Hyde-Addison Elementary School PTA

GENERAL MEETING
Thursday, Sept. 26, 2019
5-6 pm, Library
3219 O St. N Washington, DC 20007

PRESENT
Dr. Calvin Hooks, Principal
Glen Hanson, President
Rizki Wagner, Treasurer
Kea Taylor, VP of Aftercare
Laila Winborne, VP of Events
Terra Blodnikar, VP of Fundraising
Gi-Hyun An, VP of Communications
Katie Roth, Teacher Representative
Parent Community

5:13 pm CALL TO ORDER

WELCOME AND INTRODUCTION OF BOARD MEMBERS (Glen)

BUDGET (Terra)
FY19 vs FY20
- Paid significant amounts in credit card fees, payroll costs, etc., which PTA is trying to avoid
- DC Department of General Services (DGS) use fees for use of school grounds after hours - paying for last year and also this year

Great Envelope Race (GER)
- Last year’s number is slightly higher than what was actually raised bc includes some other miscellaneous donations
- GER right now about $5,000, which is pretty low and needs more publicity

Fun run will probably be a spring fundraiser, if at all
Bricks – lots of inquiries re: new and repaired bricks; may be another fundraising opportunity

Auction & Gala – scheduled for Mar. 14, 2020; will require significant time, effort, volunteers
Safeway Foundation – round up for HA
   Raised $4300 – more than double anticipated
Amazon Smiles, Boxtops continue to raise modest amounts

No longer using a CPA firm, since Treasurer is a CPA, and PTA is already required to have statements reviewed monthly by someone who cannot access the accounts

Teacher appreciation, sale of merchandise, insurance policy
Miscellaneous food, bank fees – tried over the summer to reduce

School expenditures
- Books, curriculum, supplies, program fees, technology, professional development, field trip subsidies
Hyde-Addison Elementary School PTA

- Expenses expected to outpace fundraising
- Been dipping into savings but need to reverse trend
- Red in terms of operations but black overall due to savings

Questions from families
- Why the sudden drop in fundraising?
  Many inbound families left the school when it moved to the swing space at Meyer Elementary. The auction, which had been a successful fundraiser, did so poorly in 2017 and 2018 that it wasn’t even held in 2019
- Did the amount raised through GER also drop?
  Uncertain, as the current board does not have access to most of the documents of past Hyde PTA boards.
- For one family, the aftercare statement did not show a surcharge for credit card payment. PTA will follow up.

Adopted by unanimous vote

BYLAWS (Glen)
Cover page – requirement of double signature to open account and to authorize expenditures
Context – financial safeguards to avoid events such as misappropriation last spring

Executive board positions
- Added Vice President – to support the President; VP for Room Parent Engagement
- Eliminated VP for External Affairs bc less likely to be valuable for long-term
- Nonetheless, volunteers welcome to engage area businesses, organizations, other partners, especially in light of the school’s return to Georgetown
- Term limit – 3 terms of one-year each; previously limited to 2 terms

Additional safeguards
- President and Treasurer cannot be family members
- Monthly review of bank statements by someone without access to bank accounts
- Authority to remove board member for failure to meet responsibilities
- Checks and balances on login and password for each account
- Financial safeguards will not prevent criminal activity but are steps in the right direction
- Bylaws are considered a living document and will be updated as appropriate

Adopted by unanimous vote

AFTERCARE, ENRICHMENT
New vendor for programs – Kaizen Karate, with TSSL for languages
  Due, in part, to concerns expressed by parents about Just for Kids

Enrollment
Hyde-Addison Elementary School PTA

Currently low, especially for languages
Minimum of 12 for a class to be offered

Questions from families
• What happens if register for a class that’s not offered for lack of enrollment?
  Fee will be refunded or may be used for another class.
• Would like option for classes to be offered several times a week
  PTA will explore options with vendor.
• Why is the information sheet distributed at the meeting different from what was sent out previously?
  Information sheet is more up-to-date. When in doubt, rely on the information on Kaizen’s web site.
• What was wrong with JUK?
  No safety issue or particular incident; just general complaints about quality of programs, responsiveness.

FUNDRAISING (Terra)
Auction & Gala
• Weekly meetings at 8 am, Fridays in Ms. Roth’s classroom
• Volunteers needed for solicitations and event planning
• Event had been held at Copley to Four Seasons, Sequoia, Pinstripes, back to Copley

Fall Fest – Scheduled for Oct. 26, 2019

PARKING (Glen)
• Smoother now with signs, cones for Kiss & Ride
• Working with DDOT on 15-minute parking on side street

6:30 pm (?) ADJOURNED