

**Lawton Elementary PTA
Board Budget Meeting Minutes
April 8, 2011, 9:30 AM
PTA Room**

In Attendance: Lisa Blau, Margaret Bolger, Diana Deen Thompson, Melissa Denke, Kirsten Dumo, Michelle Gonzalez, Nina Graff, Elaine McNabb, Kimball Mullins, Connie Olson, Sarah Terry, Christine Helm

Nominating Committee Update: Sarah presented the slate for next year's Board:

Co-President, Second Year: Michelle Gonzalez
Co-President, First Year: Diana Deen Thompson
Co-VP, Second Year: Connie Olson
Co-VP, First Year: Kathy Johnson
Fundraising Chair: VACANT
Communications (Newsletter): Kimball Mullins
Communications (Website): Kimberlee Ely
Treasurer: Lisa Blau
Cashier: Margaret Bolger
Recording Secretary: Sarah Terry

The fundraising position is still open. We discussed whether we wanted to amend the standing rules to have three VPS without a specific fundraising person. Sarah was concerned about changing position descriptions after people have already agreed to them, though this might be something to discuss in the future. We decided to leave the position open. If no one comes forward, then Elaine might be willing to carry on in some capacity.

Staff Liaison Position: Sarah recommended adding a staff liaison position to next year's Board. Cheryl Parks had inquired about serving on the Board, but felt that the available positions were not feasible. Sarah recommended adding a new voting position to increase communication between the staff and the PTA. We discussed whether we needed to add language about whether the person in this role could vote on certain kinds of issues. We decided that they would just recuse themselves in the event of a conflict of interest, and that no additional language was necessary.

- **VOTE:** A motion was made and seconded to add a Staff Liaison position to the PTA Board, and amend the standing rules as necessary (9 votes in favor).

Standing Rule Revision: Michelle asked whether we wanted to form a small subcommittee to revise the standing rules. We need to add and change some positions. We discussed whether we should add language about staggering terms, but ultimately decided that this could prove too restrictive.

- **VOTE:** A motion was made and seconded to amend the standing rules to add the cashier position, a third VP position, and the two communications officers (will replace current "information officer") (9 votes in favor).

Treasurer's Report:

2011-2012 Budget: Kirsten and Lisa worked to put together the budget. They ended up reducing some of the fundraising income in order to balance the budget. They felt that a conservative approach was warranted.

Fundraising Specific Items:

- Elaine recommended eliminating the reference to Box Tops and Thriftway receipts from the passive fundraising line item in case we do different programs.
- The bake sale line item was reduced to the amount earned this year.
- The Christmas Tree Sale amount was reduced. We discussed changing the name to "Winter Holiday Fundraiser."
- Grants/donations was budgeted conservatively since it is hard to predict.
- Move-a-thon was increased modestly in case this year's success was an anomaly.
- The projected net for the Spring Fundraiser is \$41,257. It is hard to predict whether the event will perform as well as this year's event, especially given that we don't have chairs.

- The student art fundraiser is budgeted at the same amount that it was budgeted at this year (not the amount earned, which was higher). We discussed the timing of the student art fundraiser, and whether the budget should increase to get a visiting artist into all classrooms in time to run the fundraiser before the holidays. We decided that the enrichment committee should work with the BLT/staff on calendaring for the year.
- The "Teacher Experience Catalog" line item is a placeholder in case we have a direct drive instead of an auction next year. We discussed changing this to "Teacher Experience and Community Party Catalog."

Community Events/Programs:

- Expenses for the Welcome Back Barbecue are increased by \$1,000 (for a \$1,000 net expense).
- Some money was added to Bingo Night expenses.
- The Fall Festival was left in as a line item.
- Math Night is a wash.
- Membership was high this year, possibly due to the vote on Before/After School Programs at the start of the year. Next year it is budgeted lower. The State PTA raised their fees. We discussed whether we should too.
- Yearbooks are a wash; we order extra to provide some to kids who can't afford them.
- **Comments/Revisions:** Elaine recommended increasing Move-a-Thon expenses to \$1,500. We also decided to increase Bingo Night expenses to \$700, and Welcome Back Barbecue by another \$1,000 to \$4,000 in case we want to have the event catered again. We discussed improving publicity for these events by providing more information via room parents; maybe a BBQ invitation should go in the Kindergarten packets.

Principal's Report:

Christine distributed the school's funding request (see attached). The first page was the proposal for the PTA, followed by the school's discretionary budget (approved by the staff and

the BLT), and a couple of testimonials on the effectiveness of Re-Teach/Homework Club. There is nothing new in the school's request; PTA has funded all these items in the past.

Re-Teach/Homework Club: This program has been reworked to reduce costs and extend the program for 27 weeks (October to May). Instead of five certificated teachers, there will be two, and they will supervise volunteers. Helen will recruit volunteers. We are currently planning to work with Ballard High School students, and with the SPU girls' basketball team. We discussed increasing participation in this program, since it is able to serve many more students than it currently does. Transportation appears to be a major issue for some.

Hourly Tutor/Playground Supervision: Christine is requesting \$4,200 to support tutoring. This will enable the school to use discretionary funds for a 0.2 counselor (which is no longer funded by the District).

Carry Forward: Christine is fairly confident that there will be around \$27,000 in carry forward. \$10,000 of this is allocated to supplies.

PTA Budget Timeline: Christine asked about our timeline. The PTA Budget is officially approved at the end of the month, but we may have some preliminary information by the end of the week.

Treasurer's Report (cont'd):

Pass-Throughs: See Budget, attached.

- We discussed changing the name of Before- and After-School Enrichment to "Programs" to avoid confusion.
- We need an Islandwood line item under pass-throughs.
- We no longer have a pass-through for book fairs or birthday books, as discussed previously.

Enrichment: This is based on the request submitted by Enrichment Chair Lisa Reeves.

- Outdoor education is the Discovery Park field trip (\$175 per class at \$175 per class).

- Other items have increase due to increase to 18 classes.

School Support:

- We should change the name of Re-Teach to "Homework Club" for consistency. Kimball expressed a concern that this program costs too much per student served. Sarah said that the program has a public benefit similar to other tutoring programs, since raising the level of kids who have fallen behind has a similar effect to lowering class size. Michelle read the teacher testimonials on program effectiveness. Nina commented that a similar program that Ms. Misner runs in her classroom is very beneficial. We briefly discussed the transportation issue. Corrie Kahn from the BLT is looking into transportation options.
- Site licenses: this is in line with this year's increases.

Grant-a-Wish: Kirsten distributed a spreadsheet showing requests she has received to date (see attached).

- The requests are varied.
- A number of teachers want iPads to use for monitoring student progress. Connie has looked into educator discounts from Apple, and there is a small discount for orders of 10 or more.
- The library has requested \$8,000 for collection development. Many people felt this was a lot, especially considering the Make-a-Difference amount four years ago. We agreed that it would be desirable to buy library books, since the District provides no funding and the library serves all students, but were hesitant to devote such a large percentage of the total to the library before all teachers have submitted proposals. We decided to approve \$4,000 of the request now (in line with Music and PE) and table the remainder until all teacher requests have come in.
- We will have \$6,300 going into May if we reduce the library amount by half.
- We can increase the amount to \$35,000 as originally discussed if we cut \$5,000 from the budget. Kirsten

will have a better idea of how we can do this after incorporating today's changes.

- **VOTE:** A motion was made and seconded to move forward with all requests except for the large library request; and to approve \$4,000 of the library request, with the remainder deferred until the next meeting. Motion passed (7 votes in favor; 1 opposed).

Other Budget Changes/Potential Changes:

- We recommended increasing Staff Appreciation to \$1500.
- We can decrease music (under additional school support) to \$4,000.
- Teacher Grants: \$8,250 (from \$7,250; increased from \$200 each to \$300 each; this takes into account the increased amount per FTE and the additional FTE)
- We can decrease tech maintenance to \$2,500. This is more in line with this year's actual expenditures.
- We need to add "stipend" to the crossing guard line item. Since stipends are compensation, they should also be subject to the benefits issue. The amounts paid are specified by the District. We have matched a couple of them at 100%.

Other Business:

- The membership survey showed that people value tutors and playground supervision.
- We could use a file cabinet for PTA paperwork. Diana has one that she can donate.
- We could also use an external hard drive to back up files. We can look into this as there are \$1,000 in the supply budget.

Meeting Adjourned 12:15 PM

Minutes respectfully submitted by
Sarah Terry
Recording Secretary
April 10, 2011