



Merryhill Midtown- Parent Teacher Student Organization

Minutes of the March 31, 2021 MMPTSO General Meeting

I. Welcome- Melissa Chechourka

The meeting was called to order at 5:02pm. Melissa Chechourka, the Vice President, is running the meeting today as Priya is unavailable. The date was adjusted from Thursday, April 1 to today in light of the school parent meeting tomorrow night.

Present: Melissa Chechourka (Vice President), Stacey Edgar (Treasurer), Jackie Simon (Secretary), and Elaine Wesphal (Head of School). Student Government Representative was: Copeland Williams (Spirit Coordinator). Other attendees listed in alphabetical order: Lauren Ceello, Kris Chisholm, Nicole Gerdts, Kyle Gradinger, Brittany Hoey, Yoko Mortel, Shellie Nast, Diana Nguyen, Ardeep Nijer, Mellonie Richardson, Cathy Senderling-McDonald, Katie Stone, Kim Tanimoto, Stacy Toledo, and Amber Williams.

II. Approval of the February Meeting Minutes- Melissa Chechourka

The minutes from the March 4, 2021 meeting were sent out in advance. Melissa Chechourka requested a motion for approval. Kim Tanimoto motioned to approve the minutes as submitted. Amber Williams seconded the motion. The minutes were approved as submitted.

III. Treasurer Report- Stacey Edgar

- A. Review of current finances- There were no deposits this month. The only expense was \$116.42 for the Pi Day event. Current balance as of 3/2/21 is \$10,340.42.
- B. There was no monthly Nugget deposit to date. Stacey will inquire about the status after April 15, 2021.
- C. Melissa Chechourka shared that she has made contact with the new manager at Mountain Mike's Pizza regarding our pending fundraiser check. The amount is unknown. The check should be available in a few

weeks. Stacey said she would pick it up when it becomes available since she lives near the location.

- D. The Treasurer's report included 2 attachments:
 - a. Profit and Loss statement July 1, 2020 to March 29, 2021
 - b. 2020-21 MMPTSO Budget vs. Actual

IV. Update from Administration- Elaine Westphal

- A. The full academic day information session will be tomorrow evening. There will not be anything in the meeting that is not discussed in the email.
 - a. Comment in the chat by Shellie Nast, "Elaine - is there a pre-question submission option for tomorrow's parent meeting?"
 - b. Answer in the chat, "We did not create one, Shellie. But feel free to send your question via email."
- B. Elaine made a formal announcement that a new school counselor will be on campus beginning April 12, 2021. She is very qualified and lives in the area. More information will be in the newsletter.
- C. The school is wrapping up Spring events and looking ahead to CBT testing and end of the year activities and celebrations. Public Health has recently come out with guidelines regarding graduations and in-person events. Elaine hopes to have new information by the next PTSO meeting.
 - a. Question asked by Jackie Simon what is the name of the new counselor. Elaine replied that her name is Grace Roodbar. She would like to be called Ms. Grace, which she feels is better for student/counselor relations.
 - b. Jackie Simon asked whether there will be any kind of field trip for 8th graders for a celebration in light of new guidelines. Elaine explained that field trips are not currently allowed. The current guidelines amongst the health department and corporate requirements do not make field trips a feasible option when maintaining cohorts, distancing with and without masks (while eating), transportation, the venue etc. The goal is to have some sort of graduation and a breakfast celebration on the large playground.
 - c. Melissa offered for PTSO to help support the breakfast event.

V. Update from Student Council- Copeland Williams

- A. Copeland thanked PTSO on behalf of the Student Council for the donation for Pi Day.
- B. Spirit Week will happen, but it will be moved to allow for more time to plan.

- a. Question asked by Jackie Simon about what kind of prizes were given out. Copeland explained that prizes included: pies thrown in staff faces, pies to take home, and gift certificates for The Real Pie Company (local pie store nearby).
- b. Comment in the chat by Cathy Senderling-McDonald- “So happy for our new counselor! And great update, Copeland! It'll be great to see Spirit week activities when you're ready to roll that out. My son got to pie Ms. Kennedy and he was so enthused.”

VI. Items for Discussion-

- A. 8th Grade Virtual Auction Update- Melissa Chechourka
 - a. The auction is up now and will be active through April 2, 2021.
 - b. Please share the link with friends and family.
 - c. All proceeds will benefit the 8th grade class.
- B. Teacher Appreciation Week Committee Update- Shellie Nast
 - a. The committee has been actively meeting. They have decided on a theme and decorating ideas and activities for the week have been discussed.
 - b. OA staff will be included in activities and events.
 - c. There is no final plan at this moment as they are waiting on approval of activities from Ms. Westphal.
 - d. There was a request for the Board to help share the plan with representatives as needed.
 - e. The committee is still accepting volunteers to help with the week.
 - i. Comment in the chat by Stacy Toledo, “Thank you Shellie and Committee. <3”
 - ii. Comment in the chat by Mellonie Richardson, “Boom!”
 - iii. Comment in the chat by Yoko Mortel, “o wow Shellie thank you for doing that!”
- C. Election Committee- Shellie Nast
 - a. The elections will occur during the May meeting on 5/6.
 - b. Currently, there is only 1 formal nomination.
 - c. Ms. Westphal will circulate election information in upcoming newsletters.
 - d. Be sure to notify your nominee when you nominate an officer.
 - e. The goal is to have a name for each position. If the current officer is running unopposed, Shellie would need to know if the current officer would like to continue to serve.

- f. Shellie created a document to explain the positions, roles, and time commitments for each position.
- g. All Board members are able to answer questions and welcome inquiries.

VII. Action Items-

A. SOP guidelines- Jackie Simon

- a. SOP draft was circulated. Did anyone have a chance to review besides the Board? Some nods made by members on the call.
- b. SOPs are important to support the updated bylaws and allow for the PTSO to be sustainable.. They memorialize the procedures of what PTSO has done as an organization regarding roles and committees. They explain how the PTSO operates.
- c. The main concern currently is regarding the creation of a standing audit committee. Does the PTSO need one? Is the PTSO large enough financially to require an external audit or audit committee? Does the organization have enough safeguards in place without a “committee.”
 - i. Mellonie Richardson asked Stacey Edgar, “What is the threshold for an external audit?” Stacey answered that she does not know the exact number, but our PTSO is nowhere near the nonprofit threshold for an external audit. Our bank does not require an audit. What we are trying to determine is whether there needs to be an internal committee to double check the work of the Treasurer. There are procedures in place to review the records annually. The Treasurer position is often hard to fill so finding an additional person to review the records may be hard.
 - ii. Mellonie also asked if Renee Rodgers might serve as the person to review. Jackie Simon explained that she is no longer at the school and is not a member, but has helped with the bylaws and SOPs. She has been making recommendations around this subject to us. We could ask her.
- d. The question was posed to Ms. Westphal, “Can our school financial staff person (currently Lisa Goerlich) be available to review PTSO financial records annually if a member is not available or willing to do it?”

- i. Ms. Westphal explained that their financial staff person is not a CPA, but the staff person could serve to review the records annually within the role of their staff position. The staff person should not be named to allow for changes in the role. Ms. Westphal that some guidelines of how and what to review would be helpful for anyone reviewing the records.
- ii. Stacey agreed that laying out policies and procedures of how to review records would be a good idea.
- iii. Mellonie Richardson stated the following in the chat, "I think we're all astute enough to review an end of year sharing." Jackie Simon responded that it is true, but we do not want to take up a meeting to review. Rather, we would like to have a person/committee agree to do it and report on it at a meeting. There was additional discussion about whether or not we should have a committee or some sort of "hybrid model."
- iv. Stacey Edgar added that no one is double checking the Treasurer binder with what is shown during the meeting to make sure current policies and procedures are actually being followed. No one is currently checking the expenses with supporting documentation, etc. This would be part of what the committee would need to do and that would be hard to do in a general meeting as a group [comparing documents with the Treasurer binder.]
- v. Jackie Simon added that part of why the committee is working so hard to get the bylaws updated and the SOPs completed is to make sure that there is a legacy. When we started the organization, PTSO had no money. Then, we had membership money. Now, finances continue to grow and there needs to be operating procedures to make sure that people in the organization are held accountable.
- vi. Stacy Toledo added that she knows that there can be a committee of 1, so she does not have a problem with calling it a committee. However, maybe, audit is a little scary, and a different term like, "financial review" would be better. Stacy added that if there is a person who is in the role of Treasurer who is not a financial person having a review process with oversight would be very helpful.

- vii . Stacey Edgar volunteered to be the financial review person if she is not in the role of Treasurer next year. She continued that most people do not worry about reviewing financials and as the person doing it, she would like someone to review her work.
- viii. Mellonie Richardson agreed that for sustainability of the organization it would be a good idea to have a committee.
- ix. Given all of the discussion and the need to change the name of the audit committee, Jackie Simon asked Melissa Chechourka if the vote should be held at the May meeting. This would allow more people to review and make comments. Melissa agreed that easing people's fears of using the word, "audit."
- x. Stacey Toledo clarified that the SOPs would and could be reviewed annually to make changes as needed. Next year is the first year that the new rules are in place, so, they may not work as planned. SOPs can be reviewed and edited at any time with approval of the membership.

VIII. New Business-

A. Field Day Update- Melissa Chechourka

Given everything that is going on with Covid, and with all of the restrictions, and easing back into a full time school schedule, there will be no field day this year. This has also been discussed with the Student Council.

B. Legacy Gift- Stacy Toledo would like to honor Jackie Simon's legacy, service, and dedication to the organization by making a motion to set aside \$150 to get a gift for Jackie Simon. Melissa Chechourka seconded the motion. 13 ayes, 0 nos, and 5 abstained. Motion passes.

Next meeting is on Thursday, May 6, 2021.

Meeting is adjourned at 5:58pm.

Submitted by Jackie Simon, Secretary _____