

Stafford Special Education PTA (SEPTA) Executive Committee Meeting  
England Run Library  
806 Lyons Blvd, Fredericksburg, Virginia 22406  
June 11, 2016

In attendance were:

Officers: Regina Mike, President, Torwon Mitchell, Treasurer, Dali Burgado, VP Fundraising (Absent), Molly Ritter, Recording Secretary, Anne Glencer, VP Membership (Absent).

Current Members Present: Cordell and Stephanie Givens

#### **Treasurer Report**

Torwon discussed SEPTA's draft end of year treasurer report. The end of year report showed that SEPTA was over budget on supplies. The board discussed specific planning for fundraisers to include naming the restaurant. SEPTA will carry over the insurance fee for next year and will begin transition over website hosting and domain name fee. Torwon also reminded the board members that SEPTA can provide a receipt for tax deductible items that are purchased by members.

#### **Officer Reports**

##### President's Report: Regina Mike

Regina discussed changing the meeting date from Monday and changing the meeting time for the executive board member meetings. The executive board must meet 4 times during the school year. Regina discussed the possibility of meeting at England Run on Saturdays. The meeting place is to be determined based on the workshop and utilizing the DRC and PRC was discussed so parents could reference a topic to the location it was held. Regina asked that all board members create a procedure book outlining the rules and responsibilities of their position to make transitions between board members easier. Regina advised the board of the IRS 3:1 rule, which applies to SEPTA, and states that for each fundraiser SEPTA hold three free events for members must be held. The board began brainstorming on workshop ideas to get the right number to satisfy the IRS rule (i.e. if SEPTA hosts four (4) fundraisers, IRS rule calls for twelve (12) free events). Programs Committee Member, Stephanie Givens, suggested SEPTA develop a theme for the 2016-2017 school year to assist with workshop topics. The theme is What Resources Are Available Within Stafford County Public School?

##### 1<sup>st</sup> Vice President-Membership: Anne Glencer

Anne was absent from the meeting. The board discussed having the membership drive at the October 10<sup>th</sup> SEPTA general membership meeting. Membership discussion was to continue at the Exec Board meeting on 6/13/2016.

##### 2<sup>nd</sup> Vice President-Events: Open

The board is requesting ideas for family events. Since the Exec Board consists of members of elementary students, a review of the membership roster will allow SEPTA to reach out to

parents of middle and high school students. It was discussed that paraprofessional appreciation certificates will be handed out next school year. Because there was lack of turnout during December 2015, Regina asked whether the board thought that the service provider workshop should be held again, but on a different day, and the board thought this would be a good idea.

3<sup>rd</sup> Vice President-Fundraising: Dali Burgado

Dali was absent from the meeting. The last Cici's fundraiser for SEPTA is June 20<sup>th</sup> from 5-8 pm. Regina will be going to Cici's to determine the fundraising dates for 2016-2017.

Recording Secretary's Report: Molly Ritter

Molly had no previous minutes to present.

### **Tentative Workshop Schedule**

September 12<sup>th</sup>-Introduction to Special Education Night (SEPTA, SEAC, and PRC)

October 10<sup>th</sup>-membership drive

November 14<sup>th</sup>-vendor fair at Stafford Hospital (i.e ABA, Moms-in-Motion)

December 12<sup>th</sup>- Parent/Teacher engagement - teachers from each grade level discussing expectations and answering questions

January 9<sup>th</sup>- Meeting with superintendent, possibly at the school board offices

February 13<sup>th</sup>-IEPs to be presented by Disability Resource Center (dRC)

March 13<sup>th</sup>-summer activities/program planning

Other workshop ideas will be further discussed at 6/13/2016 meeting

Regina instructed that each workshop and fundraiser would need to have a Plan of Work Worksheet completed.

### **Unfinished Business**

1. There was discussion about the SEPTA picnic to be held on June 18, 2016. It was approved that the donation received via Fredericksburg District PTA Administrator of the Year donation from NSWC be used for rental of Smith Lake Park and SEPTA providing food for the guests.
2. Participate in the Fredericksburg District PTA Annual Audit Day on August 13, 2016. SEPTA . Three members need to register at England Run library.

Finalize Fundraising and events planning for 2016-2017 school year the first or second week of July, so vendors can be notified of availability.

### **. Adjournment**

The meeting was adjourned at 11:00 am.

