

PTG MEETING MINUTES

Wilson Elementary School PTG

Tuesday, Nov 14, 2023 7:00 pm | Wilson Elementary Library | Meeting Called to Order at 7:02 pm by Kendra Chapman

Minutes Submitted by Ana-Maria Ehrler

PTG Officers in Attendance

Kendra Chapman, President 2023-24

Tonja Brown, Vice President 2023-24 via Zoom

Dave Gilbert, Treasurer 2023-24

Ana Ehrler, Secretary 2023-24

Approval of Minutes

The Oct minutes were reviewed. Motion to approve by Kendra Chapman, Ana Ehrler seconds. All in favor. — Passes

Introductions, Kendra Chapman, President

- Brief introductions for the PTG Officers and a huge thank you to those who came to the meeting as well as participated via Zoom.
- Went around the room and introduced everyone both in person and on zoom. Additional individuals did join via zoom (ie. weren't introduced at the beginning).

Board Member Updates, Kendra Chapman, President

- **Board Member Election** Current treasurer, Dave Gilbert, is stepping down due to increasing workload from his full-time job. We are grateful for his support through this transition and that he'll continue to be an active PTG member. The Board would like to nominate Gretchen Cleveland for Treasurer. Motion to approve by Gretchen Cleveland. Dave Gilbert seconds. Voting via pollev.com and online— Tonja Brown with the results -100% voted for and will be effective at the end of this meeting— Passes
- **STCU Updates** (Kendra Chapman): We move to add Gretchen Cleveland (Treasurer) to the Wilson PTG bank account at STCU. As soon as Gretchen Cleveland has been added to the account, our previous Treasurer, Dave Gilbert, should be automatically removed. We grant full banking privileges, together or separately, to Gretchen Cleveland and/or Kendra Chapman effective immediately. Motioned to approve by Tonja Brown. Ana Ehrler seconds. All are in favor.

Treasurer's Update, Dave Gilbert, Treasurer

- **IRS Update**— Kendra Chapman providing the history of how we got here. For years 2017-2018 & 2018-2019, (no current board members were on the board) the treasurer didn't file the IRS taxes. In 2019-2020, the new treasurer learned of the error and scrambled to file all 3 years of taxes, but missed the Nov 30 deadline. Unknowing at the time, this is what triggered the loss of the non-profit status; we wouldn't find out until 2021, we learned we had lost the non-profit status. Katie Glazier was the treasurer and worked to figure out why the non profit status was revoked and worked to get it reinstated. In July, 2022 the non-profit status was retroactively reinstated due to the treasurer's diligence. In Sep 2022, Dave Gilbert joined the board and the PTG continued to

have difficulty with the non profit status as people were unable to make tax deductible donations and proved to be an ongoing problem. In March 2023, Kendra (now board president) worked with the IRS and solved the problem which was that the IRS failed to make our reinstatement public on the PUB 78 Data. She worked to have this issue rectified. This brings us to the present.

- Oct 2023 we received an IRS late filing penalty for 2020 taxes in the amount of \$1860. Wrote a check and paid the penalty and hoping to get a refund. We recruited Andrew Brajcich (PTG Member & Tax Lawyer) for his expertise. Oct 11, Andrew & Kendra called the IRS together. In order to not receive more interest the process for relief is to write a letter explaining the mistake and to request relief, but payment must be made in the interim to avoid more penalties. Payment & letter requesting forgiveness was received by the IRS, via certified mail. During this same phone call on Oct 11, the IRS informed us our 2022 taxes were not on file. This was a complete surprise. We learned the 2022 return was filed on time by Katie Glazier but rejected by the IRS because the IRS (incorrectly) believed the PTG was not a non-profit and had, therefore, filed incorrectly. The IRS did notify the PTG of the rejection but due to a recent change in leadership, Treasurer Dave Gilbert did not catch this important notification. The PTG refiled the 2022 taxes (exactly as originally prepared by Katie Glazier) and was accepted by the IRS. On Nov. 6 we received another late filing penalty of \$3514.70. We've already sent another letter, several pieces of supporting evidence, and a check (payment) and both received by the IRS, via certified mail. Andrew has already sent the IRS on the PTGs behalf a request for extension for this year's taxes as Nov 15 is the filing deadline.
- Right now we are in an uncertain position, Dave is stepping down, Gretchen is getting acclimated and will need to do some catch up. We also do not know how the penalties will shake out. Best case we get full refunds, worst case, we have already paid the \$5,374.40 and we potentially will get 2 more penalties for 2018, & 2019.
- We have already allocated a very full budget with about \$10,000 more spending than last year.
- The PTG board recommends we take a pause on spending or allocating new funding until we can reconvene in January.
- The PTG board requests an advisory vote on some big financial questions. We invite you to take a 5 minute survey via pollev.com.
- The PTG will also hold an informal financial discussion on Tuesday Dec 12, 7-8pm via Zoom for further questions, thoughts or recommendations.
 - Question from Kate Makinson about continuity binders for not just this circumstance but also for events, and Kendra mentioned we are working on them for events, but maybe be a good idea for some positions.
- **November Budget Update** Dave Gilbert—we are still in a good position because we have plenty of money in the bank to spend toward the approved budget.

Funding Requests

- **Funding Request**-Kendra Chapman-Recommend we pause funding but this is up for a vote and we will allow those with request in to discuss.
- **Instruments for Music Room**-Mrs. Knapp-this request would range between \$1111-\$2539 depending on type of Ukulele bought. We don't offer any strings at Wilson. From Mrs. Admire— is there any way rent a classroom set? Mrs. Knapp-she had tried and asked around. Kate Makinson- what about asking the Wilson community for ones currently not being used to borrow? Josie Dix moved to table to January. Lindsay Pursley seconds, all in favor. Passes
- **Active4Youth**-Jeff Klein-motivated by Mike Bresson and very supportive as we had 17 kids in the top ten at all-city. Revisit in Jan. Motion to consider for next year's budget. Jeff Klein-table to next year. Kendra seconds. All in favor. Passes

Information Items

- **CAC Update** (Gretchen Cleveland & Sarah Rodgers) No update but need a new CAC rep. Kate Makinson volunteered. Thank you Kate.
- **November Dine out Night:** Tonja Brown reported MOD pizza garnered \$456. This is the largest amount since Tonja has been on the board. Next Dine Out Dec 4 Panda Express on 29th. Same thing of dine in take out or delivery.

Discussion Items

- **Levy/Bond Parent Communications Lead** (Stephane Newman) - school is putting together a new bond everyone should have received emails and communication on it. It's looking like the funding will be for 4 new elementary school updates, one middle school update and one high school addition/update. Stephanie is working with Aaron Van Stone and together they are looking for someone to take the communications role work with sign waiving and other campaign events in support of the Bond. She estimates approx 15 hours between now and Feb when the vote is- please contact stephaneenewman@gmail.com if you are interested.
- **Paw Prints Writer Needed:** Emily Allen has requested to step down. Looking for writers, as we have an editor, a professional educator willing to edit but doesn't have the capacity to write. Mrs. Admire asked how long (pages) is paw prints typically? She mentioned she is a huge fan of a one pager. Tonja mentioned categories, length and a preference for content remains with the writer. Most Chairs write their own paragraphs for Paw Prints. Mrs. Admire also made a suggestion about maybe only sending out 3 times a year. Stephanie Newman volunteered to take on the writing role. Thank you, Stephanie.

Principal Updates from Mrs. Christina Admire

- Thank you to Kendra for your amazing job. Thank you for all you do. You are and have been taking on a huge load with the PTG this year and we thank you for it.
- **Monster Mash** was awesome...Mrs. Admire's first and thank you Josie for all your work and to your long list of volunteers. Thank you.
- Recognized Mrs. Alstad with her **Hello Week**. Super fun building of community within the school. Was so joyous and emanated from the library for three days. Check out the photos posted on the walls.
- **Veterans Day** Thank you to Mrs. Knapp. So many comments and notes about this event. Thank you!
- **Communications initiative.** 30% of the district has opted out of text messages and Mrs. Admire wants to protect our Wilson community. She has met with Kendra and talked about the need to scale back the text messaging and saving text messaging for when there is an urgent need to communicate with the community. She is continually evaluating with office staff whether new messages are urgent or can wait to go out with teacher newsletters. Josie Dix asked, do teachers all send them out? Mrs. Admire has worked to have all of the teachers sending out the newsletters on the same day and they all send them to Mrs. Admire as well. Gretchen asked, "what is our system?" Mrs. Admire explained, every teacher now sends newsletters on the same day and is continually working to streamline communications. She reports the most effective way of reaching parents is through teachers. Mrs Admire's guidance going forward is to reserve text messages as 1 text message per event. Chair of the event will go through the office or Mrs. Admire for all other message or request communications.
- **SIP plan-** 4 goals Kate-how do you determine middle school ready. Admire-Habits of mind .. not just reading writing and arithmetic, how do we carry social and emotional skills and habits of mind in the next level. How do we working with the staff to Identify screeners. Fall & winter screeners. Potentially hiring former math intervention teacher. Using building money to hire her to come in for math screeners. Prevention and early identification is the key. Hopefully in Jan. Josie Dix- Academically, kids leave Wilson at a very high level. Socially, our Wilson kids need more support. She would also like to see kids to come back to Wilson Foster leadership opportunities for our current Wilson students. Generation alive, 5th grade action team. 10-20 kids volunteer GA comes once a week to the school and works with 5th grade action team to help. Dave Gilbert - is it a religious organization? Admire-no not the SPS part of

this. Josie-what part of the fundraising do we keep or what does the org take? None of the money raised at Wilson will go toward GA administrative expenses.

- Mrs. Admire asked — Would PTG provide dinner for teachers on Thursday, Jan 25 (late conference night). Dave Gilbert, yes it's in the budget for her discretion.
- Mrs. Admire extended an invite the PTG executive council/representative to attend the Staff Meeting Jan 31st 3:15-3:25PM.

Staff Share

- Mrs. Farley (3-5 rep)— 3rd graders are heading to the MAC museum for Minecraft and the Campbell house. All 3 third grade teachers thank the PTG for funding.
- Mrs. Smulkowski (K-2 rep). They have finished up Halloween and focusing on Thanksgiving and Christmas themes-recognizing gratefulness and lots of singing in the classrooms. They have a current lending library on Alaska and native living which is very popular.

Extracurricular Committee Update

- **Extracurricular Committee Update** (Jeff Klein):
 - Cross country, choir, art after school (is a bit under budget) are all in works or completed. Art after school Works will be shown at art night (Thursday Nov 16). We are working hard to host another elementary for Art After School at SAC as they have a kiln; bussing may be the limiting factor, but still working on it. Lego Robotics is going great, working on the forward thinking piece and toward their competition.
 - We are currently looking for someone 3 / 4 grade to help with the Spring Explorer group. This requires meeting for 6 weeks, two days a week, less intense than the current challenger group but getting the kids excited for next year. Hopefully first week of December we will send out the information for the next season of extracurricular event slated for Jan-Mar.

Next Meeting

Tuesday, December 12, 7:00 – 8:00 PM—Zoom: Join us for an informal, open-house style discussion of the PTG budget and financial health

Tuesday, January 9, 2024, 7:00 pm: Wilson Library and Zoom


Meeting Adjourned

8:42pm by Kendra Chapman

Attendance: (31 total in attendance—12 in person —19 online)


Kendra Chapman (Nov 20, 2023 08:38 PST)

20/11/2023


Ana-Maria Ehrler (Nov 19, 2023 15:56 PST)

19/11/2023