



UPPER ARLINGTON SCHOOLS

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UAHS PTO Membership Tuesday, May 19 at 8:30 a.m Meeting Minutes

Attendance: Heather Perry, Megan Potts, Aimee White, Melissa Ford, Ashley Wilkins, Ana Ly, Beth Devine

I. Welcome - Heather Perry

Due to COVID-19 and school district's distance learning since March 2020, an emergency ZOOM meeting was called to officially close the 2019-2020 PTO year. This meeting will also be used for a mandatory vote on a COVID-19 Relief Fund grant request, 2020-21 Budget, and Executive Board slate. Heather thanked those who joined the meeting and for providing the necessary votes needed for the three agenda items.

II. COVID-19 Relief Fund Grant - Heather Perry

A request for support from the Upper Arlington School District to continue to provide breakfast and lunch for all Upper Arlington resident's youth (18 years of age or younger) throughout the summer months. This fund will be managed by the Upper Arlington Education Foundation. The projected funds needed is roughly \$70,000, seeking a \$14k government grant, with the remaining \$56k to be raised from the following entities but not limited to: all UA School building PTO's; UA+EF, Columbus Foundation, UA Rotary, Tri-Village Rotary, and UA Community Foundation. The UA School District's summer meal program will not turn away any youth under 18 years of age - all are welcomed to participate.

The UAHS PTO Executive Board previously met to discuss our PTO's role in support of the COVID-19 Relief Fund - it was concluded that a \$3,500 donation was a responsible and generous amount. Due to the school district's distance learning and school buildings being closed since March 2020, the Executive Board felt the funds that remained untouched for this school year should be used to support this donation without causing any additional incurred expense. The donation would come from Mini-Grants (\$2,200), Principal fund (\$1,000), and Transition Lunch (\$300).

Prior to a vote, Heather asked if there were any additional questions or concerns. A question was asked regarding how will the district communicate this summer meal program to parents. It was speculated that the district has communicated the message in the Friday weekly emails and social media. The discussion concluded, Megan Potts will speak with the district's communication team to consider highlighting the program and possibly sending a single

message email to all parents. PTO wants to ensure community awareness and specifically, those in-need will be notified (through counselors) to utilize the program.

A motion to pass the grant request was made by Aimee White, a second motion by Melissa Ford, and all in attendance were in favor. The COVID-19 Relief Fund unanimously passed.

III. Budget

The 2020-21 PTO Budget was presented. The following information is a reference for each line item and reflects the amounts allocated - and the reason for changes set within the budget.

INCOME:

Fundraisers:

Grocery Certificates \$1,400 - remained

CeleBEARty Wait Night (CWN) \$14,000 - remained (2020 raised over \$21k but due to COVID/unknowns a decision was made not to increase)

Other Donations \$150 - remained (not predictable and drastically fluctuates each year)

Shred-It Event \$1,000 - decreased by \$500 (April 2020 canceled due to COVID-19; possible that 2020-21 fiscal year could have 2 events (fall/spring) - fear attendance and weather could be a factor)

Interest Income \$0 - decreased by \$40 (unreliable income)

Membership \$8,000 - decreased by \$2,000 (due to pandemic and economy, projected fewer memberships next year)

****Community School** - UAHS PTO holds the funds for Community School and we do not have executive authority over the funds. Community School uses our 501(c3) umbrella (just like all other school building PTO's) - this has been done for years and is approved by the UA School District.

TOTAL INCOME: \$24,550

EXPENSES:

Mini Grants \$3,500 - remained

R&D Grants \$10,000 - remained (PTO President and President-Elect should schedule 2 meetings annually (fall/spring) with R&D Teacher Representative (Laura Moore) on how funds are being used for the coming year - generally used to support UA Idea Day and Ambassadors of Change. The PTO President should communicate with the principal on how funds are being designated. The \$10k is given to the school district's treasurer department - this is to ensure that the PTO funds are being used properly and PTO does not manage receipts)

Legacy Campaign \$25,000 - remained (The UAHS PTO donated \$75,000 to the Legacy Campaign (paid June 2019, 2020, and 2021) - if 2021 payment is completed this will be removed from the budget. If the PTO executive board feels at any time during the 2020-21 school year this payment should be deferred, PTO has until December 31, 2023 to complete the pledge. The donation can be split up over the remaining time period)

District Support \$150 - remained (this line item is used to cover unexpected events - ie. a gift or donation in the event of a teachers death, PTO immediate family member's death or traumatic event)

****Student Leadership** \$1,000 - removed (these funds were not being used over the past 2+ years)

****Syntero (Northwest Counseling)** \$150 - removed (per district admin this was not mandatory)

PTO Administrative:

PayPal \$550 - increased by \$200 (the number of transactions (membership) increased and this also includes square fees \$30)

MoneyMinder \$159 - remained (set fee)

Digital PTO \$400 - remained (set fee)

501-c3 Fees \$150 - increased by \$50 (set fee - charitable registration fee/ surety bond)

Other Admin Fees \$50 - remained (cover cost of stamps, stationery, checks)

PTO Sponsored Events:

New Student Lunch \$400 - remained

Open House \$250 - decreased by \$75 (per actual costs last 2 years)

NHS Reception \$350 - remained

Principal Coffees \$200 - remained (confirmed with Chair; has been donated over past several years; could be removed if coffee chats become ZOOM meetings in the future)

Science Fair \$150 - decreased by \$50 (per actual costs last 2 years)

Staff Appreciation \$1,000 - remained

Staff Conference Dinners \$1,300 - decreased by \$500 (many items are donated and per actual costs)

IB Program \$300 - remained

Cookies and Cram \$50 - added (provides cookies for all freshman during exams)

DEI \$500 - remained

PTO Transition Luncheon \$300 - remained

Special Fund Counselors \$500 - remained

CeleBEARty Wait Night (CWN) \$5,000 - decreased by \$1,000 (based on projections)

Student Publication Advertising \$300 - remained (cover costs of Norwester and Arlingtonian)

Principal Discretionary Fund \$2,000 - remained

PTO Scholarship \$2,000 - remained

State of the Schools \$60 - remained (each PTO makes a donation to cover the cost of cookies)

****Community School Expenses - see description above**

TOTAL EXPENSES: \$54,619

Note: It is customary for the PTO budget to balance (income=expenses). This is not possible due to the \$75,000 Legacy Campaign pledge through June 2021 and the unexpected COVID-19 pandemic.

A motion to pass the 2020-21 Budget was made by Ana Ly, a second motion by Beth Devine and all in attendance were in favor. The 2020-21 PTO Budget was approved.

III. 2020-21 Executive Board Slate - Megan Potts

Megan presented the following PTO board slate:

President: Megan Potts

President-Elect: Debbie Larry

Treasurer: Melissa Ford

Treasurer-Elect: Everett Bradley

Secretary: Ashley Wilkins

Website/Member-At-Large (no voting rights): Cathy Pultz

Member-At-Large (no voting rights): Heather Perry

A motion to pass the executive board slate was made by Melissa Ford, a second motion by Aimee White and all in attendance were in favor. The 2020-21 Executive Board was approved.

IV. Thank You's

Heather shared her appreciation for the 2019-2020 PTO Board, Chairs, and Members for an outstanding year! She thanked Beth Devine and Aimee White for their time on the Executive Board. She wished everyone a wonderful summer break. This meeting concludes the 2019-2020 PTO year.

Meeting Adjourned at 9:12 a.m.