

Booster Meeting - March 10th, 2015

Officers Present: Mandy Hatch, Amanda Lindsay, Mandy Lewis, Sarah Chilcott

Agenda

Officer Report on Recent Financial Incident: Mandy Hatch

-See below

Nominations & Voting on new Co-Treasurer

-New treasurer will fill vacancy through the end of June 2015.

-Mandi Bailey nominated by Megan Harding, second by Sally Bland.

-Mandi was asked to give short bio. She was previously the treasurer at West Union Elementary School. She is a bankruptcy lawyer and also works in the Life Skills class at Orenco.

-Vote was unanimous to vote her in as new co-treasurer. Welcome to the team, Mandi!

Budget Review: Mandy Lewis

-Want to encourage teachers to spend the money in their stipends.

-Dance came in under budget and was a success!

-\$20 from the Fundraising Prizes line was cookie coupons purchased at McTeachers' Night for Jogathon prizes.

-Scrip has brought in just under \$1000 for the year so far

Budget Request: Lisa Aguilar on behalf of front office Lucy & Leti

-Requesting \$1200 to cover expenses for PBIS rewards. As there wasn't a clear program established at the start of the school year, this line item was never added in.

The office has been dipping into building funds to cover up until now. They estimate \$1200 will cover what they've spent to date, as well as the upcoming expenses

through

June.

-Voted in adding the line item with a \$1200 approved budget.

-Members agreed that next year, the program needs to be more clearly outlined when presented for budget approval. It was also discussed that we find more cost effective prizes. Orca pencils and free items like "lunch with the principal" or "teacher's chair for the day" were common suggestions.

-Some members were interested in bringing back Splash Cash. Lisa said it is a difficult program for K-6 and she would prefer the teachers have freedom to reward their own way.

-Confirmed that chess club monies will roll over year to year if not spent

-Jill Appel reported we submitted \$297 in box tops for February's submission.

-There was mention of approving the budget for the year in June rather than October.

Boosters will take into consideration

-Garden was approved in last months meeting but wasn't added to budget yet. It will have a \$1000 budget. Nancy Arteaga will work with grants and donations to try to keep

costs down

Reports on Upcoming Events

March 20: Spirit Day

March 23-27: Spring Break-No School

April 6: Scrip Orders Due

-Shari Davis has taken over the Scrip program. She will have the inventory available for

purchase most days as she works at the school now. Thank you, Shari!

April 10: No School

April 14: Booster Meeting-Officer Nominations

-Mandy Hatch talked about how she is nervous that in light of recent events, people may

be hesitant to step forward for these roles. She assured those in attendance that the boosters feel so fortunate to be able to do what they do. She showed a thank you poster

that Life Skills made as well as a stack of thank you cards from various students.

-The Roles and Responsibilities outline is available on the website under the documents tab

April 20-24: Spring Book Fair

-Dates were changed to make Book Fair shorter due to lack of volunteers.

-Instead of Teacher Wish Lists, there will be collection boxes for a coin drive for each class. At end of collection period, teachers will be able to shop for books for their classrooms. Class with highest \$ amount will be awarded a \$5 book for each student. 2nd and 3rd place will receive a bookmark for each student.

-Scholastic is participating in "All For Books" program. For every \$ spend at our book fair,

a donation will be made to a charity, such as a women's shelter.

April 22: Science Fair & Dessert Night/Open House

-Due to Science Fair being held during Open House and Book Fair, boosters have decided to scale back on the annual Spaghetti Dinner and instead hold a Dessert Night.

-Lots of conversation about whether or not Science projects should be mandatory

for all students. Some parents suggested we treat it like a talent show for some students who are more interested in science. They could present their projects in an all school assembly and at the fair.

April 24: Spirit Day

-Theme will be decided by Thursday, March 12th by student council

-One parent suggested "Dress for Success" as a theme that went very well at Poynter

Officer Report on Recent Financial Incident

The Orenco Booster Club banks at First Tech Credit Union here in Hillsboro. Last summer when the current officers took over from last year's officers the bank account was to be signed over with the president and co-treasurers names attached. According to our bylaws co-treasurers are issued a debit card to this account.

Article 1, section 9, paragraph D. Only the Two Treasurers will be issued a debit card to the OBC checking account. All purchases made with the OBC debit card must be pre-approved by the OBC Executive Board and have prior approval of the OBC membership through budget approval. Under no circumstances will purchases be allowed without prior approval.

On Saturday, February 28th our President Mandy Hatch was alerted to some suspect transactions on our OBC Banking account at First Tech Credit Union. She went directly to First Tech and met with a banker to see what card was used and what transactions had been done without approval. It was confirmed that the card used was Elizabeth's card. Mandy contacted both treasurers to cancel both ATM cards immediately and that was done.

On Monday morning, March 2nd Mandy Hatch and Amanda Lindsay went to Elizabeth Moore's home to confront her about the transactions. Elizabeth admitted to using her ATM card for five unauthorized transactions totally \$1857.43. At that time, Elizabeth was removed from her duties as co-treasurer. We asked for the money to be paid back and she indicated that she could have it to us by Friday, March 6th and would deliver the check to us. We took all materials relating to the treasurer position from her home at that time as well.

Meanwhile last week Mandy Hatch spoke with our principal Lisa Aguilar to alert her to the situation as well as Officer Ed Vance who is the City of Hillsboro Detective assigned to our school.

The Executive Officers then did a full audit of all the Booster Club finances starting from last July when the books were handed over from last year's officers through last week. No additional discrepancies were found and Mandy Lewis, Mandy Hatch, Sarah Chilcott and Amanda Lindsay were all present through this entire audit that took several days to accomplish.

There are processes in place that the co-treasurers use to manage the money of the Booster Club account. Please refer to the blue sheets that are on the tables which shows all the information required and both the co-treasurers signatures or initials. These accompany every Booster

Club transactions that have happened on our account this year are entered into our Booster Club PTO budgeting software periodically. The money that was taken was done only on the debit card issued to Elizabeth. It happened during the time between PTO entries. Also during this time our Co-Treasurer Mandy Lewis was out of town for two weeks. Fraud happened on an individual basis and the ATM card is allowed through our by-laws.

On Friday, March 6th we received a check from Elizabeth for the amount taken and deposited it into the Booster account at First Tech. The funds have cleared and our accounts are whole.

Contrary to the information in letter sent home and recent media reports our co-Treasurer Mandy Lewis is not resigning from her position. She is in no way responsible for the theft and has not been negligent in her duties as co-treasurer.