Minutes of the Methacton Coordinating Council

Date: 9/16/2024

Officer Attendance:Mary Beth Verano, Lauren Pires, Ian Hoffman, Erin Cardwell

Representative Attendance:Angela Pushman, Larcena Johnson, Katie Shireman, Cathy Cleary, Kristen Carmona, Theresa Manzi, Michelle Greenawalt, Reba Mann

Meeting called to order at 7:04 by

The minutes for the meeting held on 6/3/2024 were motioned for approval by Lauren Pires, with a second from Larcena. The motion carried

**OFFICERS REPORTS**

* PRESIDENT
	+ Welcomes all to these meeting and the new year.
		- All members present introduced themselves, what school they represent.
		- SEA also gave information on new MCIU school called the Discovery Center.
	+ Thanks, extended to those board members who have been able to submit their signed department bylaws so far and reminded everyone to check with the remainder of their boards to be sure that they have signed as well.
	+ This will be our only in person meeting as of right now and moving on meetings will be held via zoom.
* VICE PRESIDENT
	+ Nothing to report this month
* SECRETARY
	+ Please review the contact list and make sure that we have accurate information for all members
		- If a personal email address is preferred for contact, please let the secretary know.
* TREASURER
	+ Hello! Although I am the MCC Treasurer this year, I am also Skyview’s treasurer. And I’m still Arrowhead’s treasurer
		- In the interest of full transparency, both schools have their budget files updated monthly on their respective webpages for anyone to view
	+ I am almost done auditing everyone’s books for the ’23-’34 fiscal year
		- On track to file taxes by Nov 15 deadline
		- I reached out to many departments directly with specific input or questions and shared with all departments some general info to help everyone
	+ The first quarter of our current fiscal year ends Sept 30, and Q1 reports will be due to me by Oct 15
		- Reports to include MCC budget template file, Venmo/Pay Pal statements, & TD bank statements
		- I have access to everyone’s Ambler statements
			* You should be downloading them and saving them with your own treasurer files, but you don’t need to include them in your e-mail to me
	+ I will be sharing out a Google Drive folder with resources for all the treasurers shortly
		- Updated Treasurer’s Guide, current exemption info, standard donation receipt wording, copies of administrative check & deposit forms, etc.
	+ We are heading into our big fundraising period for most departments
		- For MCC that means approving company matches, assigning the donations to the proper school, and getting the money back to you in a timely manner
		- I’m working on ways to streamline the process, or to make it easier for individual treasurers to know what’s going on during the process
			* Please share any insight, requests, thoughts, ideas, etc.
		- If any school is looking for more information on how to better take advantage of company matches to increase their fundraising dollars, get in touch and I can help you out
			* The question was asked about people having notes put in for who has a company match
				+ Erin advised that she welcomed help from other treasurers with labeling company matches.
	+ Our organization has seen a rampant increase in spear phishing attacks in the past few months
		- Names & contact info has been scraped from our web pages on the district site
		- Multiple MCC and Department board members are receiving targeted emails asking for urgent vendor payment/invoice payment/transfer of funds to be reimbursed at a later date
			* Usually including directives to only reply via e-mail and to not call for one reason or another
		- Be vigilant and always check the e-mail address (not just the name) that the message is being sent from
			* When in doubt, follow up with a text to the person to verify the validity of the message
		- Adhering to our policy to only make payments via check and to never transfer money electronically will also help protect H&S funds from these attacks

**SEA REPORT**

* Welcome back! We hope everyone had a safe and refreshing summer, and a smooth start to the school year. In case you haven’t heard of us, the **Methacton Special Education Alliance Home & School** is a **district-wide Home & School** that provides a **network of support for parents and caregivers of students with developmental, intellectual, emotional or physical disabilities, 504 Plans, IEPs or GIEPs**. The SEA H & S **offers access to relevant information and education** while **providing opportunities to connect with other parents and caregivers**. We **advocate for collaboration** among families, school administrators, educators and professionals, to foster successful educational outcomes. You can find more information about us at methacton.org under “Site Shortcuts”.
* We had a great time at the Kindergarten Sneak-A-Peek Days and have been making our rounds to all the district’s Meet the Teacher Nights. Stop by to say hello or to sign up to receive our emails.
* The SEA is always **looking for new H&S Representatives** within our buildings especially in our **elementary schools**. Let us know if you’re interested! Responsibilities include attending our bi-monthly Home & School meetings, as well as your school’s monthly Home & School meetings, and relaying any pertinent information between the two. It’s a great way to stay connected and make new friends! Email SEAMethacton@gmail.org to let us know you’re interested.
* Our first **Home & School meeting will be September 26 at 7:00 pm in the MHS Library**. Dr. Jamie Gravinese, Director of Pupil Services will be joining us to give a brief **update on some organizational and programming changes within Special Education at Methacton** this year.
* **\*\*Due to the nature of our outreach, we hold our meetings entirely in person. All are welcome to attend. \*\***
* Check out **SEAofMCC on Facebook** to find out more about the following:
* The Arc Alliance is hosting **“Love Without Limits”**, an empowering workshop designed to **explore healthy relationships and sexuality within the IDD/A community**. "Love Without Limits" offers three simultaneous sessions tailored for caregivers, self-advocates, and professionals. Topics include communication, boundaries, responding to behaviors, and much more! Registration is required.
* The King of Prussia Soccer Club (KOPSC) has partnered with TOPSoccer to offer a **recreational soccer program for children and adults with intellectual, emotional, or physical disabilities**. Registration is required.
* **Learn what is different between Middle and High School IEPs**! Free Webinar Thursday, September 12 at Noon, EST. Recording available to those who register.
* A Day in Our Shoes’ **IEP Agenda / Worksheet** PDF.
* Child Guidance Resource Centers (CRGC) is pleased to continue to offer **Trauma-Sensitive Parenting Sessions** from September 2024 - August 2025, 7:00-8:00 pm, 1st or 4th Wednesday of each month via Zoom. Free of charge. Registration is required.
* Please reach out to SEAMethacton@gmail.com with any questions or concerns.
* Chick fila fundraiser on 10/15
* Question on a preferred vendor list
	+ We do not currently have a vendor list

**OLD BUSINESS**

* No old business this meeting

**NEW BUSINESS**

* Check in on status of Ambler savings as our new bank
	+ Treasurer wants to know how the transition was
		- Not all schools have officially moved over
		- There have been logistical issues with the bank
		- There have been some issues with hours of operation and the bank filing information in a timely manner
		- Lack of convenience was brought up and some disorganization
			* Not as efficient and accessible.
			* Is this an issue that we can discus with the bank?
				+ Erin has spoken to the branch manager about accessibility of hours
			* A question was asked if all the accounts are dependent on each other or is this something that is out of bank convenience
				+ Last year they were processing on an individual school basis, so it appears to be out of bank convenience.
			* A question regarding how TD bank does things
				+ We have many different tax id numbers at different schools
				+ The MCC would hold a parent account and then the other schools would be under the MCC
				+ TD has a better website, better hours, and a better app
				+ If there was a change all TD accounts would need to close out and then started over again

SEA asked if they would allow for 7 “subaccounts”

It was confirmed that the bank would allow that

There are currently several different types of accounts at TD

Most accounts were opened pre MCC

* + - * We need to sit down with both banks to see what they can do for us and how they can make things work more easily for all involved
			* We need to get everyone at the same bank, we can not continue to hold accounts at multiple institutions, it makes things difficult from a tax standpoint.
			* The MCC board will go back to both organizations to see what banking institution will work best for everyone and will report back at the next meeting for further discussion and a potential vote.
* Woodland Elementary Situation
	+ There was an incident at a parent event between 2 parents
		- A verbal argument was had between 2 parents
		- Security was present
		- Principal was immediately informed
		- Looking for guidance about how to move forward
			* Potential for a code of conduct
				+ Potential volunteer code of conduct
				+ How would it be enforced?
		- MCC oversees just the home and schools
		- It as of now seems to be resolved by the school
			* Both parents were spoken to, and the children have been through conflict resolution
			* Can the school board be reached out to for guidance
				+ Woodland president will draft a letter to the school board representative and cc MCC.
* SEA still does not have access to Canva
	+ Log in information was shared with the SEA
	+ MCC will email the distribution list with log in credentials
* Post prom meeting to be held 10/8 at 7PM in the library at the Highschool
	+ Music is the theme
	+ Don’t forget to claim your area and theme.
	+ Donation conversations will be forthcoming

**SCHEDULE FOR NEXT MEETING:**

Next meeting to be held on 11/11 at 7:00PM via zoom

**ADJOURNMENT**

A motion for adjournment was made by Angela Pushman, with a second from Lauren Pires. The motion carried and the meeting was adjourned at 8:17PM

Respectfully submitted,

Ian Hoffman

Recording Secretary