

Myers Park High School PTSO Executive Board Meeting March 13, 2020

1. Call to Order – Catherine called the meeting to order at 9:00am.
2. Minutes from the February 14, 2020 Exec Meeting were approved via email.
3. **Principal Report (Bosco)**
 - **Auditorium Seating** – Bosco was able to get one quote to replace seats in auditorium. 800 seats. \$98/seat. Installation and set-up \$12K. Approx 101K total which includes tax (6K). Includes a plastic chair that fits the frame and arm rests. Bosco will ask if we can do it in 2 phases. Can get reimbursement for the tax. Perfection Equipment is the vendor. Needs to be a CMS approved vendor.
 - **CoronaVirus (COVID-19)** – Bosco reported that it has been an interesting process to be a part of as a district. Conversation has been ongoing on a number of issues (SAT offering, staff and students who have a compromised immune system etc). MPHS is going to air on the side of caution. Will worry about impact on attendance later. Will give permission to staff who have compromised health to take off. Bosco met with staff Monday to prepare for online instruction if needed. Staff is working to have online instruction available via Canvas. Told staff we will do everything we can to support kids across the board. Bosco expects we will go out of school at some point. Has a meeting at 10:30am today. Right now, Bosco & team are supporting individuals as needed. Told kids to research and get informed about it. We will offer hot spots to those that need it. Schools will be open. Cafeteria will be open and will be serving food. One parent suggested starting a fund to help families mitigate the impact (uber rides, bus passes etc). On Canvas you can have live instruction, but most of it will be assignments/notes given by the teacher. Can have chats/zoom calls if a teacher directs that. SAT is cancelled at MPHS for Saturday 3/14/2020.
 - The **curb parking** on Colony is gone. City came in and said it's a bike lane. Has been roped off.

- **Resources at the school** – Target number for students next year is about the same. There has been a change in the variable to calculate the number of resources. We get a specific number of teachers for the % of at risk students we have. This year our CEP (Community Eligibility Provision) was at 16% which puts us at Tier 2. For next year, we are projected to be at 14% which would put us at Tier 1. Tier 1 does not receive allotments so that those resources can be used to help in other tiers. That means we could lose about 6.5 teachers. Bosco will look at attrition and small classes to determine where he can cut (Will keep Dream Team for next year). Bosco is hoping to reverse some of it. But need parents to put pressure on local officials. Catherine will send out a list of names that parents can contact to help reinforce the fact that the MPHS community is really not a Tier 1 school and needs these extra resources.

4. **Annual Fund Report (Stephanie, Katharine and Shelby)** – 100 more donors than we were a year ago. 716 donors. Matches have been coming in. None of the pledges have emails. Beth can follow up to see if the same ones from last year followed through with their pledge. Shelby/Katherine will send out an email soon with updated names.

5. **Treasurer Report (Beth)**

a. Cash Balance and Income/Expenses – Total net income \$184,567. 47K approved but not paid. Still have a lot in academic support. Student Support, still has 5K set aside for the writing committee. May move it to a labor budget for Jessica Lee and a supply budget/committee. Will move it when we have all the answers on numbers. Beautification has a lot of money. 3K is for benches. Still have 9K left. Staff supplies for next year – we can free that up. 44K unallocated. We have money to do half of the seats in the auditorium. Need to be mindful of the economy. Beth emailed the committees to review/validate their accounts and a reminder to turn in receipts.

b. Grant Requests - None

c. Budget Requests/Changes – Nothing to approve this month

d. Wish List Funding – Nothing to approve this month

6. **Update from other groups:**

- a. **SLT (Beth)** - Did not meet yesterday. Michelle Richards is crafting something about the staffing impact that Bosco explained to send out to SLT.
- b. **IB Parent Board (Ana or Dawn)** – Some of the key assignments are getting pushed back. Personal projects will be submitted electronically. Schools should have a plan for alternate locations for exams. They are mailing out diplomas. 2014 mailed so far.
- c. **Mustang Club (Beth)** – Making good progress. Lots of conversation on fundraising guidelines. Still discussing students fundraising before making the team. Parents and coaches are still not on the same page. Coaches are not willing to budge. Beth will make Bosco aware. Catherine thanked Beth for all her time and commitment to helping them refine policies and procedures.
- d. **MPHS Foundation (Katharine)** – Met on Wednesday. Bosco explained the staffing allotment issue. Ed Aluise and Rebecca Drendel put together a needs based framework. Showed a lot of gaps with mental health services. Beth mentioned the Caron service we provided a few years ago. Katherine will talk to Bosco about it. The framework will let people know how many students we are servicing and in what way. Art for the Park went well. Trying to figure out a date for the luncheon.

7. Old Business:

- 1. **Writing Center** – Jessica has spent 16 ½ hours of her time. Kathryn met with a parent who is at the writing center in Queens to get ideas. Going better with online bookings. 10 lunch appts in March. 8 through online. Need to put it in Mustang Express as a reminder about the online bookings. Will go in tomorrow's edition. 3 after school appts. Did an ACT help session.
- 2. **Memorial Garden** - Ben Hager dedication. Not doing it at the swim banquet on Tuesday b/c of CMS cancelling all large events. Sarah has ordered a plaque for \$300. Margaret McBryde planted new bushes near the bench.
- 3. **Policy and Procedures vote** - Committee Spending Procedures & Committee Collection Procedures Verbiage Wording Change.....(see below). Stephanie made a motion to approve. It was seconded and approved.

Budget Expenditures / Check Requests

- The PTSO strives to secure quality products and services for the lowest cost. To that end, volunteers should seek multiple bids from vendors for products and/or services. The PTSO encourages the use of vendors who have ties to the school and wishes to offer support through the provision of goods and/or services.
- All payments require a **check request form** and some other **documentation** (e.g., invoice, receipt, quote, etc).
- Documentation for **hours worked** should be itemized list of dates and hours (can be written on the check request form). Payment for hours worked will require completed W-9 form.
- *Documentation for **travel expenses*** (meals, hotel, mileage) should be on standard CMS Expense form and follow the same allowances (for example, mileage at \$0.545 per mile).
- *Documentation for **tips paid*** should be a note signed by 3rd party (e.g., "I, Mary Smith, witnessed Jane Doe give \$20 cash to the pizza delivery driver.")
- ***Gift cards cannot not be purchased to then spend on reimbursable items as there is no record of what was actually purchased. Gift cards can only be given as gifts for retirement, holidays, etc.***
- PTSO can re-coup sales tax if a **vendor is paid directly**. If the expense is large (over \$500), please consider getting a quote and requesting check in advance or asking the vendor to direct bill MPHS PTSO. If the expense is small, the committee may make the purchase and request reimbursement.
- Check request forms are available on the PTSO website and in the treasurer's mail file in the MPHS mail room.
- Committee chairs should review all invoices for accuracy.
- Check requests (with attached documentation) may be submitted as follows:
 - Place in the Treasurer's mail file in the MPHS mail room. Mail to treasurer at home address
 - Email to mphs.ptso.treasurer@gmail.com
- Checks require two signatures, so please allow two weeks for processing. If you need a check urgently, please alert the treasurer as soon as possible and be prepared to come pick up if needed.
- All expenses over budget must be approved in advance.

Collecting Funds / Deposits

- Checks should be payable to MPHS PTSO with committee name in memo field.

- Committee is responsible for tracking who has paid and who has not paid. The Treasurer does **not** record every check, only the total deposit.
- All CASH must be counted by two people immediately, with both signing the deposit form.
- Funds collected in cash should be inserted into the safe along with the completed deposit form (located in the mail room near the MPHS main office) as soon as reasonably possible.
- Deposit forms are available on the PTSO website and in the Treasurer's mail file in the mailroom at school

8. New Business:

- a. **Charitable Solicitation License** – renewal has been completed for another year.
- b. **Tours** (no student ambassadors on tours at this time) – to limit student interaction with the public
- c. Do we want to research a company to help us with **schedule stuffing** in August? Recommendation is to ask iCi Printing who does our other back to school handouts. Catherine will ask David Dees. Sarah will ask Liz to research what other schools do.
- d. **Grant Applications** have been distributed and the teacher deadline is March 25. They will be reviewed and voted on at the April Exec meeting.

9. **Transition Business:** Calendar meeting is on the calendar for April 22nd.
Transition meetings have been scheduled for the Mon-Wed before Memorial Day.

10. **Other Upcoming Dates:**

- 3/17 - Prospective Parent Tour, 9:30am
- 3/23 - 3/26 - Midterms
- 3/27 - No School, Teacher Workday
- 4/8 - PTSO Exec Meeting (NOTE THE DIFFERENT DAY), 9:00am**
- 4/9 - No School, Teacher Workday
- 4/10 - 4/17 - No School, Spring Break
- 4/23 - Prospective Parent Tour, 9:30am
- 4/24 - PTSO Committee Chair Meeting, 9:00am in the Art Gallery
- 4/25 - Campus Clean Up
- 4/30 - Spring College Night/PTSO General Board Meeting, 6:00pm in the Auditorium

Meeting adjourned at 10:49am.