

Oak Hill Elementary PTA
Executive Board Meeting Minutes
September 4, 2008

Call to Order - At 12:40 p.m. in Portable Building G, Sunny Kenkare, President, called the meeting to order.

Quorum - A quorum was present. Those in attendance were: Board members Sunny Kenkare, Deena Perkins, Hannah Neill, Valarie Spake, DeeDee Eastwood, Wendy Primeaux, Vali Martin, Heather Sendera, Kristie Peterman, Holly Fullerton, Margaret Seils, Liddy Zierer, Karen Mauldin, Robin Levatino, Ileana Abounader, Brandi Kinkade, Amy Sasser, Summer Youngblood, Patty Geisinger, Molly Austin, and Geeta Suggs; Principal Terry Whistler; PTA members Laura Bettor and Jill Ivie.

Approval of Minutes – The May 2008 executive board meeting minutes were reviewed and approved as written.

Comments from the President – Sunny Kenkare welcomed everyone and had everyone introduce themselves. Kenkare briefly discussed some of the contents of the 2008-2009 Executive Board folders handed out at the meeting, which included: Important Dates (all Board meetings will be held in the afternoon at 12:30 p.m.), Monthly Committee Reports, Preparing a Procedure Book/Folder, General Guidelines for PTA Newsletter Submissions, and PTA Bylaws.

Comments from the Principal – Principal Whistler thanked all for meeting in the portable as opposed to in the library, and welcomed all present back to school. She announced that construction was almost complete; the new art room was available for use; and, the kids were able to play on the blacktop. She reported there were currently 937 students and 10 Kindergarten classes. She also thanked the PTA for support with regard to the bond issue – because of its approval Oak Hill teachers should receive laptops in December. The PC's PTA purchased and gave to team leaders and dyslexic teachers will be used in a new lab. OHE will have 2 computer labs in the spring, one for Apple computers and the other for PCs. Both labs will be overseen by Nassar Saarbekian, Oak Hill's technology specialist.

Treasurer's Report- DeeDee Eastwood also briefly discussed contents of the 2008-2009 Executive Board folders, which included: Handling PTA Money, Check Request, Deposit Slip, Reimbursement Request and Tax Exemption Certificate. Eastwood stated every deposit must be counted by two people (other than herself); deposits should be given to her in person, left in the school vault, or placed in her PTA folder (if deposit is checks only). Because A+ Credit Union does not have a night deposit, any large deposit may be left overnight in the vault *for security reasons only*.

In response to a question posed concerning "change" for events, Eastwood stated you may (1) submit a check request for the amount of change needed; or, (2) provide change from your personal funds. All personal funds must be counted by another person and a note placed in the till for the amount provided.

PTA is a tax free organization and cannot reimburse for sales tax paid by an individual.

Eastwood presented and discussed the following financial documents: Profit & Loss (May 1-Sept. 3, 2008), Budget v. Actual (July 1, 2007 – June 30, 2008), Budget v. Actual (July 1-Sept. 3, 2008), and Profit & Loss (July 1 – Sept. 3, 2008). Eastwood stated that committee chairs are responsible for knowing their budgeted amounts. Any changes to the budgeted amount would need to be brought before the PTA General Meeting scheduled for September 18, 2008, for vote to amend the budget. Areas that already need an increase in budget are school supplies and teacher appreciation.

Eastwood reported the balance is currently high because not all of the project and goals money was used last year and some school supplies had not yet been paid.

New Business:

Vacant Secretary Position – At the May 22, 2008, General PTA Meeting, Leyla Alin was voted in as the new Secretary for the school year 2008-2009, replacing Denise Rose. Alin resigned from her position as Secretary over the summer as they have moved out of the Oak Hill school district. A motion was made by Wendy Primeaux to vote Valarie Spake as the new Secretary. That motion was seconded by Holly Fullerton. The motion passed.

Boundary Task Force - Vali Martin provided a "Facility Use and Boundary Task Force, New Southwest Middle School Agenda, August 19, 2008" document for review at the meeting. She stated that a

meeting is scheduled for September 9 for further discussion of the boundary issue. Emails concerning this issue may be sent to her at oakhillcontact@gmail.com, or you can visit the website at <http://www.austinisd.org/inside/2004bond/boundaries/swmiddleschool.phtml>.

Travis Country is not the only area that could be affected by a boundary change; there are also pockets near the Berger Center.

The opening date of the new middle school at FM1826 & Slaughter Lane is scheduled for August 2009. At this time there is no boundary change proposal for high school for these affected areas.

Wendy Primeaux asked Martin for any information or feedback with regard to Travis Country residents who were in favor of the boundary change.

A new elementary school is being proposed, but is still 2 years away. Principal Whistler stated that it will not affect Oak Hill.

Old Business:

Sponsorship Levels -Hannah Neill presented and discussed a draft of the proposed sponsorship levels, containing five levels of sponsorship. Neill and Katy Bourgeois are still working to make sponsorship attractive to parents with multiple children at Oak Hill. The finalized sponsorship levels should be distributed September 10. Prizes for opting out of gift wrap sales will be given, and t-shirts will be "while supplies last."

Gift wrap will still be a fundraising event as the return is 50% profit. It brings in \$13,000 in a short time frame. Carnival will also remain as a fundraising event.

Audit Report - Heather Sendera presented drafts for review of "Auditing the 'PTA Way'" and "Audit Committee Report for 2007-2008 School Year." Sendera stated that the audit revealed that most everything appeared to be in order, but they found some deposits that did not have 2 signers, that documentation was needed when a 990 EZ form had been filed, and that a quorum was not present at several of the meetings. The audit committee will have a finalized report to present at the upcoming General PTA Meeting, scheduled for September 18.

Committee Reports:

Carnival - Vali Martin and Heather Sendera will chair carnival this year. There will not be any gift baskets this year's carnival.

Gift Wrap – Kristie Peterman reported that a change in the ordering procedure would be introduced this year – parents would be responsible for entering the orders online, printing out a receipt, and sending the receipt in with the money for the order. A representative will come to train the committee members on this new procedure next week. Packets will be assembled on September 15 at 9:00 a.m. and sent home with the students on September 18. Gift wrap is expected to be delivered before the Thanksgiving break.

Membership – A request was made that teachers be encouraged to join OHPTA. Summer Youngblood suggested a reward/incentive program be adopted to encourage teachers to join the PTA. Principal Whistler stated that we needed to make sure the teachers received a membership form in their box.

Reading Program/Jump Into Reading - Vali Martin reported that the Jump Into Reading reward day was scheduled for Friday, September 12. It was suggested that teachers announce this at the Back to School meetings and also be announced by Mr. Coupon.

Room Parent Coordinator - Denise Rose, Room Parent Coordinator, was absent, but much discussion was had over the PTA's approval of any person who signed up to be the head room parent. With the exception of a few, most teachers did not have a room parent sign up sheet out on "Meet the Teacher" night (August 22). The teachers will have a sign up sheet at the "Back to School" nights (scheduled for September 9 and 10). This was a result of some problems that had arisen last year where parents signed up as head room parent for more than one class. Discussion was had that it was NOT the PTA's responsibility for picking the room parent. Wendy Primeaux noted that in years past all parents who signed up were invited to the room parent meeting. If only one person came to this meeting they would be considered the head room parent. If more than one person for a class came, they would break out into their own group and select a head room parent. The room parent meeting is scheduled for Tuesday, September 16, 2008. Summer Youngblood expressed concern that the selection of the head room parent could be perceived as being a "click" and would prevent others from the opportunity of serving at Oak Hill.

Teacher Appreciation – Patty Geisinger reported that the cost for the upcoming Ice Cream Social, scheduled for September 18, 2008, would be near \$500. Most of the cost of this event should be recouped since the cost of a spoon would remain at \$1.

Geisinger reported a sandwich smorgasbord teacher luncheon was held during the 3 day development period before the start of school. They exceeded the budgeted amount by \$100.

Geisinger stated that Teacher Appreciation needed an increase in their budgeted amount from \$250 to \$700 due to the rising costs of food and the increase in the number of teachers to be served.

Workshop - Brandi Kinkade reported that workshop would begin Wednesday, September 17, from 9-noon. Anyone willing to help is welcome to join them in the workroom.

Teacher Representatives – For 2008-2009 the teacher representatives are Tracy Ferguson and Mindy Thompson.

Non-Agenda Questions/Discussion:

Amendment of Minutes – Wendy Primeaux called for an amendment to the December 2007 minutes concerning tax free days for 2008. All present agreed that the tax free days for 2008 should be February 29 (carnival) and August 21 (school supply delivery to classrooms). This amendment will allow for the refund of sales tax paid on school supplies.

Hannah Neill stated that although PTA is a tax free organization taxes must be paid on certain items so planning and timing is needed to maximize the tax free dates.

Enrichment – Sunny Kenkare reported that the Science Fair was scheduled for November 19, 2008. Also, June 2, 2009, the Annex (Kinder and Pre-K) would have a 2 –Ring Circus and June 3, 2009, the main building students would have a 3-Ring Circus. The change was a result of the younger students not being able to move as quickly from one station to the next.

T-Shirts – Valarie Spake reported that t-shirt sales would start around October 3 and orders would be placed around October 25.

School Supplies – Summer Youngblood presented and discussed documentation of the school supplies. Youngblood reported this was very successful this year, everyone received their orders, and they were able to purchase 32 supply packs to give to students in need. They still have approximately \$940 to collect for the planners provided.

Questions – Kristie Peterman asked how one would get worn playground and equipment replaced through the PTA. It would fall under project & goals.

Mass Email – Ileana Abounader stated she was willing to undertake a mass emailing system to inform parents of upcoming news and events.

There were many comments that parents were not being notified of events (*i.e.* Back to School night, Jump into Reading).

PTA Website – Geeta Suggs announced that any forms needing to be placed on the PTA website should be given to her. PTA Board Members' phone numbers will not be listed on the website.

General PTA Meeting – Sunny Kenkare stated that an information fair also takes place along side the Ice Cream Social at the first General meeting, so any committee who needed a table to promote their area should let her know they needed a table at this event.

Adjournment – The meeting adjourned at 2:30 p.m.