

Hornsby Middle School PTSA General Membership Meeting

September 18, 2017, 5:30 PM

- I. Call to Order @ 5:34 PM by Karen Talley
In attendance: Jessica Ellison (Principal), Karen Talley (President), Alisa Smith (Secretary), Jodie Davis, Debbie Muse, Amy Gulick, Stacey Long, Heidi Von Rehder, Audra Albert, Sydney Lowe, Roni Armstrong, Trish Armstrong, Trish Freshwater, Beth Vona, Chris Dawson, Anita Ellis, Mike Contakes, Rebecca Hughson, Victoria Hughson, Kim Dilday, Kiersten Stinson
- II. Quorum of 10 has been met (21 in attendance)
- III. Welcome and Introductions
- IV. President's Report: Karen Talley suspended order of meeting to allow Nurse Vona to speak; Nurse Vona discussed increase in number of students with healthcare concerns related to food. She encourages our events to have options for those with allergies or restrictions. Most allergies within the school student body are related to nuts. Some students are allergic to baked goods and others require gluten free foods. Nurse Vona also suggested that it would be great to reward with non-food item. She mentioned that students go to her when they have a dress code violation. She needs long t-shirts to cover leggings and would also like gently used spirit wear for gym students who cannot afford them. Dr. Ellison mentioned that the school has a dress up closet for students in need of dresses for the 8th grade dance.
- V. Vice President's Report: Jill Dalton, not in attendance due to trip, no report.
- VI. Treasurer's Report: Katie Winckler, not in attendance, Karen reported that petty cash, reimbursement and deposit forms are available in the main office. Karen will email out forms to board. Email Katie if you turn in a form so she makes sure to pick it up from school.
 - a. Audit for July 1, 2016 – June 30, 2017: Karen discussed key points; Trish Armstrong made motion to approve; Stacey Long seconded the motion; no discussion; approved.
 - b. Budget – July 1, 2017 – June 30, 2018: Karen discussed key points; Heidi Von Rehder made motion to approve; Debbie Muse seconded the motion; no discussion; approved.
 - c. Treasurer's Report: Includes transactions for month of August; Karen discussed it will be reconciled and filed for audit.

- VII. Secretary's Report: Alisa Smith, reminded group to sign in. May 16, 2017 General Membership Meeting Minutes: Trish Armstrong motioned to approve; Audra Albert seconded the motion; no discussion; approved.
- VIII. Principal's Report: Dr. Ellison mentioned that MAP testing is currently going on and she explained why MAP tests are useful at Hornsby. School Improvement Plan is underway with one goal for English, one goal for Math and one goal for Attendance. Hoping to increase the attendance rate. Dr. Ellison also thanked the PTA for the coffee cart.
- IX. Committee Reports
- a. Box Tops: Debbie Muse reported that Box Tops collections are underway with a first due date of Friday, October 13th. Debbie asked that teachers explain the process to the students and encourage participation. Teachers should put them in the collection box on Monday, October 16th. One collection box is in the main office and one box is near teacher mailboxes.
 - b. Hawk Hike: Karen Talley mentioned it is Friday, November 17th. She already has 4 sponsors lined up. She is working on student prizes. She would like to poll teachers and staff about t-shirts. Do teachers want them or would they prefer that funding to be designated for teacher grants? Karen will follow up with 3 teacher reps.
 - c. Shopping Programs: Jess Sapalio was unable to attend. Karen mentioned that the AmazonSmiles flyer went out and the Papa Johns flyer is coming out soon.
 - d. Spirit Nights: Kim Dilday noted the next Spirit Night is scheduled for September 28th at Moe's. It will be a competition between Berkeley and Hornsby. Berkeley will go on Tuesday, September 26th. Whichever school brings in the most money will get an extra \$50. Dr. Ellison will send an email reminder. The following Spirit Night will be on October 26th at Subway on Monticello and Duck Donuts. Kim will look into Go Karts, a movie night at the theater for Spirit Night during the spring; Let Kim know if you have any Spirit Night suggestions.
 - e. Spirit Wear: Heidi Von Rehder and volunteers took orders at Open House. Items should be delivered at the end of next week. Heidi ordered a little extra of everything in case people want to purchase for Purple and Gold Dance. Teachers can turn in order forms to Heidi.
 - f. Membership: Jodie Davis reported that we currently have 313 members. Jodie put flyers in teacher's boxes. She is not going to send out membership forms in student schedules next year because she only received 10 new members this year from the inclusion. The 7th grade staff won as full membership first and will get Panera breakfast.

- g. Mini-Grants: Michelle Alexander/Karen Quinlan, not in attendance. More than likely, they will keep process the same.
- h. Purple & Gold Dance: Audra Albert reported that the dance will be held on October 13th from 6:30-8:30 PM. She has a DJ, games, photo booth, bake sale, security lined up. Publicity is going on through Dr. Ellison's flight plan, Facebook, PeachJar and posters. Sign Up Genius is going out for volunteers. Dr. Ellison can try to put Sign Up Genius in email.
- i. Reflections: Alisa Smith reported that she reached out to English and Fine Arts teachers. Karen sent out a Peach Jar flyer. Dr. Ellison will send Reflections blurb in Flight Plan.

X. New Business: None

XI. Unfinished Business: None

XII. Next Meeting Date: Monday, October 16th at 7:00 PM General Membership

XIII. Adjourn at 6:25 PM.

Lois S. Hornsby Middle School PTSA Budget 2017-2018

Approved

9/18/2017

BALANCE BROUGHT FORWARD	\$8,719.47
FUNDRAISING INCOME	
8th Grade Dance	\$2,500.00
Hawk Hike	\$4,000.00
Hawk Hike Sponsors	\$1,000.00
Purple & Gold Dance	\$4,000.00
Shopping Programs	\$150.00
Spirit Nights	\$500.00
Spirit Wear	\$4,500.00
Box Tops	\$350.00
Spring Fundraising Event	\$0.00
Total Fundrasing Income	\$17,000.00
OTHER INCOME	
Enrichment (Donations)	\$100.00
Interest Income	\$1.00
Membership - Local Dues	\$600.00
Cash Box	\$300.00
TOTAL INCOME	\$1,001.00
TOTAL INCOME AND BALANCE BROUGHT FORWARD	\$26,720.47
ADMINISTRATIVE EXPENSES	
Bank Charges	\$100.00
Cash Box	\$300.00
Insurance	\$343.00
PTSA Council Dues	\$75.00
PTSA Training	\$500.00
Square Fees / Paypal Fees	\$150.00
Supplies/Admin Expenses	\$500.00
New Year Start Up Expenses	\$4,077.47
Total Administrative Exp	\$6,045.47
FUNDRAISING COMMITTEE EXPENSES	
8th Grade Dance	\$2,500.00
Hawk Hike	\$2,000.00
Membership Expenses	\$400.00
Purple & Gold Dance	\$2,000.00
Shopping Programs	\$25.00
Spirit Wear	\$3,500.00
Spring Fundraising Event	\$0.00
Total Fundraising Committee Exp	\$10,425.00

Lois S. Hornsby Middle School PTSA Budget 2017-2018

Approve

PROGRAM COMMITTEE EXPENSES	
End of Year Celebration	\$400.00
Beautification	\$250.00
Coffee Cart	\$400.00
Honor Roll	\$450.00
Hospitality	\$2,200.00
Mail Box Treats	\$200.00
Mini Grants	\$5,000.00
Reflections	\$150.00
School Programs	\$50.00
Spelling Bee	\$50.00
Sweet Talks	\$100.00
Teacher Appreciation Week	\$1,000.00
Total Program Committee Exp	\$10,250.00
TOTAL EXPENSES	\$26,720.47
NET INCOME	\$0.00

OFF BUDGET ITEMS - State & National Dues Recvd/Paid

Lois S. Hornsby Middle School PTSA
Treasurer's Report 08/01/2017 to 08/31/2017

1 Fundraising / Other Income	Income	Expenses	Year to Date	Net Budget	More/-Less
Box Tops	-	-	-	350.00	-350.00
Cash Box	-	200.00	-200.00	-	-200.00
Dance - 8th Grade	-	-	-	-	-
Dance - Purple and Gold	-	375.00	-375.00	2,000.00	-2,375.00
Donations	75.00	-	75.00	100.00	-25.00
Hawk Hike	-	-	-	2,000.00	-2,000.00
Hawk Hike-Sponsor	-	-	-	1,000.00	-1,000.00
Interest Income	0.07	-	0.14	1.00	-0.86
Shopping Programs	92.39	-	92.39	125.00	-32.61
Spirit Night	-	-	-	500.00	-500.00
Spirit Wear	4,797.00	-	4,797.00	1,000.00	3,797.00
Spring Fundraising Event	-	-	-	-	-
Total	4,964.46	575.00	4,389.53	7,076.00	-2,686.47

2 Membership	Income	Expenses	Year to Date	Net Budget	More/-Less
Local Unit Portion	616.50	-	616.50	600.00	16.50
State & Nat'l Dues	1,027.50	-	1,027.50	-	1,027.50
Total	1,644.00	-	1,644.00	600.00	1,044.00

3 Programs	Income	Expenses	Year to Date	Net Budget	More/-Less
Arts in Education/Reflections	-	-	-	-150.00	150.00
Coffee Cart	-	-	-	-400.00	400.00
Hospitality	-	-	-	-2,200.00	2,200.00
School Programs	-	-	-	-50.00	50.00
Spelling Bee	-	-	-	-50.00	50.00
Total	-	-	-	-2,850.00	2,850.00

4 Operating Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Bank Charges	-	-	-	-100.00	100.00
Square Fees/PayPal Fees	-	117.58	-117.58	-100.00	-17.58
Leadership Training	-	-	-	-500.00	500.00
PTA Council Dues	-	-	-	-75.00	75.00
Insurance - Bonding/Liability	-	343.00	-343.00	-343.00	-
Administrative Costs	-	-	-	-500.00	500.00
Membership	-	-	-	-400.00	400.00
New Year Start Up Expense	-	-	-	-4,127.47	4,127.47
Total	-	460.58	-460.58	-6,145.47	5,684.89

5 School Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Beautification	-	-	-	-250.00	250.00
End of Year Celebrations	-	-	-	-400.00	400.00
Faculty/Staff Appreciation	-	-	-	-1,000.00	1,000.00
Honor Roll	-	-	-	-450.00	450.00
Mini Grants	-	-	-	-5,000.00	5,000.00
Sweet Talks	-	-	-	-100.00	100.00
Mailbox Treats	-	-	-	-200.00	200.00

Total	-	-	-	-7,400.00	7,400.00
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Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	6,608.46	1,035.58	5,572.95	-8,719.47	14,292.42

Bank Account Balances	08/01/2017	08/31/2017	Last Reconciled	Summary for the Period	
Checking	8,719.54	14,292.42	08/31/2017	Starting Total	8,719.54
Cash on Hand	-	-	Never	Income	6,608.46
Total	8,719.54	14,292.42		Expenses	- 1,035.58 5,572.88
				Ending Total	14,292.42

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

Treasurer's Report Submitted by:

Name: _____ Signature: _____ Date: _____