Vice President of Communications- Kathy Kierejewski
Secretary- Lili Mostofi
Treasurer- Annette Hall
Middle School Rep- Megan Zappulla
Elementary School & Pre-School Rep - Lori Gore

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

- Mr. Ahlborn
 - Thank you to the PTA for the Green House – currently the base is being constructed.
 - HIS is hosting the Meritas Games. The Games are for the 5th-8th Grades and will be held in November.
 - Coach Paul Washington has taken over as head coach of Findlay Prep.
 - Middle School California Trip is on September 14-16.
 - Back To School night for Lower school is on September 13th 6:00-8:00 p.m. starts in Henderson Hall. For Middle school it is on September 20th.
 - September 2nd we have no class for Teacher In Service day.
 - A Swim Team will be practicing in our pool at same time as the novice school classes.
 - Nevada School of Music will be starting Saturday classes starting September 10th. HIS is considering starting language classes, other than Spanish, concurrently.
 -
- Mr. Heffron
 - Thank you as well for the Green House. Pre School point person is Mrs. Rozell. Lower School point person is Mrs. Rochell and Middle School point person is Mrs. Patzik.
 - We are working on PLP proficiency with once a month meetings, focusing on writing and technical differentiation.
 - New faculty orientation is taking place to include existing faculty for CGI training.

- o September 28th is PLP Conference Day so no school.

Teacher's Reports *None present*

- None to report.

Officers' Report

President *Jen Grant*

Discussion:

- **Change in Officers:**
 - Resignation of Kathryn Henner as Middle School Rep with an appointment of Megan Zappulla in that role.
 - Resignation of Natalie Belanger as VP of Communications with an appointment of Kathy Kierejewski in that role.
 - Introduction of PTA Board.
- **Changes to Bylaws:**
 - Pursuant to requirements issued by Nevada PTA we had to revise our bylaws to reflect the standardized language.
 - Moved annual dues from Bylaws to Standing Rules.
 - We created Standing Rules to further define the Bylaws.
 - Summary of changes to the Bylaws and the Standing Rules are available at HISPTA.COM.
 - Last year we had several committees with no chairperson. As such, we revised committees to better streamline this process. The new committees are included in the HIS PTA Volunteer Position available for download at HISPTA.COM.

VP of Operations *Crystal Kreisberger*

Discussion:

- None to report.

Lower School Representative *Lori Gore*

Discussion:

- None to report.

Middle School Representative *Megan Zappulla*

Discussion:

- None to report.

VP of Communications *Kathy Kierejewski*

Discussion:

- None to report.

Treasurer *Annette Hall*

Discussion:

- Conducted an audit of the Budget on July 20, 2016. We have a balance of \$38,436.00.
- Membership dues are \$20 individual and family for an additional \$5.00. Teacher are sponsored for \$10.00. With a Family and Individual membership each child attending HIS will get a monogramed HIS lunch tote.

Secretary *Lili Mostofi*

Discussion:

- **House Cleaning**

- Vote to Approve May 2016 meeting and election minutes.
 - Lili Mostofi made a motion to approve the minutes. Crystal Kreisberger seconded. All approved. Motion carried.
- Vote to approve changed Bylaws and adopt Standing Rules.
 - Lori Gore made a motion to approve changed Bylaws and adopt Standing Rules. Annette Hall seconded. All approved. Motion carried.
- Vote to approve the Budget.
 - Lili Mostofi made a motion to approve the Budget. Crystal Kreisberger seconded. All approved. Motion carried.
- Vote to approve Audit.
 - Annette Hall made a motion to approve Audit. Lili Mostofi seconded. All approved. Motion carried.

Conclusion:

- Minutes from May 2016 meeting, budget, Bylaws and Standing Rules are attached.

Announcements

- Pastries with Parents is held on 08/26 at 8:00 a.m. in Henderson Hall. No kids.
- Popsicles are given to kids on 08/26 at 3:00 p.m.
- Membership signup site will be live later today following this meeting.
- General PTA meeting is on September 14th at 8:00 a.m. in Henderson Hall.
- Jen Grant will coordinate PTA activities with Sharice Lance.
- PTA goal is to become paperless in future the agenda will be on projector with potential ability to download for viewing on smart phones. We will have digitally signed posting of Minutes on HISPTA.com
- We have made improvements in PTA signup forms and with the PTA link on the HIS website.

Conclusion:

- We need to work on membership drive.

Adjournment *Jen Grant*



PTA GENERAL MEETING - AUGUST 24, 2016

| Name | Signature | Member Yes/No |
|------------------------|---------------------|---------------|
| 1. Crystal Kreisberger | Crystal Kreisberger | yes |
| 2. Jen Grant | Jen Grant | yes |
| 3. Anne Vexhall | Anne Vexhall | yes |
| 4. Lori Gore | Lori Gore | yes |
| 5. Kathy Kierejewski | Kathy Kierejewski | yes |
| 6. John Heffron | John Heffron | yes |
| 7. Pamela Kohler | Pamela Kohler | yes |
| 8. M. Merth | M. Merth | yes |
| 9. Lili Mostofi | Lili Mostofi | yes |
| 10. Molly Heenan | Molly Heenan | yes |
| 11. Seth Alborn | Seth Alborn | yes |
| 12. Megan Zappulla | Megan Zappulla | yes |
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Henderson International School PTA
Treasurer's Report 07/01/2016 to 08/31/2016

| A Membership | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---------------------------|---------------|-----------------|---------------------|-------------------|-------------------|
| PTA Dues-Local Membership | 45.00 | - | 45.00 | 4,500.00 | -4,455.00 |
| PTA Dues-National / State | - | - | - | -1,350.00 | 1,350.00 |
| Membership Drive Costs | - | - | - | -2,750.00 | 2,750.00 |
| Total | 45.00 | - | 45.00 | 400.00 | -355.00 |

| B Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |
|----------------------|-----------------|-----------------|---------------------|-------------------|-------------------|
| Amazon (App) | 115.93 | - | 115.93 | 500.00 | -384.07 |
| Book Fair | - | - | - | 1,500.00 | -1,500.00 |
| Box Tops | - | - | - | 150.00 | -150.00 |
| E-Scrips (App) | - | - | - | 2,500.00 | -2,500.00 |
| Holiday Shop | - | - | - | - | - |
| Silent Auction | 2,750.00 | 5,131.53 | -2,381.53 | 35,000.00 | -37,381.53 |
| Entertainment Book | - | - | - | 1,500.00 | -1,500.00 |
| Labels for Education | - | - | - | 250.00 | -250.00 |
| Family Fun Night | - | - | - | 450.00 | -450.00 |
| Basket Raffles | - | - | - | 1,600.00 | -1,600.00 |
| Lyft (App) | - | - | - | 500.00 | -500.00 |
| Glittering Lights | - | - | - | 300.00 | -300.00 |
| Other Fundraising | 1,891.72 | - | 1,891.72 | 100.00 | 1,791.72 |
| Total | 4,757.65 | 5,131.53 | -373.88 | 44,350.00 | -44,723.88 |

| C Events | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---------------------------------|---------------|-----------------|---------------------|-------------------|-------------------|
| Spring Fling | - | 1,530.00 | -1,530.00 | -13,000.00 | 11,470.00 |
| Back to School BBQ | - | 1,665.00 | -1,665.00 | -950.00 | -715.00 |
| LS Summer Kick-Off | - | 300.00 | -300.00 | -6,000.00 | 5,700.00 |
| MS Summer Kick-Off | - | - | - | -3,000.00 | 3,000.00 |
| Meet and Greet | - | - | - | -3,000.00 | 3,000.00 |
| Middle School Dance | - | 300.00 | -300.00 | -5,000.00 | 4,700.00 |
| Teacher Appr Breakfast/Lunch | - | - | - | -1,500.00 | 1,500.00 |
| Teacher Appr Week | - | - | - | -3,000.00 | 3,000.00 |
| Triathlon | - | 300.00 | -300.00 | -2,000.00 | 1,700.00 |
| MS Haunted House | - | - | - | - | - |
| Year End PTA Board Appreciation | - | - | - | -500.00 | 500.00 |
| Total | - | 4,095.00 | -4,095.00 | -37,950.00 | 33,855.00 |

| D Community Services | Income | Expenses | Year to Date | Net Budget | More/-Less |
|-----------------------------|---------------|-----------------|---------------------|-------------------|-------------------|
| Philanthropy | - | 101.69 | -101.69 | -1,000.00 | 898.31 |
| Findlay Prep | - | - | - | -1,200.00 | 1,200.00 |
| Total | - | 101.69 | -101.69 | -2,200.00 | 2,098.31 |

| E Administration | Income | Expenses | Year to Date | Net Budget | More/-Less |
|-------------------------------|---------------|-----------------|---------------------|-------------------|-------------------|
| Annual Dues | - | - | - | -50.00 | 50.00 |
| Insurance | - | 205.00 | -205.00 | -205.00 | - |
| Bank fees | - | 3.00 | -3.00 | -30.00 | 27.00 |
| Office Supplies | - | 220.48 | -220.48 | -2,000.00 | 1,779.52 |
| Tax Preparation / Audit Fees | - | - | - | -1,000.00 | 1,000.00 |
| Presidents Discretionary Fund | - | - | - | -500.00 | 500.00 |
| Total | - | 428.48 | -428.48 | -3,785.00 | 3,356.52 |

| F Projects / Programs | Income | Expenses | Year to Date | Net Budget | More/-Less |
|------------------------------|---------------|-----------------|---------------------|-------------------|-------------------|
| Hospitality Fund | - | - | - | -500.00 | 500.00 |

| | | | | | |
|---------------------|---|---|---|------------------|-----------------|
| Room Parents Fund | - | - | - | -4,750.00 | 4,750.00 |
| Educational Program | - | - | - | -2,000.00 | 2,000.00 |
| Total | - | - | - | -7,250.00 | 7,250.00 |

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

| Grand Total | Income | Expenses | Year to Date | Net Budget | More/-Less |
|-------------|----------|----------|--------------|------------|------------|
| | 4,802.65 | 9,756.70 | -4,954.05 | -6,435.00 | 1,480.95 |

| Bank Account Balances | 07/01/2016 | 08/31/2016 | Last Reconciled | Summary for the Period | |
|-----------------------|------------------|------------------|-----------------|------------------------|----------------------|
| Checking | 34,305.66 | 29,351.61 | 08/31/2016 | Starting Total | 34,305.66 |
| Cash on Hand | - | - | Never | Income | 4,802.65 |
| Total | 34,305.66 | 29,351.61 | | Expenses | - 9,756.70 -4,954.05 |
| | | | | Ending Total | 29,351.61 |

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

Treasurer's Report Submitted by:

Name: _____ Signature: _____ Date: _____

HENDERSON INTERNATIONAL SCHOOL PTA

BUDGET FOR 2016 FINANCIAL YEAR

| LINE # | Starting Cash | Income (projected) | Expenses (projected) | Ending Cash (projected) | |
|-----------------------------|---------------------------------|--------------------|----------------------|-------------------------|-----------------|
| Starting Cash | | \$36,436 | | | |
| A Membership | | | | | |
| 100 | Local Member Dues | 4,500 | | | |
| 200 | National/State PTA Dues | | (1,350) | | |
| 210 | Membership Drive Expenses | | (2,750) | | |
| B Fundraising | | | | | |
| 110 | Amazon (app) | 500 | | | |
| 120 | Book Fair | 3,000 | (1,500) | | |
| 130 | Box Tops | 300 | (150) | | |
| 140 | E-Scrips (app) | 2,500 | | | |
| 150 | Holiday Shop | 0 | | | |
| 160 | Silent Auction | 45,000 | (10,000) | | |
| 170 | Labels for Education | 250 | | | |
| 180 | Family Fun Events | 500 | (50) | | |
| 190 | Basket Raffles | 2,700 | (1,100) | | |
| 200 | Entertainment Book | 1,500 | | | |
| 210 | Lyft (app) | 500 | | | |
| 220 | Glittering Lights (Speedway) | 300 | | | |
| 225 | Other Fundraising | 100 | | | |
| C Events | | | | | |
| 300 | Spring Fling | | (13,000) | | |
| 310 | Back to School BBQ | | (950) | | |
| 320 | LS Summer Kickoff | | (6,000) | | |
| 330 | MS Summer Kickoff | | (3,000) | | |
| 340 | Meet and Greet | | (3,000) | | |
| 350 | Middle School Dance | | (5,000) | | |
| 360 | Teacher Appreciation Catering | | (1,500) | | |
| 370 | Teacher Appreciation Week | | (3,000) | | |
| 380 | Triathlon | | (2,000) | | |
| 390 | MS Haunted House | 100 | (100) | | |
| 390 | Year End PTA Board Appreciation | | (500) | | |
| D Community Services | | | | | |
| 400 | Philanthropy Expenses | | (1,000) | | |
| 410 | Findlay Prep | | (1,200) | | |
| E Administration | | | | | |
| 500 | Insurance | | (205) | | |
| 510 | Annual Dues -NV PTA | | (50) | | |
| 520 | Office Supplies | | (2,000) | | |
| 530 | Tax Prep / Audit Fees | | (1,000) | | |
| 540 | Bank Fees | | (30) | | |
| 550 | Presidents Discretionary fund | | (500) | | |
| Projects/Programs | | | | | |
| 600 | Hospitality Fund | | (500) | | |
| 610 | Room Parents Fund | | (4,750) | | |
| 620 | Educational Program | | (2,000) | | |
| Totals | | \$36,436 | \$61,750 | (\$68,185) | \$30,001 |

Adopted by the Association:

