



DRAFT Minutes until Approved at General Meeting

GPES General PTA Meeting Minutes

September 15, 2021, 5:30-6:30pm, GPES Library

In attendance: 26 people - 9 Board Members, 9 Parents, and 8 Staff

- 1) **Call to Order by Kristen Pybus, PTA President at 6:32pm.**
- 2) **Approval May 2021 Meeting minutes (Sheila Tan)**
 - a) Sheila motioned to approve the May 2021 meeting minutes, it was seconded and approved with majority vote.
- 3) **Principal's Update (Brian Klippel)**
 - a) Thank you to the staff for being at today's meeting. Each meeting will have a grade level representative to bring back information to their team.
 - b) First days of school have been great. Students have been great at transitioning back into school building.
 - c) Thanks to the PTA for staff breakfast.
 - d) August, we focused on community and welcoming everyone back in person. Mitigation strategies are front and center to keep everyone safe.
 - e) Thanks to the parents for trusting our staff. Our staff is working with you to make sure everyone is safe while in the building.
 - f) Lock down drill last week.
 - g) All students have been assigned to their houses. First house meeting will be on Friday 9/17.
 - h) MAP assessment testing has started and will continue in the next couple of weeks.
 - i) Another benchmark assessment will be coming in the fall for grades 3-5.
 - j) PBL - Already launched in every grade and have had experts come in to the school. Will also have experts come in the next week.
 - k) Fall pictures will be coming up the first week of October. More info to come in this week's ConnectEd. Also, would like to mention, ConnectEd will look different and no longer be a long email, but will be a link to a website that will have all the information.
 - l) Goshen's ECSE Preschool Program has been launched - It is for 2-4-year-olds in our school. The program is looking for outdoor equipment donations. If anyone has any old wagons, tricycles, push carts, etc. to donate, please drop off at the main office.
- 4) **President's Update (Kristen Pybus)**
 - a) Welcome to everyone for coming!
 - b) President-Elect position still available
 - c) Membership chair still available



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- d) Stock the Teacher's Lounge - thank you for all the donations!
- e) Spirit Wear
 - i) Lana - For the Goshen Post T-shirts we sold 277 items with a \$600 profit. We still have some T-shirts on hand if anyone is still interested in purchasing.
 - ii) Cathleen - For the house shirts we sold 177 shirts.
- f) Annual Fundraiser - begins Sept. 15
 - i) Proceeds will go towards an Outdoor Learning Lab.
 - (1) Mr. Klippel - Meadow Farms created a mock up for the courtyard. 3 structures in the area. Picnic tables, hardscapes and native VA plants. This will be linked in the PBLs and allows the teachers to go outside with their classrooms.

5) Officer's Reports

a) Treasurer's Report (*Lana Pen*)

- i) August 2021
 - (1) Beginning Balance - \$22, 282.55
 - (2) Ending Balance - \$23, 562.70
- ii) Budget
 - (1) Presentation of the Budget
 - (a) Lana motioned to approve the budget, it was seconded and approved with majority vote.
- iii) Audits
 - (1) Two audits were completed in the last couple of weeks for the Annual Audit, July 2020-June 2021 and the Treasurer Resignation Audit, July 2021-August 2021.
 - (a) Annual Audit -July 2020-June 2021
 - (i) The Audit Committee said the records were incomplete, but that was due to the pandemic and receipts/transactions not being in files. Receipts/Transactions where electronically filed, but not placed in files for the Audit Committee to view during their audit.
 - (ii) Recommendations from the Audit Committee:
 - (iii) Keep debit card use to a minimum.
 - (iv) Maintain a check register for all checks.
 - (v) Keep original check for any voided checks.
 - (vi) Add a second person to review and reconcile monthly statements.
 - (vii) Make sure two people can sign each check.
 - (viii) Keep hard copies of all deposit slips and expenses in PTA files.
 - (ix) For all budget amendments voted by membership, make sure they are reflected in the budget database.
 - (b) Treasurer Resignation Audit -July 2021-August 2021



GOSHEN POST PTA ELEMENTARY SCHOOL A

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- (i) Another audit was conducted due to the current Treasurer resigning on August 26, 2021.
- (ii) The Audit committee had similar findings - receipts/transactions hard copies were not found in files for the Audit Committee to view during their audit.
- (iii) Recommendations from the Audit Committee:
- (iv) Limit debit card payments to a minimum or, when necessary, make sure a Request for Electronic Payment form is used.
- (v) Maintain a check register for all checks.
- (vi) Make sure two people sign each check.
- (vii) Add a second person to review and reconcile monthly statements.
- (viii) Make sure hard copies of receipts and invoices are kept in PTA files.
- (2) Approval of 2021-2022 Budget
 - (a) Lana motioned to approve the budget, it was seconded and approved with majority vote.
- b) VP of Events (*Rebecca Lanz*)**
 - i) Fall Festival- 10/1, 6 pm-9 pm
 - (1) Need MORE volunteers for games, food trucks and trunks or treats.
 - (2) Cost will be \$5 for PTA members, \$10 for non members and can be purchased in advance on Memberhub or paid in cash at the door.
 - ii) Pastries with Special People
 - (1) More information to come
 - iii) If you'd like to chair any events please let Rebecca know.
- c) VP of Fundraising (*Manasa Peri*)**
 - i) Fall Grams - On sale 9/17-9/30
 - (1) Cost is \$8 for each goodie bag.
 - (2) Goodie bags will be sent home with students at the end of October.
 - ii) Will be reaching out for sponsorships and donations. If anyone has a company or organization that would like to become a sponsor, please let Manasa know.
- d) VP of Volunteers (*Mehreen Islam*)**
 - i) If you'd like to be notified about volunteer opportunities throughout the year, please sign up here: <https://forms.gle/9GG9TwEqwmhXFM948>
 - ii) If you're interested in being an Event Chair, please sign up here: <https://forms.gle/9GG9TwEqwmhXFM948>
 - iii) Please email volunteers.goshenpostpta@gmail.com if you have any questions
 - iv) Volunteers needed for Fall Festival ages 8th grade and above.
- e) VP of Communication (*Cathleen Lenderman*)**
 - i) PTA Social Media -Be sure to follow Goshen Post PTA!
 - (1) Facebook - Goshen Post PTA
 - (2) Twitter - GP_PTA



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- ii) Website - <https://goshenpostpta.weebly.com/>
- iii) Email VP of Communications - goshenpostpta@gmail.com
- iv) Memberhub - <https://goshenpostpta.memberhub.com>

6) Chair Updates

a) Membership Chair (Vacant)

- i) Current members - Total: 158
 - (1) Members - 112
 - (2) Staff - 45
 - (3) Grandparent - 1
- ii) Sign up to be a PTA member by September 30th and be entered to win one of 2 Raffle Baskets! Sign up here: <https://goshenpostpta.memberhub.com/store>

b) SEAC Update (*Tiffani Jones*)

- i) Summary of last SEAC meeting held on Sept. 8.
 - (1) QR code available to send any questions regarding the SEAC meeting.
 - (2) Find more info on VA IEP on Goshen Post webpage.
 - (3) Suggestions made was a collaboration between the PTA and SEAC to schedule a little coffee meeting for parents to learn more info about SEAC.
 - (4) New benefits of VA IEP.
 - (5) Dr. Ziegler and Dr. Jones were there to welcome everyone.
 - (6) If anyone has any special needs, please come to the meetings, or ask Tiffani Jones.
 - (7) Next meeting Wednesday, Oct. 6 at 6 pm.

c) MSAAC Update

- i) Update from last meeting will be at the next meeting since the MSACC meeting is at the same time as this PTA meeting.

Adjournment

Kristen Pybus, PTA President, adjourned the meeting at 7:02pm.

Authentication of the Minutes

Respectfully submitted to the President and PTA Board for review and approval, on September 16, 2021 by Sheila Tan, PTA Secretary.

Upcoming General Meetings:

November 11, 2021; 6:30 pm – 7:30 pm

January 12, 2022; 6:30 pm – 7:30 pm