

August 8, 2023

7 pm, Zoom

Executive Board meeting

Agenda: Budget Approval and Calendar

Budget:

- Danielle presented the budget; it was created budget based on last year's numbers, and Kiersten has signed off.

Questions and comments:

- N/A and 0 either not meant to have any money gained or not enough information found from last year's budget. Because records are not complete from last year, some information is incomplete.
- Andrea wants to note that hospitality cost for appreciation week was for everyone. Calendar for appreciation gifts are following the calendar from last year.
- The budget for appreciation is lower than what we need, so we'll need to ask for donations. Ideas: Hollymead and Brownsville asking for donations ahead of time.
- Danielle notes when you look at this budget overall, our budget funds our expenses this year. Our expenses are right at what we currently have. This speaks to our need to actively fundraise and seek personal and business donations.
- Due to the tight budget, we might need to charge an entrance fee at some events.
- We can show our budget to illustrate why things are tighter this year.
- More than half of our budget goes directly to teachers and hospitality.
- The new art and music teachers have nothing. How can we best support them?
- Anything the teachers purchase through the PTO is supposed to stay at the school.
- Because we don't have to pay for field trips this year, we don't have a line item for that this year; however, we will have to pay for it next year. We will need to start brainstorming how field trips will work next year. A former PTO president suggested that each grade gets a certain amount, and then the grade could decide if they could reduce the cost of each ticket. We will need to make sure that we focus on equity and fundraising. This is something we will need to prepare for.
- The principal discretionary fund funds random items that allows the principal to support under-resourced students. Family Helping Families does help with this; COVID money helps with that, too. Many people do not know what the discretionary fund is or how students are impacted.
- Essentially, need to remind parents of what the money is going to and what is about to shift due to COVID money
- We are asking Brad to identify specific asks for what the school needs. First, we will ask the county and then we will fundraise.
- We need to be tight in our spending with the exception of funds for teachers. Encourage teachers to spend all of their money.
- We will use Google Meets instead of Zoom to save money because we have Google Nonprofit.

Formal vote on budget approval:
Danielle votes to approve. Andrea seconds.
Budget is approved.

Spirit wear:

- Aileen: Launch it for 3 weeks open sale; as a PTO, we can decide if we want to buy any to stock. The reason they didn't stock the last year is because they stopped doing events/tables to have anything.
- Tara is helping out. We need a committee position to coordinate spirit wear.
- Do we want a second sale for the holidays? We need to find the turnaround time to see when we'd need the second online sale.
- Our cost for the shirts: we make about \$3/item. Another company is an option. We make a bit more of a profit, but the tie dye is far more expensive. Because of this and the ease in which we can open up the sales, we will continue with the company we used last time. We can have flyers ready to hand out at meet the teacher, etc.
- Goal is to open it on the 28th and close it on the 16th. Open for 3 weeks.

Calendar:

- General meetings: 1st Monday the board meets; 1st full week Wednesday PTO meetings @ 7. Sept 6; Oct. 4; November 8; December 6 (in-person); skip January; February 7; March 6; April 10; May 8.
- Parent council meetings are third Wednesday of the month. Need ideally 2 reps attending those and our PTO meetings.

General calendar:

Fall:

- Walk-a-thon: Pros: during the school day—everyone can participate but it will take up the school day. Cons: takes up a school day. Need buy in from Brad and PE teachers. Can get parents in and out of the school.
- Meet and greets/grade specific meet ups
- Election day bake sale
- Attractions
- Movie night (split by grade)
- Spring:
- Carnival
- Book fair
- Possible other movie night?
- Camp 4 real
- Fundraiser for parents in coordination with Camp 4 Real
- Bike rodeo (grade specific)

Additional calendar items:

- Need more research for cultural night

- Principal meet and greet: PTO table with interest forms; coloring books, etc.
- Kindergarten meet up 17 at 5

Committees:

Have: volunteer coordinator (Tara); hospitality (Alison); book fair (Alison); clubs; yearbook

Need: fundraiser, carnival, spirit wear

Possible: combining fundraising with spirit wear and attractions

Attractions:

3 weeks; price is \$30 (hasn't gone up in over a decade; \$5 more).

Mid-September

Possible school-wide/teacher incentive to get books back