

CARSON HIGH SCHOOL PTA

Meeting Minutes

Monday, October 12th, 2020 at 6:00 PM

1. **CALL TO ORDER** –Leticia Servin, President of the CHS PTA, called a regular meeting of the general assembly to order at **6:03 PM** via **Zoom** online video conference application.
2. **ROLL CALL & WELCOME – Members in attendance:** Leticia Servin, Rick Frewert, Marybeth Grant, Don Carine and Scot Duncan.
3. **MINUTES & CORRESPONDENCE** – Minutes from the meeting on Monday, July 20th, 2020 were presented by Scot Duncan, Secretary of the CHS PTA. *Marybeth moved to approve the minutes as presented, and the motion passed.*
4. **EXECUTIVE & COMMITTEE REPORTS**
 - a. **Principal’s Report** – Bob Chambers, Principal of CHS, was not in attendance and there was no report.
 - b. **President’s Report** – Leticia Servin, President of the CHS PTA, apologized for the missed meeting in September. She noted that it has been very busy at the school due to the pandemic. Much of the work is ensuring students are not failing or missing attendance due to the modified school schedule.
 - c. **Treasurer’s Report** – Scot Duncan, Treasurer of the CHS PTA, presented the July 2020, August 2020 and September 2020 Treasurer’s Reports. In July 2020, the beginning balance was \$9,734.76 and the ending balance was \$9,734.84. In August 2020, the beginning balance was \$9,734.84 and the ending balance was \$9,753.18. In September 2020, the beginning balance was \$9,753.18 and the ending balance was \$9,753.26. Scot also noted there are two uncleared transactions (checks) from the Art Reflections awards. *Rick moved to approve the July 2020, August 2020 and September 2020 Treasurer’s Reports as presented, and the motion passed.* Scot presented the 2020-2021 Proposed Budget. Scot noted that the income from affinity or “scrip” programs has not as high as predicted in previous years; thus, in the current budget, the anticipated income has been reduced to better match the actual amounts. *Marybeth moved to approve the 2020-2021 Proposed Budget as presented, and the motion passed.* Scot noted that we still need to update the bank information, and that the 2019-2020 Financial Review (audit) must be completed and submitted to Nevada PTA. He also reported that the 2019-2020 tax filing (IRS Form 990-N) has been submitted and the insurance policy has been renewed and paid. Additionally, Scot is working to upload the minutes and financials to the PTA’s online drive.
 - d. **Membership Report** –Patty Bean, Chair of the Membership Committee, was not in attendance. Leticia reported that there are no members currently. PTA membership was not included on Freshmen Orientation / Senator Kickoff forms. Scot noted that we could try to resurrect the idea of using EventBrite to create online signups. Rick mentioned using the new Parent Square app to promote PTA. Leticia also noted that Patty may not be able to continue in this role, so it would be good to be on the lookout for a possible replacement.

- e. **Art Reflections Report** –Wendy Tims, Chair of the Art Reflections Committee, was not in attendance and there was no report.
- f. **College Life Report** – Leticia Servin, Char of the College Life Committee, noted there was nothing to report.

5. **OLD BUSINESS**

- a. **Nevada LEAD Virtual Training Summit** – Leticia reported that, due to COVID-19, the Nevada PTA will be conducting virtual training in lieu of in-person training. The cost is \$10 per person. She asked the current officers to consider attending. Scot noted the cost could be covered under the “NV PTA Conventions” expense account.
- b. **PTA Facebook Page** – Leticia asked about the status of the PTA’s Facebook page. Scot noted the PTA had one year’s ago, but unfortunately the person administering it left and we could no longer access/update it. A new page was created, but it has not been completed.

6. **NEW BUSINESS**

- a. **Meeting Schedule for 2019-2020** – Leticia noted that, due to the limitations created by the pandemic and the anticipated low level of membership, the PTA meet less frequently this year. She further noted the minimum number of meetings each year is four, per the PTA’s bylaws. She suggested meetings on Monday, November 9th, 2020 (to focus on membership); Monday, January 11th, 2020 (to focus on planning for the College Life panel); and Monday, May 10th, 2020 (to focus on officer elections).
- b. **Parent Square** – Leticia talked about Parent Square, which is a new app being promoted and used by the Carson City School District, including Carson High School, to communicate with parents. She noted that it may be possible to use the platform to process new member registrations and payments.
- c. **Insurance Renewal** – Leticia asked about the insurance renewal, and Scot indicated it has been completed.
- d. **Check & Bank Statements** – Leticia noted a Smith’s check and multiple bank statements had been received via mail. They will be given to Rick for processing.

7. **ANNOUNCEMENTS**

- a. **Next Meeting** – Monday, November 9th, 2020 at 6:00 PM

8. **ADJOURNMENT** – Leticia adjourned the meeting at **6:56 PM**.

Submitted by Scot Duncan, Secretary, CHS PTA