

UTS PTA General Meeting Notes
3/27/17 @ 10am—Clinton Public Library

1. Meeting Called to Order
2. Pledge of Allegiance
3. Meeting notes from February 2017 approved
 - a. Member questions on February 2017 minutes.
 - i. Q: Is the defendant in the 2016 legal case a PTA member (who may read meeting minutes)?
A: Yes, defendant is a PTA member. Discussions occurring at membership meetings must be documented in the minutes and shared.
 - ii. Q: Did Steven Margolis, attorney representing UTS, read the February 2017 meeting minutes? A: No, he did not, however, the information in the minutes re: the legal case was provided by Steve to the board.
 - iii. Members were reminded that the UTS PTA Board has been advised by Mr. Margolis not to discuss the case specifics (current and past) with anyone, as Board Members are potential witnesses in the case.
4. Legal Matters-
 - a. 2015 Case
 - i. The second restitution check for \$34 was received. Total paid to date \$43.
 - b. 2016 Case
 - i. An indictment was handed down on three counts by a Grand Jury.
 - ii. Bench warrant issued for non-appearance.
 - iii. Law enforcement will not actively look for defendant as this is a non-violent crime, however, a motor vehicle incident would show an active warrant.
 - iv. Defendant may turn herself in. Judge makes the decision to release on own recognizance or hold in jail.
 - v. New court date will be set.
 - c. TD Bank Forgery Case
 - i. Still in progress – no new updates. Steven Margolis will intervene as needed.
5. Overview of Finances
 - a. Financial Code Document was reviewed with NJ PTA Treasurer to ensure there are no major gaps in our procedures.
 - b. The Committee Chairperson checklist was revised by the board.
 - c. A member requested we consider another precautionary measure:
Eligibility of folks that have access to PTA funds should include criteria involving their personal financial health, e.g. income to debt ratio, recoverable assets, etc. Since this has happened twice, more screening and risk-reduction should be implemented.

- i. The board asked for a recommendation from the NJ PTA on this matter. NJ PTA responded that proper process and procedures are in place and being followed.
 - ii. Members discussed suggestion, agreed proper financial controls are in place and being followed.
 - iii. All members have a responsibility to ensure financials are in good standing.
 - iv. Background checks are cost prohibitive.
 - v. Only active PTA members may view PTA financials. BOE is open to the public. PTA is only open to members. PTA is not an arm of the BOE.
 - d. Carrie Minsavage met with Julie and Anna on March 22 to review and reconcile the accounts. Lisa Coster will review in April. Melissa Hoffman and Jennifer Sigler volunteered for future dates as needed.
 - i. A sign up will be sent out for future months. Time commitment is approximately 15 minutes.
 - ii. Anna drafted a log to be signed by reviewer each month.
 - e. Treasurer's Report
 - i. Financial activity for the month was stated. All required documentation was made available for any member in attendance to review.
 - ii. Organization is in the black again this month.
 - iii. Tiger Clubs are up and running. Payments collected. Thank you to Anna, Julie and AnnMarie.
 - iv. Basketball game generated profits. \$1K for PTA. \$673.88 for 8th grade.
 - v. The following expenses have been paid: Outstanding member reimbursements, Tiger Club payment to fall vendor, and the Mission 22 donation (from Volley for Vets).
 - vi. Mrs. Shramko has been advised to use the funds that have been set aside for her for a couple of years now.
 - vii. Box Top Contest- a member entered and won a \$25,000 box tops sweepstakes so PTA will receive a \$2,500 check in April from Box Tops.
 - viii. Read Across America not being reimbursed due to lack of receipts; Mrs. Mayer insisted that she cover those expenses.
 - ix. Recent fundraisers/events include:
 - 1. Tiger Clubs - Estimated \$900 profit. (86 registrations for Spring 2017)
6. Open Board Positions/Miscellaneous Open Chairs Positions
- a. May elections will be run according to our by-laws.
 - b. Nominating Committee met and is working as prescribed in NJPTA guidebook. Their report will be shared with members 30 days prior to the election date of May 22.
 - i. Although this committee will be nominating 1 member for each open position, anyone may run from the floor as long as they give written notice to Julie, Sue and AnnMarie (as per PTA guidelines) 5 days before the election (May 22).

- ii. Current and past board members are happy to discuss any questions you may have about the roles. Updated descriptions are available on the PTA website.
 - c. Membership Chair & Wufoo (Online payments) Chair open for 2017-2018 school year.
 - d. Chair or Co-Chairs for Tiger Clubs open for 2017-2018 school year.
 - e. Co-Chair for Teacher Appreciation open for 2017-2018 school year.
7. Spring Events/Fundraising:
- a. Shopalooza 4/7/17
 - b. Run Like a Tiger 6/3/17
 - i. Sponsors include Clinton Station Diner, Rental Center and Kurt Hoffman Engineering.
 - ii. St. Luke's Hospital - in negotiation with for sponsorship.
 - iii. In need of a Platinum sponsor for photo booth. Sponsor's name appears on photo strip.
 - iv. Outstanding expenses are rock wall and dunk tank.
 - c. Art Fest on 6/2/17 –
 - i. volunteers/student helpers needed, contact Carrie Minsavage
 - 1. 5/24 @ 3:30-5:30pm – Mounting and labeling art at UTES library.
 - 2. 5/25 @ 3:30-5:30pm – Mounting and labeling art at UTES library.
 - 3. 6/1 @ 3:30-7:00pm – Set up Art Fest at UTES gym.
 - 4. 6/2 @ 8:00-9:00pm – Breakdown of artwork at UTES gym.
 - 5. 6/2 @ 3:30-8:00pm – Scavenger hunt helpers.
 - ii. Member Suggestions include having Kona Ice and Fired Up Flatbread at Art Fest.
 - iii. Using VolunteerSpot to enlist volunteers.
 - d. Teacher Appreciation
 - i. Held on March 21 and wonderful as usual.
 - ii. Teacher Appreciation Week - planning for May is underway. Please contact Tara or AnnMarie if you are interested in planning or helping out.
 - e. Discount Cards – flyers sent home for signups. Purchase a discount card for \$20 to use at various restaurants in the area for a specific discount.
 - f. Fundraising meeting on 3/27/17 to set a plan for next year and wrap up current year.
8. Assemblies/Events
- a. Mad Science @ UTMS on 5/12
 - b. *Left Out Lucie* Character Education Program (Book/Author) @ UTES on 4/28 for PreK - 1st
 - i. Marybeth Harrison, UTS Speech/Language Specialist and author is excited to present her *Left Out Lucie* Character Education Program. Marybeth has generously agreed to waive the program fee
 - c. 3th and 4th PARCC Party – Anna and Sue will coordinate.
 - d. 5th and 6th PARCC Party to be combined with 7th and 8th during the day after PARCC testing is completed. Melissa to coordinate.
 - e. 5-8th grades are going on field trips.

9. Goodwill - continuing due to specifically designated donations
 - a. Resignation gifts - Joanne Cobb, Ann Borghard
 - b. Retirement gifts (June) - Denise Novis, Darlene Johnson
 - c. Marriage & Baby gifts - Sean Bobal 3/10, Brian Genitron baby in June, Rachel Werder and Jen Poole.
10. Announcements
 - a. BOE voting on Superintendent tonight
 - b. Last day of school 6/9/17
 - c. 8th grade graduation 6/8/17
 - d. Next Meeting Tuesday 4/25 @ 7pm UTMS Cafeteria
11. Call for Questions
12. Motion to end meeting. Meeting adjourned at 11:20 AM.