Meeting minutes

Cool Spring Elementary Executive Committee PTA Meeting

**Date: 09/22/20**

**Time:** 6:30 pm

**Location:** Cool Spring Elementary Library/ Virtual

**Meeting called to order** by President Mindy Trzcinski at 6:35pm

**In Attendance:** Mindy Trzcinski, Christopher Cadwell, Nikki Maples-Reynolds, Jessica Huff, Eloise Simmonds, Rosa Seda

**Acting President:** Mindy Trzcinski – Presented by Mindy Trzcinski

1. **Vote: Motion to adopt acting board as board for 2020-21 school year.**

No objections to adopting the acting board for 2020-21 school year.

1. **Volunteer Recognition.**

Ms. Thompson

Gizelle and Nelly

Mark

Mathnasium

Altered Edge

Tammy

Coopershawk

Restore for Loudon

Will receive certificates for appreciation.

**Officer Reports:**

1. **VP Fundraising (Jessica Huff)**

i. **T-Shirt Fundraiser/ New Spirit wear**

Fundraiser closes tomorrow 9/23. We sold 60%, our goal is 100%. In the coming weeks we will be opening our online spirit wear store. Will go live in 2 weeks. All orders will be delivered to the school.

ii. **Food Truck Spirit Night.**

October 1st will be the event. 5-8pm. Will have the link so you can preorder your food ahead of time. 4 different trucks. Will have to have masks on, we would like to avoid any lingering around.

B. **VP Communication (Nikki Maples Reynolds)**

i. **Member Hub**

At the moment, we have 73 PTA members. When you pay your PTA dues, there is a link and you can add your student’s information. You do not need to be a PTA member to join member hub. We are required to use the member hub according to the Virginia PTA. You can retrieve a directory from the member hub. You can enter your information if you are member or not. Member hub will be the source on how we take payments. We can still take cash and check through the school. The links are on the website page. Nikki will work on a tutorial for those who are having trouble with member hub.

ii. **Website/ Facebook**

We control the facebook page. Events are posted on the page in advance.

**C. Principal’s Report (Chris Cadwell)**

i. **Playground Update.**

We are working with the county and the company to make sure we meet the standards. We have a mock proposal and hope to have an approval very soon. Fundraiser for the playground is on the way. Check back in two weeks.

**Return to Learn plan:**

The current plan is right now is October 27th will be for the english learner students. Two days of in person learning. School board for K-2, under discussion and depending on what they decide. they will decide it will be either October 27th or to early November.

D. **Treasurer’s Report (Rosa Seda)**

**i. Monthly Checking Account Report and Reconciliation**

August Reconciliation - We didn’t have a lot of money coming in. We did get a new bank. Northwest credit union. Donated to the playground. $23,365 in month of August. Some of the money used for Back to School.

ii. 2019-20 Audit Report.

**VOTE: Approve 2019-20 Audit & Tax Filing.**

We need 3 individuals to look over the financials from last year. You can email and reach out to Rosa.

**iii. Review & Vote: 2020-21 Budget:**

Total budget $33,675.88 , $10,000 into the playground fund. Expenses will go up when we receive more money.

Any funds we receive 50% will go to the playground.

10% go into Admin.

20% go to PTA fund requests. $5600 for fund requests.

10% go into volunteer appreciation.

1,113.75 PTA dues

5000 to giving a T shirt to every student.

5,876.91 for events including Virtual events.

14,000 from fundraisers will come in the 2nd half.

130 families to join the PTA.

Hoping everyone vote to approve it.

**Motion to adopt this budget:**

Motion to approve by Nikki and Eloise and everyone on the call.

Budget is available on the site for review.

**New Business:**

**i. Minority Student Achievement Advisory Committee (MSAAC) Representative Report (Tameka Mais)**

Gave key highlights on what the MSAAC. Meetings are held monthly.

**j. Open Special Education Advisory Committee (SEAC) Representative Position**

Joe Sable: Will be attending the meetings and give updates. Want to make sure the school and students have special programs and activities. There are a lot of resources for the parents. October 7, first meeting that they will start working on things.

**Motion to approve:**

Nikki, Eloise, Rosa.

k. Playground / Fund Request Allocation

VOTE: ALLOCATIONS OF FUNDS (Agenda Item from March 2020) Motion to allocate 10,000 into playground Capital fund to start our campaign from last years’ Fundraisers/ Revenue. Allocate $5600 into Fund Request Program.

**Motion to approve:** Nikki, Jess, Eloise, no objections.

**Fund Request Program:**

Application will be on the site. Whoever receive the money, we ask the person to attend the meeting and let us know how it has helped. You can apply anytime and will be reviewed by the board. Will be brought up at the next meeting and then the funds can be voted on and the funds released.

**Motion to approve:** $5600 into the fund.

Rosa and Eloise motion to approve. No objections.

New website. [www.coolspringspta.com](http://www.coolspringspta.com)

Any donations from corporations for sponsorships.

Wednesday: PTA business emails will be sent out.

Excellence survey for parents to take.

Open Forum:

**Adjourn:**

**M**eeting adjourned at 7:35pm.