



## **TMS PTA General Meeting Minutes September 21, 2020**

Attendees: Ariana Gillette (President), Amy Noble (VP), Bob Wright (VP), Laurie Guzman (Treasurer), Gwen Meehan (Secretary), William Oblas (Interim Principal), Shelby Allen, Elizabeth Arenas, Jesse Encapera, Beth Gloe, Cynthia Hall-Palmer, Lisa Handy, Jessica Joseph, Amy Leach, Kareena Nair, Maureen Newton, Judith Slowey-Brown, Linda Streaker, Angie Toney, and John Zhu.

The meeting was called to order at 7:04 pm by PTA President Ariana Gillette via Zoom and a quorum was established.

The members of the board introduced themselves: Ariana Gillette (President), Amy Noble (VP), Bob Wright (VP), Laurie Guzman (Treasurer) and Gwen Meehan (Secretary).

Principal's Welcome: Mr. Oblas

- Every teacher's class has been visited at least twice by the admin staff, and they are seeing fun activities and ways to interact with the students. There's a very positive tone being set by the teachers to encourage the kids.

President's Update: Ariana Gillette

- Once the budget is approved, the PTA can start to do things that are impactful to the student body and staff.
- Vince Carbone, owner of the Ashburn Farm Subway, donated 40+ lunches to staff at school on Friday.
- Virginia PTA wanted us to share the Step Up for Good challenge and we will share that information on our PTA website and Facebook.

Reports of Delegates/Committees:

- SEAC: Amy Leach
  - LCPS will be providing PPE to all of the teachers who will be working with the kids in person that are returning to school next month.
  - Parents are unhappy with a change in language in the new IEP and are refusing the sign. SEAC is working on a proposal to revert the language to how it used to be.
  - Next meeting is Oct 7 at 6pm. Hank Milward is the guest speaker.
- MSAAC: Kareena Nair
  - MSAAC Handbook is on the LCPS MSAAC website, it's a helpful resource.
  - Encourage students to be active by attending MSAAC meetings and empower students to advocate for equitable practices at their schools.
  - LCPS plan to combat systemic racism is an ongoing effort.
  - Equity lead for Trailside is Dr. Guillard.
  - Next meeting is Oct 21 at 7 pm.

- Hospitality: Amy Noble
  - Looking for a lead, 1-2 people, to coordinate lunches/breakfasts for staff who are in the building (teachers, admin, janitorial staff) as well as gift cards for teachers at home.
  - Linda Streaker is the lead for the holiday cookie exchange. We will schedule a brainstorming meeting to determine how to make it happen with the current closures in place.
- Membership: Gwen Meehan
  - Currently we have 95 families and 19 staff as paid PTA members.
  - We will be drawing two names on September 30 for \$30 Squisito gift cards.
- Spirit Nights: Gwen Meehan for Julie Harris
  - Squisito spirit night on Sep 23 in Ashburn Village.
  - More spirit nights to come, stay tuned.
- Teacher Grant Committee: Laurie Guzman
  - Our budget has a line item for teacher grants. We need a committee of 2-3 volunteers to work with school staff to divide up the budgeted amount among the proposed ideas from the teachers.
- Reflections: Bob Wright
  - Reflections is an annual PTA program that focuses on the arts, and we are looking for a volunteer to run the program this year. It is all virtual this year, and the responsibilities would be to advertise the program, coordinate the judging, and plan the awards. "I matter because" is this year's theme.

Treasurer's Report: Laurie Guzman

- Audit report was presented which verifies that our bank balance matches our records.
- Budget was presented, Gwen Meehan motioned for approval, Amy Noble seconded the motion, and it was approved using a yes/no vote within Zoom with 11 yes votes.

Unified Mental Health Team Presentation

- Informative session to introduce UMHT and what they do.
- Slides will be available on the school counseling page.

The meeting was adjourned at 8:04 pm.

Financial Review Report for: Trailside Middle School PTA.

EIN: 46-5138727.

Date of financial review: \_\_\_\_\_.

Financial review period from July 1, 2019 to June 30, 2020.

Last financial review period from July 1, 2018 to June 30, 2019. Ending balance: \$ 21,391.74.

<b>1. Beginning Balance</b> (Should match prior financial review/audit "Ending Balance")	<b>\$ 21,391.74</b>
<b>2. Receipts</b> (Total of all deposits and credits)	\$ 39,090.07
<b>3. Add line 1 and line 2:</b>	\$ 60,481.81
<b>4. Expenses</b> (Total of all checks written and debits)	\$ 34,091.93
<b>5. Subtract line 4 from line 3 for "ENDING BALANCE"</b> (Should match check register) <span style="float: right;"><b>TREASURER'S RECORDS</b></span>	<b>\$ 26,389.88</b>

**OUTSTANDING CHECKS AND DEPOSITS:**

<b>6. Balance on Last Bank Statement:</b>	\$ 27,067.86																											
<b>Outstanding Checks:</b>																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Check #</th> <th style="width: 55%;">Payable to:</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1077</td> <td>Musical Contractor</td> <td style="text-align: right;">\$300.00</td> </tr> <tr> <td>1086</td> <td>Musical Contractor</td> <td style="text-align: right;">\$300.00</td> </tr> <tr> <td>1154</td> <td>Grade Level Dances</td> <td style="text-align: right;">\$15.98</td> </tr> <tr> <td>1213</td> <td>Nationally Recognized Programs, ITS</td> <td style="text-align: right;">\$12.00</td> </tr> <tr> <td>1246</td> <td>Musical Expense</td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td>1273</td> <td>Musical Expense</td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Total outstanding checks:</b></td> <td style="text-align: right;"><b>\$677.98</b></td> </tr> </tbody> </table>	Check #	Payable to:	Amount	1077	Musical Contractor	\$300.00	1086	Musical Contractor	\$300.00	1154	Grade Level Dances	\$15.98	1213	Nationally Recognized Programs, ITS	\$12.00	1246	Musical Expense	\$25.00	1273	Musical Expense	\$25.00					<b>Total outstanding checks:</b>	<b>\$677.98</b>	
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<b>7. Subtract total for Outstanding Checks from Line 6.</b>	<b>\$ 26,389.88</b>																											
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<b>8. Add total Outstanding Deposits to Line 7.</b>	\$ 0.00																											
<b>9. Enter amount in line 8 to verify "ENDING BALANCE"</b> Should match check register and amount in Line 5. <span style="float: right;"><b>BANK RECORDS</b></span>	<b>\$ 26,389.88</b>																											

**Trailside Middle School PTA**

*for the period July 01, 2020 - June 30, 2021*

*Fiscal Budget as of 8/31/20*

Approved  
TBA

	<u>Budget</u>	
<b><i>(DRAFT to be Audited) Ledger balance as of 6/30/20</i></b>	\$	26,389.88
<b><i>Beginning Ledger Account balance for SY 2020-21</i></b>	\$	26,389.88
<b><u>Income</u></b>		
Membership Charter Dues	6,500.00	based on 325 membership @ \$20.00
Grade Level Dances/Parties	3,000.00	\$1000 each Grade Level Dance; potentially in the second semester
TMS vs FSMS Volleyball Game	1,000.00	based on 2018-19
Restaurant/Spirit Nights	2,000.00	based on PY
Direct Donations	100.00	
Interest	-	
<b>Total Income</b>	<u>\$</u>	<u>12,600.00</u>
<b><u>Expenses</u></b>		
Teacher/School Grants	6,000.00	Based on previous years
Hospitality/Staff Luncheons	3,000.00	Based on average of previous years
Staff Appreciation Week	3,300.00	Based on actual 2018-19
Grade Level Dances/Parties	2,500.00	\$900.00 6th and 7th grade level dance and 700 8th grade; potentially in the second semester
8th Grade EOY Event	1,500.00	Unchanged from budget for 2018-19 and 2019-20
Membership Expenses & State/National PTA Dues	1,250.00	Approx. based on 325 members at \$3.75
Nationally Recognized Programs	1,115.00	Lego League \$250; Odyssey of the Mind \$205; Math Counts \$250; Science Olympiad \$230, ITS \$180
Student Funding Support	500.00	
PTA Liability Insurance	392.00	Renewal Date 5/17/21
Audit/Tax Prep Fee	250.00	Unchanged from budget for 2018-19 and 2019-20
Reflections	120.00	National PTA program
PTA General Supplies	710.00	DNS annual registration and Office supplies and 5 months of storage for set pieces until moved/sold
Banking/Credit Card Fees	200.00	CH2V CC processing fees and NSF
<b>Total Expenses</b>	<u>\$</u>	<u>20,837.00</u>
<b>Net Income (Loss)</b>	<u>\$</u>	<u>(8,237.00)</u>
<b><i>Proposed Ending Checking Account balance at 6/30/21</i></b>	<u>\$</u>	<u><b>18,152.88</b></u>