

**Louisa Boren STEM K-8 PTA Board Meeting Agenda**  
**Sunday, October 4, 2020 5:00-7:00 PM**  
**ZOOM ID: 991 7423 4530**  
**Password - 5950**

**Attending**

Angela Wallis, Don Knutson, Robin Graham, Erika Whinihan, Alicia Every, Jess Andre, Charles Cutter, Shawna Murphy, Colleen Peterson, Margo Bergman.

**Call Meeting to Order (Don Knutson) - 5 Minutes**

- I. Open Positions (VP & Co-Treasurer)
- II. MemberPlanet (Membership does not auto-renew)
  - a. 69 members; 89 last year.
  - b. Will post again in Owl Post, etc.

**2019-2020 Financial Review (Jess Andre) - 15 Minutes**

**WSPTA Questions and Explanations of Note for 2019-2020 Financial Review:**

Review committee: Margo Bergman, Jess Andre, Angela Wallis

1. Was a detailed, written, year-end financial report (for the most recent fiscal year ending June 30) presented at a membership meeting and distributed to the Board? No. Due to COVID, our June meeting was held prior to June 30th. The final report was not ready at that time. An end of year update was sent to the Board.
2. Did the balance on the monthly financial reports agree with the reconciled balance on the bank statement(s)? No. In June 2019, Homestreet Bank processed some checks incorrectly (wrong amount), which created an imbalance. Reports agreed as of June 2020.
3. Did the treasurer always issue a receipt for any funds received? No. There was a small cash donation from a June 2020 school function that was made without a receipt going to the donor.
4. **Did all contracts have signatures of two elected officers of the PTA? No. All contracts have been approved by at least two Board members but were not signed by two.**
5. Does the PTA have a contract with the school or school district if equipment is stored on school property? No. We have a handshake agreement with the school regarding a small storage space for the PTA. We recognize this is not an ideal method but do not have an alternative.
6. Did the PTA grant money to the school, school district or another organization? Yes. We granted funds to the Sanislo Elementary PTA.
7. Were there questions that could not be answered solely by an examination of the books and records? Yes. The Financial Review committee followed up with the Treasurer on a few specific details.
8. **Did the board and/or membership review the PTA's current insurance policy prior to renewal?** No. We had a brief discussion around our current policy and determined it met our needs but did not do a more formal review. We will do so in the 2020/21 SY.

9. Is control of all online logins and passwords explained in the PTA's standing rules? (eg bank, PayPal, MoneyMinder, cloud storage, etc). No. The Board has crafted and approved related language but has not yet received full approval at a general meeting due to COVID.

10. Does the PTA have written procedures regarding logins and passwords? No. Same response as above.

11. Did the income and expenses for all projects and activities fall within budgeted levels and expectations? No. Income and expenditures were both less than expected due to COVID.

12. Did the PTA use a payment/reimbursement form for each expenditure that indicates who has the authority to approve the expense? We had forms for every payment, but our standard template did not include that language.

### **Review Committee Recommendations**

1. **Contract approval:** We will ensure all contracts are approved and signed by at least two Board members.

2. **Insurance Policy:** We will perform a Board review of our current insurance policy in advance of our December 2020 renewal.

3. **Language/policies regarding online logins and passwords:** We will review, update and approve updated the PTA's standing rules/policies and written procedures regarding control of online logins and passwords.

4. **Payment/reimbursement form:** We have already updated payment/reimbursement form templates for the 2020/21 SY to reflect approved authorizers.

### **Treasurer's Report (Jess Andre) - 5 Minutes**

- E-Fair book fair this year? Could publicize *after* the auction. It requires little work from us and Ms. Bannister would like us to help. It's a fundraiser for our library.

### **PTA Insurance Approval (Jess Andre) - 5 Minutes**

Jess is waiting to get more information from our broker, which she'll send out to the Board to review, ask questions, and share our thoughts. We are interested in learning about insurance for social media, which is the piece it sounds like a handful of PTAs are looking into given our current reality. Jess will also ask about other liabilities for class liaisons.

### **Room Parent/Liaison Update (Colleen Peterson) - 5 Minutes**

- Some teachers still don't have complete contact lists for caregivers, and we don't have liaisons for about 7 rooms. We could try for a grade-band liaison position for hard-to-fill grades/those teachers left without liaisons.
- IF we find that any classroom liaisons are organizing any in-person meetings among caregivers, we can recommend following the governor's guidelines for COVID-19.

### **Communication Tools (e.g., Remind Upgrade) - 5 Minutes**

- Possible Board Resolution/PTA resolution re: Allow use of Zoom for instruction.
- Support a resolution through Seattle Council of WSPTA? Leschi letter sent around. **Don will inquire.**

## **BLT Update (Melinda Luke White/Charles Cutter) - 10 Minutes**

- c. Race & Equity and getting feedback from parents/caregivers are the two primary efforts.
- d. Charles will ask about any enrollment losses.**

## **Committee Updates - 20 Minutes**

*Advocacy/Membership Chair idea (Alicia Every)*

We can't increase Board or Membership diversity without focusing on building our membership to include all kinds of parents. Discussion about leaving the Advocacy Chair open for the time being in exchange for Alicia chairing our newly-formed membership committee. Board agreement.

**Advocacy Committee** - open

**Membership Committee** - chair - Alicia Every

Shawna volunteered to keep us informed of advocacy issues through her role on Center School PTA as IDEA chair. Thank you, Shawna and Alicia!

*Race & Equity - NEED A NEW CHAIR*

Angela has connected Don with a new STEM parent.

*LGBTQ+/GGLOW Owls (Shawna Murphy)*

*Our Students, Our Stories* book published by SPS via a grant - each school receives two copies.

Shawna recommends we read *Beyond the Gender Binary* and have a discussion during the November meeting. She also recommends the book *Gender Queer*.

*Fundraising (Margo Bergman)*

- After Auction we'll choose a month for Direct Give considering how we handle the fundraising patterns for next school year, too.
- Consider more Take-out/Dine Out partnerships.
- Margo will be downloading info from Robin after the Auction wraps up.

*Auction (Robin Graham)*

- e. Need help "moderating" the live event. Volunteers secured!
- f. Reminders going out now re: bid now!
- g. Also need help getting mini-videos submitted to Robin.

Questions, Comments, Concerns

**Adjourn**

Next Meeting is **December 6, 2020 5:00-7:00 PM**

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