

DRAFT

CES PTA Meeting Minutes September 19, 2023 at 7:00 pm CES Media Center

Meeting called to order at 7:06 pm

Attendees:

Board Members:

Eileen Brewer (President), Cassandra Christensen (1st Vice President), Cathay Mauriello (2nd Vice President), Carmen Cheng (Secretary), Meghan Nickerson (Treasurer)

Members:

Bridget Celedon, Micaela Crooks, Yue Hu, Jinqi Fan, Julie Kim, Bokyung Shim, Vaishali Pavashe, Danielle Haddy, Bryan Curtin, Jen Livingston, Xiaoyun Ling, Amie Leone, Onyeka Illoh, Iweanya Illoh, Xinran Li, Xin Gao, Karishma Chengappa, Eric Pang, Emily Kroiss, Evelyn Sommers, Eileen Buckle, Sherine Hargrove, Valerie Owen

CES Administration:

Myra Byrom (Assistant Principal), Mrs. Hairfield (4th grade teacher)

1. Welcome to Mrs. Byrom, New CES Assistant Principal

2. Principal / Assistant Principal's Items

- Mrs. Byrom presented Positive Behavioral Interventions and Supports (PBIS) at CES (reboot for 2023) - reward system for students (Mrs. Byrom will share presentation via School Messenger)

3. President / Vice President Items

- Policies for Meetings
 - Communication primarily through email (sign-up for newsletter via cespta.net)
 - Committees can be joined by signing up via email or at a PTA meeting
 - Audio and video recording at PTA meetings is not permitted without express consent from all in attendance
 - PTA meetings will follow the agenda distributed prior to the start of the meeting; time allotted at end of each meeting (Q&A period)
 - Discussion: consider hybrid meeting; send agenda ahead of time and add to PTA website. Eileen shared that there are plans for alternating virtual meetings with in-person meetings.
- Approval of Minutes - May
 - https://docs.google.com/document/d/1COFUCjL3z3ZIFlvEm_RctnikFfli4FKo/edit?usp=sharing&oid=115499191731755454384&rtpof=true&sd=true
 - Micaela Crooks asked for a motion to approve the May meeting minutes. Meghan Nickerson seconded. A voice vote was called with no opposition, the motion carried.
- IRS Status Update
 - CES PTA lost 503(c)(3) charitable / non-profit status
 1. Maryland PTA separated from National PTA; CES PTA previously voted to join Free State PTA; Maryland PTA removed CES PTA from tax-exemption; Free State PTA pending to be added to group exemption from IRS
 2. CES PTA filed Form 990 but rejected by IRS; CES PTA plan to file Form 1128 (change fiscal year to previous fiscal year)

- Next steps:
 1. Recommend families and teachers interested in joining PTA - hold off on donations / payment until IRS status resolved (exception: per bylaws, PTA board members and committee leads need to pay dues by 9/30)
 2. Discussion: if vote needed at next meeting to discuss option of separating from FreeState PTA, request to share pros and cons of Free State PTA vs. starting own Parent-Teacher non-profit organization
 - Micaela Crooks asked for a motion to give Eileen and Meghan time until 10/24 (next PTA meeting) to figure out IRS status (with free support of CES families) before hiring outside CPA. Amie Leone seconded. A voice vote was called with no opposition, the motion carried.
- Back to School BINGO - Wednesday, September 27th
 - Need volunteers - Pizza, Spirit Wear?, Daubers/bingo cards, callers
 - Need microphone and speaker - Cathy has equipment for backup
- Calendar for the year
 - Discussion of proposed dates and events
 - Fun Run - discussion of date and whether to keep it as a fundraiser. Preference is to keep it as a fundraiser.
 1. Eileen Brewer asked for a motion to hold Fun Run in November; Meghan Nickerson seconded. A voice vote was called with no opposition, the motion carried.
- Cultural Arts Update
- Open Committee Positions - Sign up genius, spirit wear, BINGO nights, cultural arts, health and wellness, end of year party, spring fling co-chair (with Eileen), fundraising/sponsorships, Young Authors program, SECAC, Glow Party, CES Cares, field trip
 - Sign up sheets provided at meeting
- Committee Chairs
- Virtual Meetings
 - Calendar to be determined (alternate with in-person meeting)
- Field Trips
 - Form committee to offer PTA admin assistance (e.g., bus)

4. Membership Update

2023/24 CES PTA Membership:

- Year-to-date members: 128
- Year-to-date membership payments: \$1,720
- Year-to-date Cougar Patron Donations: \$2,725

5. Treasurer Report

- Updates from Treasurer's training (PTA rules):
 - Reimbursement: must submit paper receipt (unless online order) to Treasurer; teacher stipend reimbursement needs to be for classroom
 - Votes needed annually
 1. Electronic payments
 - b. Eileen Brewer asked for a motion to allow CES PTA to collect electronic payments. Cassandra Christensen seconded. A voice vote was called with no opposition, the motion carried.
 2. Recurring payments
 - b. Eileen Brewer asked for a motion to allow CES PTA to pay for recurring payments such as Constant Contact. Cassandra Christensen seconded. A voice vote was called with no opposition, the motion carried.
 3. Acceptance of the annual audit of the budget
 - b. Will vote at next meeting
 - Vote needed throughout the year if budget changes
- Approval of the 2023-2024 budget
 - Cassandra Christensen asked for a motion to approve the 2023-2024 budget. Amie Leone seconded. A voice vote was called with no opposition, the motion

carried.

Cathay Mauriello asked for a motion to table agenda items 6-8 (communication of Committee Reports will be via email, if needed). Meghan Nickerson seconded. A voice vote was called with no opposition, the motion carried.

6. PTACHC Report

7. Committee Reports

- BINGO
- Restaurant Nights - Do we want to do these?
- Fun Run
- Glow Party
- Yearbook
- 5th Grade Committee
- Fundraising - (Cassandra will provide update RaiseRight at next meeting)
- Hospitality/Staff Appreciation
- CES Cares
- Spirit Wear
- Website
- After School Programs - Do we want to change how this is done?
- Kindergarten Connection
- International Night
- Reflections
- Spring Fling

8. Q & A

9. Adjournment

Meeting was adjourned at 8:53 pm

Upcoming Dates:

- **September 27th - Back to School BINGO**
- ~~October 15th or 22nd - Fun Run~~
- **October 24th - PTA Meeting**