

AGENDA

General Membership Meeting

November 3, 2020
6:30 pm – 7:30 pm
Via Zoom

Welcome	Hoyt Tonnon
Agenda	
Previous Minutes	January 28, 2020 General Membership Meeting
Treasurer's Report	Megan Farmer
Membership Report	Jessica Lauer
Liaison's Report	
Principal's Remarks	Laura Bohn
New Business	Standing Rules 2020 - 2021 Budget 2020 – 2021 Membership Open PTSA Positions Virtual Book Fair October 26 th – November 8 th
Old Business	PTSA Playground Addition
President's Remarks	Hoyt Tonnon
Announcements	
Adjournment	Hoyt Tonnon President

Sierra Heights PTSA
General Membership Meeting Minutes
January 28, 2020 | Sierra Heights Elementary Library

Call to Order: Hoyt Tonnon called the meeting to order at 7:00pm.

Attendees: See sign-in sheet for attendance.

Meeting Minutes: The minutes from September 17, 2019 were approved and filed for audit.

Treasurer's Report: Megan Farmer presented the report from July 1st to January 28, 2020. The report was filed for audit.

Membership Report: There are 118 members of the PTSA. 10 in attendance. Quorum was not met.

Liaison Report: No liaison was in attendance. Nothing was reported.

Principals Report: Lara Bohn gave the RSD Bond update on information, security, field repair, paint, carpeting refresh, cameras around the school. Sierra Heights and Lindbergh are priority in the school district for access issues. Bohn is looking for new ways to celebrate kids, such as attendance awards, PE/Music awards, library picking classrooms of the month, post cards to be sent home to parents so that they know of their children's achievements. In December Sierra will be doing Hour of Code and 4/5th graders who are good are going into the SPED classroom to sit side by side and help guide kids/work with them on computers/coding as well as other projects. Working on inclusivity.

New Business: EC discussed meeting with Facilities about a project proposal for updating school equipment with money in savings. A special meeting will be call to present proposal to GM. Dan Rodriguez spoke about the pool party and needing a check for \$1980 by February 2nd, 2020 to secure the June 17th, 2020 party date. Dan will need to provide Megan Farmer with an invoice, and she will cut a check for Henry Moses Aquatic Center.

Old Business: Molly gave Menchie's & Learning Toys Express Fundraiser totals. Molly would like the classes to send Cody at Learning Toys Express thank you notes for hosting such a wonderful in store fundraiser. Would be a good idea for MOD pizza too. Jessica gave No Hassle Fundraiser and Movie Night Totals. Hoyt gave MOD Pizza and Skate Night Totals.

Announcements: February 10-14th is Kindness Week, Student Council is going to come out with ideas for things to do that week to promote spirit and kindness. Hoyt Tonnon announced that the PTSA is looking for someone to fill the treasurer position. Also need three members to step up to perform the audit in July.

Adjournment: Hoyt Tonnon adjourned the Sierra Heights PTSA General Membership Meeting at 8:07 pm.

Minutes submitted by: Jessica Lauer, Secretary

2020 – 2021 Budget Notes

With the playground improvement expenditure in the 2019 – 2020 school year, the PTSA’s savings account was depleted. Without the savings account to fall back on, the Executive Committee felt it was crucial to evaluate actual uses of various budget line items, feedback on events, etc to more closely balance the budget. While the current budget still shows close to a \$3,000 shortage by the end of the year, we are confident that adjust will be able to be made throughout the year to cover planned activities.

COVID-19 update – ALL PTSA activities are held pending fundraising and advisement from public health, Washington State Superintendent, Renton School District, and Sierra Heights Elementary administration.

1 Membership

- Fees split to show amount paid to Washington State PTA and Renton PTA Council (*used to be one payment to the state*)

2 Passive Income / Easy Money

- Box Tops for Education *removed* with decreased participation following change to program
- Interest Income *removed* – no interest with depleted savings account

3 Special Events & Activities

- Assemblies was replaced with Student Enrichment Activities under Section 5 to broaden for staff use
- Back-to-School BBQ removed due to COVID-19 restrictions
- Family Skate Night removed to allow alternative event after skate nights two years in a row
- Movie Night removed due to COVID-19 restrictions

4 Sale of Inventory

- Spiritwear removed due to COVID-19 restrictions

5 Student Support / Enrichment

- Angels 2019 Carry Forward Donations added to reflect unused donations to the Angels Program
- Art Docent Carry Forward Auction Funds moved from its own section “Carry over funds for Art” that used to be at the end of the Budget to designate funds raised during events such as the Ice Cream Social specifically for non-consumable art items
- Fifth Grade Rockets *removed* – PTSA used to supplement rockets for those that couldn’t afford them. Over the years, the amount increased until the PTSA was automatically picking up the entire bill. Between Rockets, Camp Scholarships, and Year-End Activities, approximately 7% of the entire budget was allocated specifically to end of year items for fifth graders. The PTSA may still help support those in need through the Fifth Grade Year End activities
- PE Grant *renamed* from Unicycling/PE
- Staff Grants & Projects *renamed* from Teacher Grants & Projects to more clearly encompass support staff (eg – behavior and reading groups, counselor, and office activities for students held in during recess)
- STEAM Night *removed* due to change in STEM Night / Wax Museum

6 Parent / Community Involvement

- Founder’s Day reduced for most attendees to pay for portion of their own ticket
- Golden Acorn *renamed* Volunteer Recognition
- Hazen HS Scholarship *removed* for anticipated reduced funds due to COVID-19
- Patrol Party *reduced* for anticipated reduced funds due to COVID-19

9 Misc Expense / PTA

- NO CHANGES

Carry over funds for Art

- Section replaced with line item “Art Docent Carry Forward Auction Funds” under Section 5

Sierra Heights Elementary PTA FY 2020

Budget Report

2020 - 2021 Budget

Funds available at beginning of financial year (07/01/2020)			\$37,507.60
1 Membership	Budgeted Income	Budgeted Expenses	Budget Net
Membership Dues (PTSA Members)	\$1,800.00	-\$50.00	\$1,750.00
Membership Fees, WSPTA (Paid to MemberPlanet)	-	-\$960.00	-\$960.00
Membership Fees, Renton PTA Council (Paid to MemberPlanet)	-	-\$240.00	-\$240.00
1 Membership Totals	\$1,800.00	-\$1,250.00	\$550.00
2 Passive Income / Easy Money	Budgeted Income	Budgeted Expenses	Budget Net
Corporate Donations	\$300.00	-	\$300.00
Other Contributions	\$100.00	-\$50.00	\$50.00
2 Passive Income / Easy Money Totals	\$400.00	-\$50.00	\$350.00
3 Special Events & Activities	Budgeted Income	Budgeted Expenses	Budget Net
Bingo Night	\$300.00	-\$200.00	\$100.00
Field Day Activities	-	-\$500.00	-\$500.00
Fundraising	\$9,000.00	-\$500.00	\$8,500.00
Pool Party	\$3,500.00	-\$2,500.00	\$1,000.00
Popcorn Sales	\$2,500.00	-\$500.00	\$2,000.00
3 Special Events & Activities Totals	\$15,300.00	-\$4,200.00	\$11,100.00
4 Sale of Inventory	Budgeted Income	Budgeted Expenses	Budget Net
Yearbook	\$4,000.00	-\$4,000.00	-
4 Sale of Inventory Totals	\$4,000.00	-\$4,000.00	-
5 Student Support / Enrichment	Budgeted Income	Budgeted Expenses	Budget Net
Angels	-	-\$500.00	-\$500.00
Angels 2019 Carry Forward Donations	-	-\$947.98	-\$947.98
Art Docent	-	-\$1,000.00	-\$1,000.00
Art Docent Carry Forward Auction Funds	-	-\$1,769.41	-\$1,769.41
Book Fair	\$10,000.00	-\$8,000.00	\$2,000.00
Fifth Grade Camp Scholarship	-	-\$1,500.00	-\$1,500.00
Fifth Grade Year-End Activities	-	-\$750.00	-\$750.00
Kindergarten Activities	-	-\$500.00	-\$500.00
Music Grant	-	-\$400.00	-\$400.00
PE Grant	-	-\$400.00	-\$400.00
Staff Grants & Projects	-	-\$3,750.00	-\$3,750.00
STEAM Night	-	-\$100.00	-\$100.00
5 Student Support / Enrichment Totals	\$10,000.00	-\$20,517.39	-\$10,517.39

5 Student Support / Enrichment	Budgeted Income	Budgeted Expenses	Budget Net
Student Enrichment Activities	-	-\$600.00	-\$600.00
Watch DOGS	-	-\$300.00	-\$300.00
5 Student Support / Enrichment Totals	\$10,000.00	-\$20,517.39	-\$10,517.39
6 Parent / Community Involvement	Budgeted Income	Budgeted Expenses	Budget Net
Founder's Day	-	-\$300.00	-\$300.00
Volunteer Recognition	-	-\$350.00	-\$350.00
Meeting Supplies	-	-\$200.00	-\$200.00
PTA Classes & Workshops	-	-\$100.00	-\$100.00
Patrol Party	-	-\$300.00	-\$300.00
Secretary Appreciation	-	-\$100.00	-\$100.00
Teacher Appreciation	-	-\$1,200.00	-\$1,200.00
6 Parent / Community Involvement Totals	-	-\$2,550.00	-\$2,550.00
9 Misc Expense / PTA	Budgeted Income	Budgeted Expenses	Budget Net
Bank Charges	-	-	-
Charitable Solicitations Fee	-	-\$60.00	-\$60.00
Copies/Print shop	-	-\$200.00	-\$200.00
Corp & Nonprofit Renewal	-	-\$10.00	-\$10.00
Insurance	-	-\$400.00	-\$400.00
Misc Admin Expenses	-	-\$200.00	-\$200.00
Money Minder	-	-\$185.00	-\$185.00
Online Presence	-	-\$200.00	-\$200.00
President's Discretionary	-	-\$200.00	-\$200.00
Tax preparation Fee	-	-\$400.00	-\$400.00
9 Misc Expense / PTA Totals	-	-\$1,855.00	-\$1,855.00
Grand Totals			
	\$31,500.00	-\$34,422.39	-\$2,922.39
Projected bank balance if on budget			\$34,585.21

Sierra Heights Elementary PTA FY 2020

Treasurer's Report

07/01/2020 - 11/03/2020

1 Membership	Income	Expenses	Year to Date	Net Budget	More/-Less
Membership Dues (PTSA Members)	\$363.00	\$15.86	\$347.14	\$1,750.00	-\$1,402.86
Membership Fees, WSPTA (Paid to MemberPlanet)	-	-	-	-\$960.00	\$960.00
Membership Fees, Renton PTA Council (Paid to MemberPlanet)	-	-	-	-\$240.00	\$240.00
1 Membership Totals	\$363.00	-\$15.86	\$347.14	\$550.00	-\$202.86
2 Passive Income / Easy Money	Income	Expenses	Year to Date	Net Budget	More/-Less
Corporate Donations	-	-	-	\$300.00	-\$300.00
Other Contributions	\$21.99	-	\$21.99	\$50.00	-\$28.01
2 Passive Income / Easy Money Totals	\$21.99	-	\$21.99	\$350.00	-\$328.01
3 Special Events & Activities	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	-	-	-	\$100.00	-\$100.00
Field Day Activities	-	-	-	-\$500.00	\$500.00
Fundraising	\$35.00	\$1.13	\$33.87	\$8,500.00	-\$8,466.13
Pool Party	-	-	-	\$1,000.00	-\$1,000.00
Popcorn Sales	-	-	-	\$2,000.00	-\$2,000.00
3 Special Events & Activities Totals	\$35.00	-\$1.13	\$33.87	\$11,100.00	-\$11,066.13
4 Sale of Inventory	Income	Expenses	Year to Date	Net Budget	More/-Less
Yearbook	\$18.00	\$0.82	\$17.18	-	\$17.18
4 Sale of Inventory Totals	\$18.00	-\$0.82	\$17.18	-	\$17.18
5 Student Support / Enrichment	Income	Expenses	Year to Date	Net Budget	More/-Less
Angels	-	-	-	-\$500.00	\$500.00
Angels 2019 Carry Forward Donations	-	-	-	-\$947.98	\$947.98
Art Docent	-	-	-	-\$1,000.00	\$1,000.00
Art Docent Carry Forward Auction Funds	-	-	-	-\$1,769.41	\$1,769.41
Assembly	-	-	-	-\$600.00	\$600.00
Book Fair	-	-	-	\$2,000.00	-\$2,000.00
Fifth Grade Camp Scholarship	-	-	-	-\$1,500.00	\$1,500.00
Fifth Grade Year-End Activities	-	-	-	-\$750.00	\$750.00
Kindergarten Activities	-	-	-	-\$500.00	\$500.00
Music Grant	-	-	-	-\$400.00	\$400.00
PE Grant	-	-	-	-\$400.00	\$400.00
Staff Grants & Projects	-	-	-	-\$3,750.00	\$3,750.00
STEAM Night	-	-	-	-\$100.00	\$100.00
5 Student Support / Enrichment Totals	-	-	-	-\$10,517.39	\$10,517.39

5 Student Support / Enrichment	Income	Expenses	Year to Date	Net Budget	More/-Less
Watch DOGS	-	-	-	-\$300.00	\$300.00
5 Student Support / Enrichment Totals	-	-	-	-\$10,517.39	\$10,517.39
6 Parent / Community Involvement	Income	Expenses	Year to Date	Net Budget	More/-Less
Founder's Day	-	-	-	-\$300.00	\$300.00
Volunteer Recognition	-	-	-	-\$350.00	\$350.00
Meeting Supplies	-	-	-	-\$200.00	\$200.00
PTA Classes & Workshops	-	-	-	-\$100.00	\$100.00
Patrol Party	-	-	-	-\$300.00	\$300.00
Secretary Appreciation	-	-	-	-\$100.00	\$100.00
Teacher Appreciation	-	-	-	-\$1,200.00	\$1,200.00
6 Parent / Community Involvement Totals	-	-	-	-\$2,550.00	\$2,550.00
9 Misc Expense / PTA	Income	Expenses	Year to Date	Net Budget	More/-Less
Bank Charges	-	-	-	-	-
Charitable Solicitations Fee	-	-	-	-\$60.00	\$60.00
Copies/Print shop	-	-	-	-\$200.00	\$200.00
Corp & Nonprofit Renewal	-	-	-	-\$10.00	\$10.00
Insurance	-	-	-	-\$400.00	\$400.00
Misc Admin Expenses	-	-	-	-\$200.00	\$200.00
Money Minder	-	-	-	-\$185.00	\$185.00
Online Presence	-	-	-	-\$200.00	\$200.00
President's Discretionary	-	-	-	-\$200.00	\$200.00
Tax preparation Fee	-	-	-	-\$400.00	\$400.00
9 Misc Expense / PTA Totals	-	-	-	-\$1,855.00	\$1,855.00
Grand Totals					
	\$437.99	-\$17.81	\$420.18	-\$2,922.39	\$3,342.57

Bank Account Balances	07/01/2020	11/03/2020	Last reconciled	Summary for the Period	
Checking (7128)	\$37,507.16	\$37,927.34	10/30/2020	Starting Total	\$37,507.60
Savings (8361)	\$0.44	\$0.44	10/30/2020	Income	\$437.99
Totals	\$37,507.60	\$37,927.78		Expenses	-\$17.81
				Ending Total	\$37,927.78

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Submitted by:

Name: _____ Signature: _____

Date: _____

*Sierra Heights PTSA
Standing Rules 2020 – 2021*

Mission Statement: Sierra Heights Parents Teachers Association (Sierra Heights PTSA) exists for the purpose of enriching the educational experience of the students at Sierra Heights Elementary. Through organizing events and developing programs to supplement the efforts of our teachers and staff, the PTSA supports Sierra Heights through volunteer hours, classroom or school supplies, and acting as liaison between school and the parents in our community.

These standing rules govern the operation of the Sierra Heights PTSA and are approved annually by the General Membership and supplemental to the Washington State PTA Bylaws.

ARTICLE 1: NAME

- Section 1: The legal name of this unit shall be Sierra Heights PTSA, Local unit #9.11.70.
- Section 2: Sierra Heights PTSA was recognized as a non-profit corporation by the State of Washington on August 29th, 1979. It is the responsibility of this unit to annually renew the Articles of Incorporation prior to March 1. The registered agent for this corporation is the Washington State PTA. Incorporation number is 2-29-2055-7.
- Section 3: The employer identification number for Sierra Heights PTSA is on file in the Legal Documents Notebook.
- Section 4: Sierra Heights PTSA was recognized as a non-profit tax-exempt organization in August 1975 by the IRS Department under the Internal Revenue Section 501(c)(4). Sierra Heights PTSA was recognized as a non-profit tax-exempt organization in May 1999 by the IRS Department under the Internal Revenue Section 501(c)(3). The Treasurer shall file a Form 990, Form 990 EZ, or Form 990N prior to November 15. The registered agent for the corporation is the Washington State PTA. Copies of the current and past years' returns are located in the Legal Documents Binder maintained by the Secretary.
- Section 5: This unit shall keep at least two copies of all legal documents in two separate locations. The Treasurer of this unit and the Secretary shall receive and maintain copies of these documents in the unit's permanent Legal Documents File.

Article II: MEETINGS

- Section 1a: The Executive Committee will specify dates, times, and places to hold meetings. General Membership Meetings of this unit shall be held at least three (3) times during the year. There shall be at least three (3) Board of Director meetings held during the year. The quorum for General Membership meetings shall be one-tenth of the voting delegates with a minimum of 10 members.
- Section 2: The budget shall be reviewed yearly and adopted by a majority vote at the last general membership meeting.
- Section 3: The standing rules shall be reviewed yearly and adopted by a majority vote at the first general membership meeting. The standing rules may be amended at any regular general membership meeting by a two-thirds (2/3) vote (of those present), or if previous notice is given, by a majority vote.

*Sierra Heights PTSA
Standing Rules 2020 – 2021*

ARTICLE III: FEES AND TREASURY

- Section 1: The service fee of this unit shall be \$15.00 for one (1) adult, and \$12.00 per additional household member.
- Section 2: The Treasurer of the unit shall present current financial statement at each Board and General PTSA meeting.

ARTICLE IV: OFFICERS

- Section 1: Elected Officers of this Council shall be the President, Vice President, Secretary, and Treasurer. This constitutes the Executive Committee. The term of office commences July 1 and concludes June 30 of the following year. No person shall serve in the same executive office for more than two (2) consecutive years. Each co-position holder shall be entitled to voice and vote at all board of directors meetings.
- Section 2: Standards of Affiliation: the PTSA will comply with providing the Standards of Affiliation Agreement to WSPTA, as per the WSPTA Bylaws. This PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement.
- Section 3: Board of Directors shall consist of the Executive Committee and standing committee coordinators. The Executive Committee and all committee coordinators must be current PTSA members.
- Section 4: Standing Committees shall be appointed by the President and Vice President with the approval of the Executive Committee. They may include, but are not limited to: Art Docent, BBQ, Book Fair, Communications, Fall-o-Ween, Angel Program, Fundraising, Membership, Reflections, and Recognition/Graduation.
- Section 5: All Committee Coordinators shall be responsible for tracking their project or event within the approved budget line item. Committee budget adjustment requests over \$100 shall be approved by the Executive Committee for approval in advance of purchase or commitment to purchase. The Executive Committee shall be available to answer questions and assist as needed.
- Section 6: All committee coordinators shall be required to keep and maintain a procedures folder/notebook pertaining to all activities and recommendations of their event and shall be required to turn it in to the newly elected President by June 30th.

ARTICLE V: FINANCIAL

- Section 1: The Sierra Heights PTSA fiscal year shall commence on July 1 and conclude June 30 of the following calendar year.
- Section 2: Bank Signatures: All financial matters or binding agreements of this unit must be presented to the Executive Committee. Only elected officers (President, Vice President, Secretary, and Treasurer) of this unit shall be authorized to sign on behalf of this unit's bank account(s). A minimum of three (3) authorized signers is required on the account and two (2) signatures are required on all checks.

*Sierra Heights PTSA
Standing Rules 2020 – 2021*

- Section 3: Online Transactions: Online banking shall only be used for viewing bank statements and canceled checks. The Treasurer shall be responsible for transferring funds from the general fund to savings account at the end of the fiscal year. Online bill pay shall not be utilized. EFT payments shall be accepted with approval of the Executive Committee and documented with 2 signatures for recurring business items, including, but not limited to: membership dues paid to the Washington State PTA, insurance / corporation renewals, or website and domain maintenance.
- Credit cards shall be accepted online through secure credit card processors such as Square, PayPal, or current bank's merchant services.
- Section 4: Financial Review: This PTSA shall conduct a year-end financial review. An audit may be requested by any board member throughout the year, to be completed in 30 days.
- Section 5: Reimbursements: All reimbursement requests must include receipt and be submitted to Treasurer within 60 days of purchase and end-of-year reimbursements must be requested by last day of school or they are considered a donation to PTSA.
- Section 6: NSF Check Handling: Should this PTSA receive an NSF check, a service fee of \$15.00 will be charged in addition to any fees imposed by PTSA's bank. If the NSF check and fees are not paid by June 1, the PTSA will not accept checks from this individual in the future. If more than two (2) NSF checks are received from the same individual during the fiscal year, the PTSA will not accept further checks from the individual responsible.
- Section 7: All contracts must be signed by two members of the Executive Committee, according to WSPTA Bylaws.
- Section 8: No local PTSA or council member may enter into any financial obligations extending beyond the fiscal year except as approved by the membership.
- Section 9: Information contained in directories, newsletters, or membership lists published by Sierra Heights PTSA may not be used for purposes of solicitation, either commercial, political, ideological or any other purpose not consistent with the WSPTA Bylaws.
- Section 10: All requests for funding from Sierra Heights PTSA not having a dedicated line item and amount previously established in the budget approved by the membership must be submitted in writing to the Board of Directors for consideration. The board requests a minimum of 30 days to review any requests.
- Section 11: The Executive Committee may reallocate funds within the existing approved budget to accommodate changing needs throughout the current fiscal year. Changes resulting in any increase greater than \$100 over the originally approved budget shall be approved by the General Membership.

ARTICLE VI: VOTING

- Section 1: Voting Body: The voting body of this PTSA at general membership meetings shall consist of the board of directors (executive officers and standing committee coordinators) and all current PTSA members within the designated school year. The voting body at board meetings shall consist only of the board of directors. A person must be in attendance in order to vote. Proxy voting is not

*Sierra Heights PTSA
Standing Rules 2020 – 2021*

permitted per the Washington State PTA Bylaws. In the event that one person holds more than one Board position, he/she will be allowed only one vote.

Section 2: Quorum: The quorum for General Membership meetings shall be one-tenth of the voting delegates with a minimum of 10 members.

Section 3: Unless otherwise defined in this document or by the Washington State PTA Bylaws, a motion shall pass with a simple majority vote.

ARTICLE VII: NOMINATING COMMITTEE:

Section 1: Ballot Vote for Nominating Committee: The Nominating committee (“NC”) of two (2) to three (3) shall be elected according to the WSPTA Bylaws and shall be elected by ballot by the General Membership at a minimum of 30 days prior to the election of officers. NC members must be members of Sierra Heights PTSA for at least 30 days preceding their election. NC is discharged from service after the officers are declared elected.

Section 2: Slate of Officers: Written notification of nominees shall be made to Sierra Heights PTSA at least 15 days prior to elections. Additional nominations may be made from the floor during elections.

Section 3: Election of Officers shall be elected by a majority vote of the required quorum. Elections may be held at the February General Membership meeting, but no later than May 31st.

ARTICLE VIII: ONLINE PRESENCE

Section 1: The PTSA shall maintain a presence online through avenues such as a website, email, and social media platforms (eg – Facebook) as needed to remain current within our community.

Section 2: All accounts are ultimately owned by the Sierra Heights PTSA as an organization, regardless of who sets them up or utilizes them in any given year. As such, the Executive Committee shall maintain authority over all online PTSA activity, holding login information and/or administrative rights to reset passwords or lock accounts as needed.

Section 3: Social Media will be monitored by the Executive Committee, using the Washington State PTA’s policy on Social Media as outlined in the WSPTA Policy Manual Appendices.