

RC Hinsdale PTA
Board Meeting
Google Meet Video Conference
Wednesday, March 10th, 2021

Present: President Jackie Schlotterbeck, Treasurer Katie Panaro, Vice President Membership Thelma Post, Vice President Communications Danielle Reinhart, Vice President Programs & Grants Beth Wise, Vice President Volunteers Sara Knapke, Dr. Angela Castleman, Secretary Stacey Cammack, Brittany Foster, Michelle Wilson-Alexander, Jenny Bunnell, Beth King

Call to Order

Meeting called to order for the Executive Committee by Jackie Schlotterbeck at 8:01pm.

Sign-In & Quorum

A quorum was established.

Treasury

Katie Panaro and Jackie Schlotterbeck have been in contact with district PTA and there are IRS guidelines in place allowing only 5% of our total funds to be spent outside of our mission. The 5% includes our operating expenses, staff appreciation, etc. All dollars not spent directly on students can only total up to 5% of our annual budget. If we do not adhere to this guideline, we can lose our non-profit status. We were previously unaware of this guidance. The new amended budget was presented. Danielle Reinhart made a motion to approve and Beth Wise seconded. Unanimous approval.

Sign-In for the board members at 8:15pm.

Jackie presented the 11/11/2020 minutes. Beth Wise made a motion and Thelma Post with the second. Unanimous approval.

Treasurer's Report

Katie Panaro presented February's treasury report. We have fulfilled 17 teachers wish lists in the amount of \$291.17 at this point. We will continue to push communication out to the staff regarding the process. Please file the February Treasury report for audit. Katie presented the proposed amended budget. Katie discussed areas on which we can zero out budget funds due to the inability to host events due to the pandemic environment. She also stated that we can reduce general operating expenses. All expenses in the "funds not directly spent on students" categories were evaluated and reduced as much as possible. As previously stated, expenditures on anything other than students cannot exceed 5% of the annual budget. Katie read the PTA rules and guidelines regarding this guideline. The staff appreciation budget has been substantially impacted. Jackie mentioned that we can change the "family event" to a "student/family event" to give us more flexibility. Thelma made a motion to approve the budget and Beth Wise seconded. Unanimous approval. We will present this to the General Membership for approval.

Protocols and Procedures

Jackie Schlotterbeck requested that all members please read the standing rules, job descriptions and by-laws to make sure we're doing everything within our job descriptions. Also, as a reminder, please copy your VP on all correspondence. All fundraising correspondence goes to Jackie because we have no current Fundraising VP. The expected turn-around time for responses to email requests is 48 – 72 hours. Also, please utilize Memberhub for the calendar.

Membership

Thelma Post reported that we have two new members.

Castleman's Corner

Dr. Castleman reported that we are bringing more students back to in-person learning. We have a small number of students who are still synchronous. Dr. Castleman informed us that the school had zero positive results from Covid-19 testing last week. The state is no longer color coding and the district will only test if we are "orange" going forward. We will MAP test at the end of April and beginning of May. We are still slated for state testing as well. The state has taken guidance from the national level and is requesting a waiver on accountability. The testing should be used for data gathering purposes. Stay tuned for more information on this. The school will be going under construction again. The scope of the project is not fully known. More information to follow on how this will impact us. We will continue to work together as a PRA and staff toward the school's mission to accomplish great things. As always, Dr. Castleman is appreciative of the PTA's support.

Communications

Danielle Reinhart shared that the PTA newsletter will be sent out at month-end. She will accept content and submissions up until March 24th. We will feature a story about what the PTA has sponsored for the school this year. She discussed social media posts. Rather than repeatedly posting the same content she can pin a post if necessary. Please contact Danielle with communications you would like shared on social media or included in the newsletter.

PTA Awards

Beth Wise informed us that there is a link in the agenda with PTA awards for those interested in applying. Please contact Beth with any questions.

Restaurant Nights

Sara Knapke reported the restaurant night date for Poseidon Pizza is Thursday, March 18th. Chipotle is scheduled for April and Gold Star Chili in May.

Staff Appreciation

Jenny Bunnell requested that PTA members share the PTA social media posts with the links to sign up for donations. She would also like family and student involvement for staff members and hopes to send home a flyer before Spring Break. Jenny reported they are attempting to solicit restaurants for

donations. They have restaurants who have committed to two lunches, one food truck and one breakfast. Jenny would like to work with Sara Knapke to possibly set up a restaurant night with both Texas Roadhouse and Skyline who have agreed to donate. We would like to give them our business.

Supply Kits

Michelle Wilson-Alexander shared that we are committed to working with First Day School Supplies again this year for back to school supply kits. They require teacher's school supplies lists and have requested them by April 1st. Dr. Castleman requested that Michelle work with Andi Tekulve to retrieve the lists from the teacher leads. Last year there was a \$2 donation per supply kit ordered.

Talent Show & Basket Raffle

Jackie Schlotterbeck requested that we host a virtual talent show and basket raffle at the end of April or beginning of May. Jenny Bunnell requested that we not solicit basket donations until we are finished with staff appreciation donation requests. Beth King made a motion to approve and Beth Wise seconded. Unanimous approval.

Fifth Grade Promotion

Jackie Schlotterbeck reported that Kelly Clasgens is the new chairperson. She is working with Mr. Chevalier to secure a date. Brittany Foster presented the winning fifth grade tee shirt design by Katie Bullock. Shirts are to be ordered through Memberhub. The deadline is Friday, March 12th.

Adjournment

Sara Knapke made a motion to adjourn. Thelma Post with a second. Unanimous approval and the meeting adjourned at 9:27pm.