

Louise Archer PTA General Membership Meeting

Draft

December 18, 2013, 9:30am

I. Attendees:

Leslie Conroy, Kerry Blankenship, Stephanie Bollini, Elena Golub, Michelle Makrigiorgos, Priya Chenthil, Jennifer Condra, Elizabeth DiFrancisco, Ceci Campbell, Elizabeth Toledo, Marilynn Schulyer, Emily Korff, Reshma Eggleston, Robyn Nguyen, Mary Franceschini, Shannon Sieff, Phyllis Lauber, Bonnie Salzberg, Adele Hubbard, Cheryl Cass, Julie Nicols, Cheryl Mitchell, Eileen Sciuto.

II. Principal's Report.

Thank you for the appreciation you show to our teachers.

Staff updates, lots of long term substitutes coming in.

Carpeting and tiles are being replaced in some classrooms.

LAES appreciates a coordinated effort for a PTA gift. The celebration day will include a day time assembly and an evening event on March 7.

III. President's Report.

Thank you to all volunteers, lots of thank you notes from LAES teachers and staff.

Pizza Bingo on January 24, need a co-chair or committee helpers

Spirit wear sale starting Friday, December 20

The LAES banner is going to be displayed on the Maple Ave (confirmed). 2/24-3/3/2014

Please, shop Amazon through the PTA website! Target rewards also ongoing and escripts to be looked into

New to County PTA: technology blog for FCPS

LAES Creative Art program is sold out. 2nd program to be offered

Human Relations PTA Committee is our outreach to the ESOL community. The PTA is looking for a chair to create a newsletter for the ESOL families

Mini Grant awards folder is in the office, please, look at it.

We need a Nominating committee to find a new Vice President and a new Secretary for next year

No artwork to be hung at the post office due to construction

Report for the Azarra Fund disbursement, PTA requests to add \$1.5K to the Azarra Fund budget.

IV. Treasurer's Report.

Dec 1, 2013: \$91.5K on the PTA account

PTA needs a reserve (around \$45K to ½ budget) to survive until the next fundraiser.

Big expenses: school mulch, school sculpture, LA75 gift

LAES will follow VA PTA recommendation and have \$45K in the reserve – informally voted and accepted

Motion to approve bank signatures. Approved.

V. Old business

Motion to approve PTA November 2013 meeting minutes; Motion passed and meeting minutes approved

Audit Report and Approval. Everything is in a reasonably good shape. No fraud in the PTA books, but PTA has to keep books in a new way. There were issues with minutes lost (\$30K gift voting), checks missing, consistency of deposits, improper check signing, cash withdrawals and documentation how cash was spent. PTA is going to develop standing rules for PTA to operate. Written procedures for handling money. Review the procedure for check handling. Improve record keeping by the treasurer and secretary. Improve Transparency. We need to address broader community participation. The PTA will make an effort to put everything online, for example mention in Sunburst when General Membership Meeting Minutes are online. PTA will reform the Treasury's Committee. The PTA Treasury's response is presented. Audit Report is approved and adopted.

Motion to include School Sculpture as a school gift (with part of expenses) and add \$6K to the budget for school sculptures for all 3 gift components (installation, workshops, sculpture).
Approved.

VI. New business

LA 75 Committee conducted a survey about a LAES 75 gift from the PTA. Community wants to support technology and to present something memorable.

LAES 75 gift idea: school mobile sculpture: 6th graders come with the design: 1 week project for them. Mobiles display in lower grades. Project is supported by Creative Art program, 6th grade gift and the PTA.

Motion to approve a new fundraiser "75 for 75" that will be applied for the LAES main gift and other technology gifts. Approved

Move next PTA meeting to January 15th, approved.

Add \$1.5K to the Azzara fund, approved.

VII. Program Announcements:

Reflections Update: Every student who participated in Reflections this year had family attend the reception. There were about 100 people at the reception on November 25th. Each student that participated received a medal and certificate and "outstanding" participants were recognized on the PTA website. All outstanding art productions have moved up in the competition, competing against other Fairfax County elementary students.

Hip Hop Update: The Hip Hop class ended on December 6th with a small recital during the class.

Before and After School Programs: Registration opened on December 11th for creARTive Visual Art, Spanish, and Mad Science.

Sixth Grade Dinner – Date is set for Friday, June 13th, 2014.

Pizza Bingo is coming up on January 24th.

Amazon Loyalty Rewards program has started out well. As of December 12th, Louise Archer has earned \$255.64. Additional options for Loyalty rewards include teacher wish lists and technology purchases.

Yearbook. Chairs received several nice pieces of artwork for the Yearbook cover that were student's versions of 75s. The community would like to include these works in the Yearbook.

VIII. Adjourn:

The meeting adjourned at 11:30 am.

*** Notes from Audit Chair Report

The Audit Committee Chair presented high-level comments on the audit report, which had been posted on the PTA website for review by the membership prior to the meeting. The AC Chair's comments included the following:

Introduction of the Audit Committee members.

Statement that AC found no fraud, theft, or intentional wrongdoing by anyone

Statement that the AC used the Virginia PTA Audit Checklist this year, which resulted in a much more comprehensive audit than in past years. The reason for the switch was:

Concerns certain recommendations from past years had not be implemented

Concern that procedural problems might exist in the PTA

Large amount of money raised and spent by the PTA on an annual basis (e.g., approx. \$150K)

Statement that audit was a passing audit because the ledger was in reasonably good shape and that any errors discovered had already been fixed with adjustment suggested by the AC and implemented by current Treasurer

Statement that AC feels if recommendations in the report are not implemented for PTA operations, the PTA exposes itself to those who might not have good intentions

High level AC findings:

No written Standing Rules or written procedures for handling money

Significant problems with record keeping

Problem with internal controls, including missing/inadequate backup documentation, checks signed by payee, check with only one signature, cash withdrawals with no receipts/invoices to show how money spent, checks written for amounts different than requested, and checks written in wrong fiscal year

AC Chair noted that internal controls problems amounted to 18% of total expenditures, which is high, but if you remove the \$10,000 checks, it was a much lower percentage of the total spend

Problems with consistency and timeliness of deposits

Concern that large sums of money were given to the school in the past without knowing in advance how it would be spent

Concern that Fairfax County did not spend the money donated for the track wisely

Concern that the Treasurer position is too big for one volunteer person, and that the tasks should be broken up to be handled by 2-3 people, including the Treasurer

Statement encouraging the PTA general membership to get involved and provide their input on high level spending and operational decisions of the PTA

Statement that while the report was critical of past actions, it is in the PTA, school, and kids' best interest to support the Executive Board in its efforts to implement changes (as expressed by the President), and move forward with a spirit of cooperation