

Hornsby Middle School PTSA Board Meeting Minutes

August 28, 2016, 6:30 PM

- I. Call to Order @6:40 PM by Karen Talley (Pres); Also in attendance were: Jill Dalton (VP), Katie Winckler (Treasurer), Alisa Smith (Secretary), Jessica Ellison (Principal), Amy Unger, Audra Albert, Trish Armstrong, Kiersten Stinson, Debbie Muse, Jodie Davis, Heidi Von Rehder, Kim Dilday, Anita Ellis, Chris Dawson, Gillian Sheldon, Jess Sapalio, Mike Contakes
- II. Current quorum for board members is 12; quorum met
- III. Welcome and Introductions
President's Report, Karen Talley: All board positions filled except Reflections and Hawk Hike; let Karen know if you have a suggestion to fill those positions; board contact list was handed out; all committee chairs should have a binder including budget, bylaws, board list, plan of work, summary of committee action steps to help for future planning; let Karen know if you need a binder; before setting dates for events, make sure the date is approved by Karen or your assigned board member; use PeachJar for flyers; Karen will create uniform template for us to use; send flyers to Karen so she can approve and then Karen will send to Dr. Ellison for approval
Calendar Dates:
6th grade orientation from 9:00 AM to 11:30 AM, August 29th
7th and 8th grade transfer students, afternoon, August 29th
Open House, August 30th
District Training from 9:00 AM to 1:00 PM, Saturday, Sept 9th; let Karen know if interested in attending
- IV. Vice President Report, Jill Dalton: Thank you to Aaron Williams from Williams Landscape and Design for mulching and plants
- V. Treasurer's Report, Katie Winckler: Katie Winckler moved that the budget be accepted; Debbie Muse seconded; Amy Unger requested details about school programs; Karen and Dr. Ellison stated it was used for Unity Week last year; Jess Sapalio requested more information about balance brought forward; Katie clarified; Mrs. Ellis discussed Dinner en Blanc fundraiser in spring; board is open for future discussion

Budget for July 1, 2017 – June 30, 2017 was approved; budget will be approved by General Membership on September 18th

Important reminders: Committee chairs are allowed to spend up to budgeted amount; additional funds may be approved if needed, and need board approval if under \$300 and general membership approval if over \$300.

No receipt = no reimbursement; Katie needs 48 hours for petty cash request.

- VI. Secretary's Report, Alisa Smith: Alisa would like committee chairs to submit reports, if possible, prior to meeting
- VII. Principal's Report, Dr. Ellison: Thanks to the PTSA board for efforts; Hornsby staff are gearing up for school; discussed orientations and open house; VDOE has changed school report card which is now called School Quality Profile; check out VDOE site for school information; Hornsby uses MTSS; last year's discipline incidents dropped significantly; used new program for 7th grade SOL math last year and scores dropped; Dr. Ellison is confident scores will be back up this year; received Distinguished Achievement Award for closing gaps; Dr. Ellison is proud of progress
- VIII. Committee Reports
 - a. Box Tops, Debbie Muse: Box Tops collection box in front office; collect Box Tops
 - b. Shopping Programs, Jess Sapalio: Farm Fresh, Amazon Smiles, Harris Teeter; will use PeachJar to get programs communicated; Amy Unger mentioned Papa John's has program as well
 - c. Spirit Nights, Kim Dilday: Had 5 spirit nights last year; Chick-fil-A was most profitable and then WhichWich; looking at options; will communicate via PeachJar
 - d. Spirit Wear, Heidi Von Rehder: Boxes arrived today; replenished inventory; added a few pieces; planning holiday sale; suggested spirit Fridays
 - e. Hospitality, Trish Armstrong: Lunch on Wednesday at noon for staff (Subway grab-n-go); next will be conference night
 - f. Membership, Jodie Davis: Flyer went home in schedules; thanks to office staff for stuffing flyers; bi-fold brochure this year so there could be bigger font; teacher contest this year for PTSA membership; dues are \$6 per person
 - g. Mini-Grants, Michelle Alexander / Karen Quinlan: Not in attendance; Karen noted there will be 2 cycles-1 in fall and 1 in spring
 - h. Purple & Gold Dance, Audra Albert: Friday, October 13th, theme-purple and gold; flyers and posters ready to be put up; would like to send out flyer by September 15th in PeachJar; market through announcements; will have games, photo booth; DJ in the works; need raffle prizes; PTSA members get \$1 off ticket; \$5 for all and \$4 for PTSA members; Karen will help with Sign Up Genius; Audra needs volunteers
 - i. Reflections, Alisa Smith: Rebekah Wester created flyer and will make copies to post at Hornsby; Alisa will send email to teachers next week to market Reflections
- IX. Communication Reports
 - a. Facebook page, Jill Dalton: Email Jill with Facebook updates trying to post 2-3 a week; jpeg works best

- b. PTSA Web Site, Karen Talley: Karen's husband updated website; send Karen updates; Heidi volunteered to help with website

X. New Business

- a. Standing Rules: Karen Talley moved that Standing Rules be approved with changes to the 3 Treasurer forms names – Hornsby Middle School PTSA Deposit Form, Expense Form and Petty Cash Form; Trish Armstrong seconded; Standing Rules were approved with changes
- b. Unfinished Business
Hawk Hike: Teacher input approved Friday, November 17th; need to pay attention to money coming in; prepare for prizes, etc. in gym; students will design t-shirt

- XI. Next Meeting Date: Monday, September 18th General Membership @5:30 PM; quorum is 10 people for General Membership Meeting

- XII. Adjournment @7:55 PM

Submitted by

Alisa Smith

HMS PTSA Secretary 2017-2018

Lois S. Hornsby Middle School PTSA Budget 2017-2018

Aug-17

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	\$3,500.00
Box Tops	\$350.00
Spring Fundraising Event	\$0.00
Total Fundrasing Income	\$16,000.00
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	\$25,720.47
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	\$100.00
Supplies/Admin Expenses	\$500.00
New Year Start Up Expenses	\$4,127.47
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	\$2,500.00
Spring Fundraising Event	\$0.00
Total Fundraising Committee Exp	\$9,425.00

Lois S. Hornsby Middle School PTSA Budget 2017-2018

Aug-17

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	\$25,720.47
NET INCOME	\$0.00

OFF BUDGET ITEMS - State & National Dues Recvd/Paid