



**Date:** 04/25/2024  
**Time:** 10:00am – 11:00am  
**Location:** Teams

# BOARD MEETING

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## Meeting Minutes

Call to Order— 10:07am

Participants – Adriana Publico (AP), Lisa McNeill (LM), Naveed Frank (NF), Tony McMillen (TM), Caitlin Davis (CD).

### OPEN SESSION

- I. Approve Minutes from 04/08/24 meeting. Approved.
  
- II. Review Action Items
  - a. Lisa + NF – Tax ID revision letter, 501(c)(5) status: NF to work on 8832 form and will take about 2 weeks to make changes to Tax ID, LM to help review and resubmittal.
  - b. AP – Sick bank split with Principals (4/9 updated?) per Sara Mauer and WPTA membership lifetime maximum and single use limit: Propose to Colbee a 50/25/25% split with Principals/ProTechs/Psychs. Don't want Psych's to start at deficit or 0 days.
  - c. NF – Financial Report + budget: No transactions since last meeting, dues should deposit on 4/26. New membership dues will started being pulled in May 2024, one member has temporarily suspended paying dues b/c to unpaid leave. Expect to have legal fees, scholarships, and insurance by September 1<sup>st</sup>, 2024.
  - d. All – Scholarship Applications Award: Expect to write checks on or before July 1<sup>st</sup>, 2024. Suggest revising form for next year to request relation to member and who member is. Motion to issue (6) \$1000 scholarships to the (6) applicants. Approved. On award letter, check issuance date should be stated and request from the recipient the institution, proof of enrollment, student number. LM has previous APTA award email to student and will send to AP to draft a WPTA letter. LM will also send the APTA letter sent to institution to use a draft.

- e. TM + AP – 4/25 Superintendent & Katie Weir meeting: meeting postponed to 4/30.

### III. Updates/Next Steps

- a. WPTA News Updates to Membership: next update?
- b. TM + AP met with Superintendent McNeill and Katie Weir (monthly) – next meeting on 4/25.
- c. Interested and Appointed WPTA Board elections: Interests in WPTA Rep and Insurance Committee Rep. TM suggest continuing the current board as the “Founding Board Committee” until all issues are resolved and running smoothly.
- d. WCSD BOT Endorsements: Beth Smith, Alex Woodley and Christine Hull. If other candidate approach us we will vet and have a meeting.
- e. Superintendent Search: how does WPTA offer a group opinion to the board about superintendent election. WCSD BOT has asked WPTA’s opinion about options. TM suggest having special meeting to review candidates. Suggest **5/2/24 at 10:00am**. Everyone to complete own research to have discussion. Watch Wooster meeting tonight 5-8pm and BOT meeting tomorrow 9-4pm. All meetings live streamed and recorded. Meeting access: <https://www.youtube.com/@wcsdboardmeetings7963>
- f. *TM – APTA upcoming dates?*
- g. *D&O Insurance*
- h. Business Plus monthly report from HR that list current member enrollment with all eligible non-members included. Report is being fixed and HR will send when fixed. Not critical for WPTA right now. LM has a work around in the time being.
- i. Invoices & Payments status:
  - i. ~~Social (paid)~~*
  - ii. ~~Virginia/chief negotiator (paid)~~*
  - iii. ~~RRV Attorneys (paid)~~*
  - iv. Other reimbursements (LM ~~\$120~~ \$102.50, AP \$600 - after 3/26 possibly, or 4/26)  
NF to write checks to pay LM and AP after 4/26 dues are deposited.
  - v. Set aside money for scholarship payout

### IV. Tabled & Ongoing Items

- a. Current enrollment count **142** (if enrollment over 138 members, WPTA should lower monthly dues. Can’t earn more than \$50k annually without paying taxes per 501(c)(5) regulations.)
- b. *Update By-laws (Summer/Fall 2024 with new board) – Grievance and complaint processes, who handles what, reducing dues, annual budget*
- c. *General Insurance Committee WPTA Rep & posting insurance info updates periodically on WPTA website. Current rep is Tony McMillen.*
- d. *D&O Insurance – not ready to do anything until we can write a check.*
- e. *UFCU bank account with APTA – table until EMRB resolution*

- f. Scholarships, March 18<sup>th</sup> sent out application forms, applications due date April 9<sup>th</sup>. Date to issue award? See above...

CLOSED SESSION

- I. See CLOSED SESSION meeting minutes for 04/25/24.

Next Meeting – 05/14/24 at 11am.

Meeting Adjourned – 11:18am

Action items	Owner(s)	Deadline	Notes
8832 form	NF + LM	ASAP	
Tax ID letter	NF + LM	ASAP	Should take about 2 weeks
Financial Report	NF		
Budget	NF		
Scholarship issuance	NF / LM/ AP	???	Write (6) \$1000 checks on or before 7/1/24, award letter should request student info, LM to send AP previous APTA student and institution award letters
Superintendent Meeting	TM + AP	4/30/24	
Payments	NF		Start-up payments