



## Worthington Hills Elementary PTA

Minutes of General Membership Meeting

11/30/2022

Worthington Hills Library

Meeting was called to order by Lindsey Palmer, President at 6:34pm

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**Staff in attendance:** Erin Bradshaw, Abbi Cave, Tiena Miller, Tina Buckmaster, Lisa Smith, Pam Agrasse, Delaney Valentine

**Number of members in attendance:** 26

**Quorum reached (10 members or more, with at least 3 of who are officers):**

**Total number in attendance:** 31

**Secretary:** Lisa Kim

**Call to Order:** 6:34pm

**Welcome & Introductions:** Lindsey Palmer

**Approval of minutes:** Lisa Kim made a motion to approve October meeting minutes. Motion passed.

### **Report of the Board**

**President:** Lindsey Palmer

-WHES PTA Membership

Went over the WHES PTA events for the rest of the year.

-Science Expo is coming on 1/27.

- Student directory booklet available now and organized by grade and class. The primary contact information is listed in there along with their phone number and email.
- Standards of Affiliation for Ohio PTA. Examples: Pay dues, financial reviews and audits, Insurance, Code of Ethics, Conflict of Interest Policy, update bylaws.

**Treasurer's Report:** Lindsey Palmer on behalf of Misty Everard

- Current cash on hand: 52,669
  - Checking: 15,916
  - Savings: 36753
  - **TOTAL: 52669**

**PTAC Report:** Valerie Biggam & Elizabeth Placke

- Updated High School graduation requirements - Dr. Neil Gupta, Director of Secondary Education
  - [https://www.youtube.com/watch?app=desktop&v=1\\_Q\\_ZRQelss&feature=youtu.be](https://www.youtube.com/watch?app=desktop&v=1_Q_ZRQelss&feature=youtu.be)
  - <https://www.worthington.k12.oh.us/Page/4382>
- BOE update - Nikki Hudson



- Dyslexia Family Workshop - 12/6 @ 6:30pm - <https://www.smores.com/3nbau-dyslexia-family-workshop?ref=email>
- English Language Learners- As of October there are 90 countries represented in our district. Idea sharing is being done between the schools.
  - PTAC scholarship - essay reader volunteers will be needed in the spring. Let Elizabeth Placke know if you are interested.
  - Transportation Hospitality - March 2023- A monthly hospitality will be done and Worthington Hills is signed up for March.

**Principal's Report:** Tienna Miller

- Many Thank yous.
- The food drive went well and a large amount was able to be donated to the Worthington Resource Pantry.
- The Halloween parade and parties went well and they appreciated all the parents who were able to show up at the parade and parties.
- Thank you for the levy support
- Pop up book fair reminder.
- Veterans day assembly went well. Cub Scouts and Boy Scouts were a part. A veteran personally thanked Tienna for the assembly.
- Transportation Hospitality-students can donate pictures to the bus drivers.
- November 8<sup>th</sup>-Coffee was appreciated during the staff's culturally responsive education workshop.

Tina Buckmaster- Ohio Wildlife-thank you for the upcoming field trip.

**Reports of Standing Committees:**

- **Teacher Representatives** - Erin Bradshaw & Abby Cave. Kindergarten's Dark Dark night went well and the owls were greatly appreciated.
- **Reflections (PTA Arts Competition)** - Maria Picken- Three entries, two visual arts and one photography. All students will advance to the district level.
- **Community**- Labranda Callahan-Resource Pantry. We tried to do an ice skate party but it didn't work out with the Chiller as our school is not a big enough number. For the skate party Staff-gets in free, free skates as well as a free pizza. There will be a poll if we should have a second one in the Spring.
- **Hospitality** - Marianne Mess- A survey was done with the staff to collect information on what is enjoyed. Every month there will be a hospitality event to let the staff know they are appreciated. Dec.1<sup>st</sup> a sign up will go out about a Cookie Walk that will be done December 20<sup>th</sup> for the staff to be able to collect goodies before break.
- **Grounds** - Erin Westfall. Collected 50 bags of yard waste. OSU student did a study on mosquitos and will hopefully speak with students on her findings.
- **Spirit Wear** - Sam Shade- December 12<sup>th</sup>, clothes should be in.



- **Pop up Book Fair**- Karin Harris and Annie Phitayakorn- AM Kindergarten room. This allows a chance to have a second book fair which you get 10% extra on the second book fair. Please come during the day or after school. Sales tax is now being collected. They are retailers now and not wholesalers which is why the taxes are required.
- **Fundraising**- Nicole Bernal- She would like to continue with the obstacle course, adding a different activity each year. Overall, the event came in under budget. Idea for teachers to do the obstacle course next year along with the students. Committee for the Spring to start planning for next year.
- **Room representatives**- Marissa Poe. Room Reps, please turn in reimbursement forms soon.
- **Volunteers**- Alicia Taranto. Library volunteers can still be signed up for
- **Science Expo**- Megan Benjamino. Volunteers will be needed to help and listen to students give their presentation. Students may research and do a three-sided board that will be provided to them. Set up will be on a Thursday evening. Event will take place on Friday, January 27<sup>th</sup>.
- **Ways and Means**- Lindsey Palmer- Kroger is the easiest to sign up for and brings in the most rewards

**New Business:**

Megan Sisson made a motion to approve the below policies. The motion passed.

- Code of Ethics Policy
- Conflict of Interest Policy

**Announcements:** The next PTA meeting will be January 25th, 6:30 pm, WHES Library

**Adjournment time:** 7:28pm

**Attached:** Agenda, Ethics and Code of Conduct Policy, Conflict of Interest Policy

**Worthington Hills**  
**PTA**<sup>®</sup>  
*everychild.one voice.®*

**November 30, 2022**

**Call to Order & Welcome**

**Approval of October 2022 Minutes: Secretary-Lisa Kim**

**Report of the Board**

- **President's Report: Lindsey Palmer**
  - Student directory booklet available now
  - Standards of Affiliation for Ohio PTA
- **Vice-President's Report: Megan Sisson**
- **Treasurer's Budget Report: Misty Everard**
- **PTAC Report: Valerie Biggam & Elizabeth Placke**
  - Updated High School graduation requirements – Dr. Neil Gupta, Director of Secondary Education
    - [https://www.youtube.com/watch?app=desktop&v=1\\_Q\\_ZRQelss&feature=youtu.be](https://www.youtube.com/watch?app=desktop&v=1_Q_ZRQelss&feature=youtu.be)
    - <https://www.worthington.k12.oh.us/Page/4382>
  - BOE update – Nikki Hudson
    - Dyslexia Family Workshop – 12/6 @ 6:30pm –  
<https://www.smore.com/3nbau-dyslexia-family-workshop?ref=email>
    - English Language Learners
  - PTAC scholarship – essay readers
  - Transportation Hospitality – March 2023
- **Principal's Report: Tiena Miller**

**Standing Committee Reports**

- **Teacher Representatives – Erin Bradshaw & Abby Cave**
- **Reflections (PTA Arts Competition) – Maria Picken**
- **Hospitality – Marianne Mess**
- **Grounds – Erin Westfall**

- Spirit Wear - Sam Shade

#### Unfinished Business

- None

#### New Business

- Code of Ethics Policy
- Conflict of Interest Policy

#### Announcements

Next Meeting: January 25th, 6:30 pm, WHES Library

#### Adjournment



**Worthington Hills PTA**  
**ETHICS/CODE OF CONDUCT POLICY**

**The personal conduct of the members of the Worthington Hills PTA affects the image of Worthington Hills PTA, therefore its members shall:**

- Recognize that the chief function of Worthington Hills PTA is to serve the best interests of children and youth.
- Be knowledgeable about Worthington Hills PTA bylaws, policies, procedures, programs, finances, and management.
- Comply with Worthington Hills PTA policies and procedures.
- Prioritize organizational goals over personal goals at all times.
- Conduct all organizational and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while demonstrating the highest standards of personal integrity.
- Exercise discretion, sensitivity, and sound judgment in discussing Worthington Hills PTA matters, protecting all privileged, or confidential information.
- Exemplify responsiveness and open communication in fulfilling the duties and responsibilities as assigned.
- Avoid promotion of or profit from any activity in conflict with the mission and policies of Worthington Hills PTA.
- Exhibit nonpartisan conduct while serving within the Worthington Hills PTA governance structure.

\_\_\_\_\_  
Date

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President's Signature





**Worthington Hills PTA**  
**CONFLICT OF INTEREST POLICY**

Members of Worthington Hills PTA (hereafter called members) serve in a fiduciary capacity and owe a duty of care and a duty of undivided loyalty to the Ohio Congress of Parents and Teachers (hereafter called the Worthington Hills PTA). Members must conduct themselves with integrity and honesty and act in the best interests of the Ohio PTA.

Members may not use their relation to the Worthington Hills PTA for their own personal gain. Members must avoid conflicts of interest between their duties to the Worthington Hills PTA or such member's own professional or personal interests. Full disclosure by a Board member of any actual or potential conflict is required by the standard of good faith. A conflict of interest exists when a member participates in the deliberation or resolution of an issue important to the Worthington Hills PTA while, at the same time, the member has other professional, business, or volunteer responsibilities outside the Worthington Hills PTA that could predispose or bias the member to a particular view or goal.

**Member Statement on Conflicts of Interest**

In order to avoid any actual or potential conflict of interest, the members hereby agree to abide by the following Conflict of Interest Policy. When any actual or potential conflict of interest exists with respect to any subject requiring action by Worthington Hills PTA or any of its committees, the member having an actual or potential conflict shall immediately notify the President or committee chair, as applicable, in writing of such conflict, and the member shall not participate in the deliberations, shall not vote on the subject with which the member has an actual or potential conflict of interest, shall not use his or her personal influence, and in those cases where the quorum of the meeting called for the purpose of voting on the subject has not yet been established, the member shall not be counted in determining the existence of a quorum.

If excluded from voting because an actual or potential conflict of interest, a member will be required to briefly state the nature of the conflict and may be requested to answer pertinent questions of other members when that member's knowledge of the subject will assist the members. The members may request that a member thus excluded from voting on a subject to leave the meeting temporarily while the subject is debated and voted upon.

The minutes of the meeting shall reflect that a disclosure was made, that the member who stated a conflict of interest did abstain from voting, and, in those cases where the quorum was not already established, that the member was not counted in determining the existence of a quorum.

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Date

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President's Signature