

LANIER MIDDLE SCHOOL PTO

EXECUTIVE BOARD MEETING MINUTES 11/19/2018

Members Present: Catrice Mays, Jennifer Gribble, Yolanda Amador, Jessy Morgenroth, Kimberly Dolibois, Adrienne Murry & Kara Richardson.

Quorum was met, and Ms. Mays called meeting to order @ 9:24 a.m.

Review of Minutes:

- Approval of 10/12/2018 EB Minutes with minimal corrections. Adrienne Murry motioned, Kara Richardson 2nd. Unanimous vote in favor. Minutes approved.

VP Social Events – Adrienne Murry:

- Great 8 Volunteer update needed. Response was unable to be attained due to VP of Volunteers absence. Adrienne to send email.

President's Update – Catrice Mays:

- Considering Ms. Page is now working remotely from Lamar we will need to understand where the Shell sponsor checks are being delivered and understand the process moving forward as to make sure we recognize sponsors in a timely manner.
- Dr. Bradarich announced at the SDMC meeting that she's under investigation for "misuse of PTO funds" from last year. Dr. Bradarich's investigation is hindering the PTO's ability to spend funds as questions were brought up during the SDMC meeting most specifically regarding donated funds over \$5000 to Lanier Middle School from the Lanier PTO then any approvals need to go through HISD. Dr. Bradarich has refused to receive any funds because she is stating that the cumulative funds for the full school year will be over \$5000. Her interpretation is up for discussion as the policy whether the policy is based on the per gift amount versus the cumulative amount. *see HISD board policy regarding gifts below
- Catrice posed a couple of questions on how to approach this situation. Create a new budget then get on the next HIS board meeting agenda in December and try to get it approved? Meet with McSwain, Berger to understand HISD Board policy? How do we move forward with spending as quickly as possible as to not carry over a larger portion of fund into next year?
- Adrienne Murry has spoken to Area Superintendent, Dr. James McSwain, earlier this school year regarding the topic on spending based on Lanier PTO Bylaws versus HISD board policy as to attain clarity prior to the HISD policy enforcement.
- This hinderance on PTO spending has halted the board ability to spend a large portion of our budgeted funds. Funds will continue to be used for teacher appreciation, constable coverage, landscaping and consumables within reason.

- Action items and topics for further discussion are as follows:
 - Is curriculum support approved up to \$250?
 - Are individual gift or cumulative gifts defined within gifts over \$5000? What is the definition of a gift under HISD definition?
 - What documentation is needed for an approval or request? Invoice, proposal or written request?
 - Look to bring Berger or McSwain to our next Nov 30 board meeting and/or general meeting.
 - Gather list of teacher needs
 - Budget to be changed into smaller categories in order to best spend funds without hinderance
 - Clear up existing reimbursements under curriculum support. PTO to continue working with principal to get approval and answers on these items.
 - Postpone fall fundraiser or create online fundraiser to raise less funds as we are not on track to spend as stated in existing budget

Motion to adjourn meeting made by Kim Dolibois, 2nd by Adrienne Murry.

MEETING ADJOURNED @ 10:26 a.m.

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GIFT APPROVALS GIFTS UNDER \$1,000	Any offer of a gift that is valued at under \$1,000 shall require the prior approval of the principal or school support officer (SSO) of the school or program director to which the gift is offered. [See CDC(REGULATION)]
GIFTS LESS THAN \$4,999	Any offer of a gift that is valued at \$1,000 to \$4,999 shall require the prior approval of the Superintendent or designee before the gift may be accepted by any principal or program director. [See CDC(REGULATION)]
GIFTS \$5,000 OR MORE	<p>Any offer of a gift that is valued at \$5,000 or more shall require the prior approval of the District's Board before that gift may be accepted. Any gift to the District that requires the prior approval of the Board shall be considered by the Board at its next regularly scheduled Board meeting following the date the gift was offered.</p> <p>The principal or department head shall work with the appropriate member of the Superintendent's cabinet to submit an agenda item for Board approval.</p> <p>[For technology service provider contributions, see TECHNOLOGY SERVICE PROVIDERS DONATION APPROVAL, below.]</p>
REFUSAL OF GIFT OR DONATION	The Board, the Superintendent, the appropriate principal, the program director, or the department head shall reserve the right to refuse any gift or donation offered to the District, at any time and for any reason, as deemed appropriate by the Board and/or the Superintendent.