

## Glenfield Middle School

# PTA MEETING – February 28, 2024 MEETING MINUTES

VIRTUAL MEETING 6:30 pm

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- Dee Thompson-Welcome and call the meeting to order.
- All parties except for one approved the January meeting minutes.
- Principal's report
  1. Recap of Black History Month Activities-Assembly
  2. Recap of Lunar New Year Activities
  3. Arrival of Choral Chairs
  4. Toni's soup kitchen
  5. Parent Q&A
- Treasurer's Report – Colleen Dougherty to make presentation
  - Decrease in memberships and donations
  - Expenses
    1. Expenses-Operational \$2100 of \$2600 spent
    2. Community Events-\$1100 of 2200k spent
    3. Enrichment- 4k spent on teacher mini grants
    4. Movie License- Currently not using this fund
  - Fundraising
    1. Skate night
    2. Snowball
    3. PTA Yearbook Fundraiser-yielded \$1600 in 2023
    4. Parents are asked (by the Glenfield administration) to contribute an average of \$150 per student for year-end eighth grade activities.
  - Erin Walter made a motion for PTA to fund eighth grade activities. PTA President reminded the community that there is already a line item in the budget for the PTA to contribute to the 8<sup>th</sup> grade activities. Membership wanted to vote on this item that was already in the budget. No additional amount approved.
    1. Motion voted on-15 approved motion
  - Colleen Dougherty's Presentation- This presentation is in response to accusations of misappropriation of funds made to NJPTA and PTAC. These allegations were mentioned in January.
    1. In honor of Black History Month-John Cromwell Jr-1<sup>st</sup> black CPA
    2. Colleen Dougherty has 30 years of accountant experience; values trust & ethics
    3. Principles of Accounting
      - No liabilities
      - July 1<sup>st</sup>-June 30- PTA fiscal year
      - Reconciliation- Comparing transactions and documentation

- PTA not required to take inventory
  - Treasurer uses history and reasonableness
  - Co-mingling of funds (holding of art activities and other funds)-this becomes a liability.
  - Treasurer to meet with related arts teachers to find proper place to hold related art funding.
  - Donated money-This money is split between funds
- Lisa Clarke, NJPTA intercepted presentation to advise the following;
  1. It is inappropriate to discuss budget items to members. This presentation should be brought to the attention to the Executive Board.
  2. A committee can be nominated to review or audit books. Having a committee is at the PTA Executive Board's discretion.
  3. The results from the audit should be brought to the PTA meeting.
  4. Members interested in serving on audit committee should send e-mail to treasurer. Three people needed for review committee.
  5. Lisa Clarke confirmed that the current PTA President's term ends 6/30/2025.
  6. PTA should follow guidelines for nonprofit to retain 501c status.
- Events & Opportunities
  1. 7<sup>th</sup> grade Green & Gold dance-March 15
  2. Book Fair-volunteers needed; a lead volunteer will receive scholastic training
  3. Nominating committee; Treasurer & VP role-June 30, 2024
    - Ms. Clarke inquired why all positions were not up for nomination. State has uniform bylaws (all officers elected at same time)
    - PTA member mentioned Glenfield election is staggered. The option to stagger terms not in bylaws but standing rules.
    - Lisa Clarke suggested in 2025 elect new slate of officers. There is not a staggered term at the state level.
    - The bylaws are posted on the state website.
    - Lisa Clarke suggested sending the minutes & reports to members via e-mail.
  4. President position is not up for nomination. Bryan Fleischer Glenfield PTA presidential term ended in June 2023.
  5. Donation drive for Toni's kitchen
- Next Meeting Wednesday, March 20, 2024
- Meeting Adjourned