

MINUTES

CDA Charter Academy PTO Annual Meeting Minutes

Date 2/22/21 | time 7:30-9:00 p.m. | Meeting called to order by Ben McGaughey President CPO

In Attendance

Ben McGaughey- President
Lisa Kovarik- Vice President
Stephanie Holecek-Treasurer
Mary Rose-Secretary
Stephanie McClellan
Kristi West
Brock Tenny
Gladys Tenny

Board Introductions and Approval of Agenda

The Board was introduced. Called to order at 7:31. Approval of agenda: To approve of prior meeting minutes, to approve financial information presented by Stephanie H., committee reviews, open coordinator positions to discuss, unfinished business discussion and new business. Motion made by Steph H to approve agenda and seconded- Agenda approved. Prior Minutes discussed and to be approved at the next meeting due to need for additional attendees requested time to review. The prior minutes from our CPO meeting on 1-21-2021 will be added to the next CPO meeting - these may be viewed on our website.

Financial Report

Steph H discussed bank statements at the last CPO meeting Jan 21, 2021. Bank statements are through the end of month -there is a note of \$25 under donations dedicated to teacher appreciations noted. Our used uniform sales income is reduced by our sales tax, otherwise all is the same except for food for students in need due to it accumulating due to a student being provided for. We are tracking spending on that. At bottom see that January grants didn't go through before the bank statement- Stephanie H. made adjustments to reflect proper tracking of money for this. Vending machine and uniform sales will be accounted for on the next bank statement. Ben suggested the need for an additional column in the financial report to track sales tax. Stephanie H. discussed that we pay sales tax quarterly so we will keep financial reports this way so that she can still keep track. Ben- will we have to discriminate between sales tax, net tax etc if we do it that way? Stephanie H. that she is willing to add an extra column however we have all photo copies of checks sent in etc. and our taxes and our fiscal year ends in June. The taxes are done in fall if less than 50k we are ok, we give an overabundance of information however we can go ahead and make an additional column if necessary. Ben agreed - not adding an additional column in the financial report to reflect tracking sales tax will be ok.

Grants / Budget

Steph H discussed how grant is used, how it is disbursed. Stephanie H. keeps a copy of the check and gets paperwork after they all go through so that we can see money spent by the school. Currently we have money left over for grants - over 7k left for grants budgeted this year. Motion to accept budget: Kristi made motion to approve budget, and it is seconded by Lisa. The budget was approved.

Questions regarding bank cards

Ben: Asked Stephanie H. to take bank cards back. Stephanie H explained that Ben and Stephanie H will need to be on the bank account to say ok to purchases. Ben- can we do reimbursements for snacks based on receipts? Stephanie H explained- people purchasing would need to be able to purchase using hundreds of dollars and due to scheduling it takes time to reimburse people for their purchases. It is also a problem when receipts are lost. After discussion Ben agreed that it is better to use bank cards due to it being difficult for people to pay on their own and wait to be reimbursed.

Grant process

Idea for making grant process quicker and more efficient, Ben: create a way for people to submit info for grants online with an online form. Stephanie H- this is a good format to be more efficient. Saves time for Mr McCormick. Ben- agreed, proposed for just this march due to difficulty at this time. Digital, easier, opportunity to come in and present with a time slot and one meeting - digital submission and most likely to get a yes, kristi likes this idea of a hybrid of this so we can clarify, hear presentation of submitter, and we can have a time and phone number for each to be on speaker or zoom with time slot - person can then be heard and then voted on, this will help mr mccormic or others not be obligated to complete the entire process. Stephanie likes Brock's idea of having the digital presentation idea for families to get their grant. Ben- vote on doing online option, or not having online option, or having a video- one option will get family voice heard to present. Lisa- how can we see if teachers would like this idea to make easy for them, is it possible to filter through them first- Ben- yes this is ok, we can follow up w every grant request and teacher to be sure all is clear. ben- agreed. initial follow up w each grant presenter, so we have details and we know how ea will present Ben- we should vote for this to be an option, Motion to approve Brock, Stephanie h seconded it to approve doing the online process, we can also have a plan to follow up.

Committee summaries

Vote to open vending - Ben- activate for water bottles, restrictions have been lifted - wear mask is in place. Steph h do we have volunteers- Ben- we may have some people willing to do stocking.

Snacks- we are down volunteers to handle this. Ben- I may be able to do this. Gladys- I can help at some times as well. Stephanie H. - we need to be sure we purchase the type of water bottle that works well with the vending machine to prevent problems with distribution within the machine. Ben - with kids getting

dehydrated etc due to masks and if they forget their water this is important for the kids. Lisa- can we have ladies at the Panda do this? Ben this may not work due to timing. Ben is willing to help do water purchases. Stephanie H. we do not have a resale license so we do not have to pay sales tax on what we sell through vending. We pay tax when we purchase the items. Stephanie H.- water is a good idea we need to see how many we can fit and we will need a volunteer to assist in counting money from the purchases of water to have checks and balances. Ben- lets step back and vote on starting the plan to fill machines / find people.

Stephanie H. - Motion to replan, find a safe way to do it - and begin the sales of water. Stephanie M. seconds it. Motion accepted.

Coordinator roles

Open coordinator positions and uniform sales, Ben is assisting in this. Administration is willing to start selling uniforms but people do not try on at school. We need a new uniform and new snack person to coordinate. We have Meli for Triple Play in April. Box tops need a new coordinator also and this has changed to an app- please ask others if they would like to do this. Staff appreciation once a month meals- Stephanie H is awaiting receipts for these. Gladys volunteered as coordinator for uniform sales- from now until April - Ben will send her information to get her started. Mary motioned for Gladys to become new uniform coordinator, Stephanie H. seconds it. Motion approved for Gladys to be uniform coordinator

Kristi- asked about the uniform storage spot. Ben- will look into that for Kristi and it will be taken care of this week.

Directors and officers insurance

Quotes have been researched by Stephanie H. Brief discussion regarding why we need insurance- Ben- reviewed several reasons such as coverage for board members and our volunteers who fill machines etc. to be covered especially during Covid. Stephanie H gave brief overview of ranges of coverage and pricing. Ben suggestion - ben- separate meeting for discussion and review of these items? Group suggestion - approve lower level one and then add on later to get at least liability in place. Group agreed regarding minimum coverage for now and additional coverage later. Kristi suggests to ask additional questions regarding coverage for the coordinators. Group decided to get clarification regarding what is covered in each level of policy and clarification on terms used in the policy. Group agreed that we will have a separate meeting to discuss further in order to give more time for clarification. Special meeting planned to discuss review of directors and officers insurance - see date below.

next meeting

March 22 at 730 - Both in person and on Zoom (grants are due March 17)

April 12 at 7:30

Meeting Adjourned

Mary motions to adjourn, Kristi seconds- meeting is adjourned at 9:00 p.m.