

Executive Council Minutes
Open Session
April 12, 2010

Officers present: President Marc Houle, High School Vice President Peter Califano, Elementary Vice President Stephanie Martin, SPED Vice President Jan Van Horne, Secretary Naomi Lukaszewski, Treasurer Kelly Logan, 6-12 Director Candy Smiley, K-5 Director Karen Wusthoff

Middle School Vice President Greg Strachan was absent due to illness

Reps: None

Meeting called to order: 4:05 p.m.

Handouts: Audit Report from Sonnenberg & Co

I. Minutes

A. March 29 Executive Council Open Session: unanimously approved with amendments

B. March 29 Executive Council Confidential Session: unanimously approved with amendments

II. Audit Report –see handout

A. Audit is certified “Clean”

B. PFT will be requesting a pdf copy to post on PFT Website

C. Recommendations

1. Auditor would like some adjustments made in methods of recording Bank reconciliations and payroll items.

2. Auditor would like some adjustments made with Internal Controls

a. Need to have supporting documentation for Executive Board stipends and payroll, e.g. invoices

3. Governance Documents

a. Establish and implement policies regarding Conflict of Interest, Whistleblower, and Disclosure.

D. 990 Tax Return

1. Mailed today

2. Available for review by Executive Council

3. Returns are filed in the Hoffa room of the PFT Offices.

Open Session closed. Confidential Session opened: 4:25 p.m.

Meeting adjourned in Confidential Session: 6:25 p.m.

Next meeting: April 19, 2010

Submitted by Naomi Lukaszewski, PFT Secretary