

February 10, 2022 @ 6pm  
Woodland Elementary  
Media Center

## Agenda

Woodland Elementary PTO



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### 🗨️ WD PTO February 2022 Budget-Focused Meeting

Katie Lunsford, Audrey Kenyon, Rachel Johnson, Kandy Heitland, Rob Nelson, Megan Sing, Heather Erickson, Jenna Mauer, Kelli Petersen, Katie Correa-Tapia, Michelle Scott, Jackie Benson, Keela Kuhlers, Jen Broden and Amanda Naylor

Via video conference – Aaron Ledebuhr, Jody Levy, and Scott Lund

- Treats & Welcome
- Sign in & e-mail [wdptomn@gmail.com](mailto:wdptomn@gmail.com) for voting link – attendees used devices to send the email
- Approval of January Minutes
- Budget Goals & Timeframes
  - February meeting goals to categorize funds based on best estimate of total year's net income to give the school time to plan their staffing
    - Categorized based on:
      - Funds for fun
      - Funds for projects & requests
      - Funds for staff (Restricted funds)  

Note – Mr. Nelson did not request funds for Service Club Supervisor – disregard that on the appendix sheet (2x2)
      - Funds for the future (Restricted funds)
  - April meetings - President & Treasury prepare proposed budget to bring to board meeting
    - Discuss & bring to General members in April meeting
    - Allow 1 month of feedback & vote the working budget in May
  - May meeting goals are to develop a more detailed "suggested/working" budget for the 2022-2023 school year

- Includes current board members, and newly-elected members to provide input (outgoing and incoming members)
- Working budget allows for summer planning & prep
- August meeting - present summer purchases & determine whether to keep the May working budget or make changes
- Official budget approval - September 2022 led by new Executive Board to plan their year ahead.
- Budget Overview
  - Current account balances
    - \$59,621 Savings
    - \$34,322 Checking (\$5,000 needs to be reserved – all other money will move to savings at the end of the year)
  - Estimated 2021-2022 net income
    - \$45,000 is our goal
    - Note – the recommendation to amend the bylaws regarding the timing of the voting meetings needs to follow the official amendment process. This cannot be unilaterally changed.
    - Note – recommendation to post a link to Robert's Rules of Order on the WD PTO website.
  - Estimated funds added to savings
  - Working 2022-2023 budget allotment
    - \*\* note \*\* each year's budget is not to exceed net income of prior year.
    - Funds in savings are allocated separately (always reserving minimum 1 1/2 times the budget)
- Budget Proposal
  - Proposed budget created based on feedback from Executive Board members
    - Funds for fun – 30%
    - Funds for projects – 35%
    - Staffing – 23%
    - Future – 12%

Rachel – how were the numbers decided? Kandace reached out to the board for percentages and an average was used.

Main goal is to understand the upper limits of the staffing bucket

Mr. Nelson is bringing forward a proposal of \$21k (buckets highlighted below in yellow; others can be line itemed later)

Request of Mr. Nelson to provide outline of the proposal:

5<sup>th</sup> grade to BMS orientation \$250

Choir \$1,000

**ESP \$15,319** – goes directly to working with students (80 to 100 kids)

Comment from Michelle – the ESPs don't just help these 80 to 100 kids, it helps everyone since this allows our teachers to focus on the other kids in the classroom who don't need that kind of support.

Jen – is this value consistent across the schools in the district? Mr Nelson – no, it's not. It is based on the poverty level – we are right in the middle and get less for these positions.

How can the PTO help get these funds from the district/school versus using PTO dollars? We should be utilizing our DPAC representative! We may need to have more parent support – only have 1 person elected and we don't know if he's been able to attend any meetings – haven't seen him in meetings for updates. There was a lot of support in the room to have a bigger presence in the DPAC. We need to fight for this important position.

Jenna – what's holding us back from providing this full amount?  
Kandy – we're not spending our funds in a visible way – example was that the playground was expected 10 years ago and it took a long time to get the funds and process together.

PTO Expenses (paid to Woodland) \$400

Reading Program \$600

Teacher Supplies \$3,200

**Volunteer Coordinator \$6,055** – liaison between staff and PTO

This was a consistent role within the district until COVID hit. Some schools opted to eliminate the position.

Question from Keela – is there another staff position that could cover these tasks? Not at this time. It typically falls on the teachers (or room parents) to do this without this position. If we eliminated this position, we'd have to coordinate volunteers for our events. Kandy feels like we have a great community within the PTO so we could possibly take on those responsibilities.

Feedback from some members of the group is that the less we need to rely on teachers for coordination, the more the teachers can spend on our kids.

5<sup>th</sup> Grade commemoration \$500

Rachel – hard to say no to the school when they're asking for support. Where is the rest of the money going?

There's a concern around the ESP position – it sounds like there isn't an option to fund this any other way – what is that feedback our PTO is hearing from other schools in the district? Comments were made in confidentiality and were not shared. Those comments were taken back.

The request is 47% of our overall budget.

Note – Rob and Terry cannot vote – it's a liability for them. Members must have been to at least 3 meetings.

- Motion to approve budget

A vote of Yes is that the school gets 23% of the budget as proposed

A vote of No is that the designated percentages are not accepted or we should re-think how we vote on the budget

- Prior to vote - floor is open for discussion

Lots of questions on what we are voting for tonight.

Mr. Nelson - Previous budget voting was based on precedent – we are trying to change that and decide on a philosophy for now!

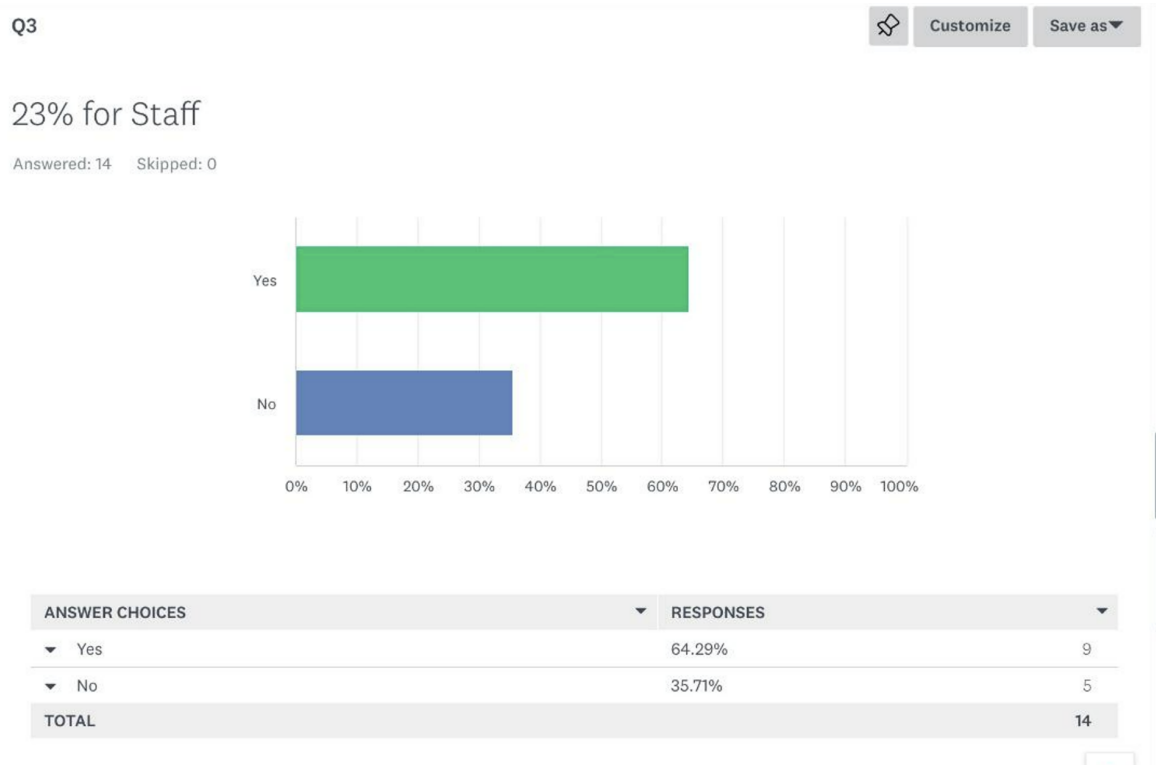
- Link e-mailed to vote on prepared budget

RESULT – the percentage for YES was 55% and the percentage for NO was 45% - all 11 members voted on this . The school will get the proposed 23% for staffing. All other categories will be voted on at a later time – some people thought the focus was on the staffing so they skipped the other categories – meaning the results are invalid.

UPDATE: Late on Saturday, Feb 12, Kandace realized that the basic SurveyMonkey plan only supplies the first 10 responses. She upgraded her plan and now sees 14 responses

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from our vote on Feb 10. The result is the same but I wanted to share this update in full transparency. Below is the screenshot from SurveyMonkey.



- Upcoming Events & Discussions

- Paint-A-Tile return - Wednesday, February 16th (4:15-6:30pm)
- February 17th: Community Supper - Panera Bread (4-8pm)
- February 22nd - TWOSDAY 2-22-22 Event
- [Kandy unbudgeted request for 2/22/22 event. Look for parent donations and requesting a buffer should we need it.](#)
- [Rachel motioned for a \\$200 budget and Heather seconded. \*\*Motion passed.\*\*](#)
- March 15th: Community Supper - Freddy's (4-7pm)

- Special Orders of Business

- Schedule April board meeting
- Read-a-thon - Rachel Johnson
- New Event Proposal – [Local](#) Author event - Rachel Johnson

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Laura Larson – our school counselor; Thurs March 7 (6-7) in the media center – coloring contest for those that attend – find some mindfulness gifts, too. Request is for \$50.

Katie motioned to pass; Amanda seconded. **Motion passed.**

- Principal's Report

Update on mask mandate – rates have dropped 5% in the state – we are close to hitting the 2 year mark since shutdown!!

Next Friday (the 18<sup>th</sup>) we'll get a communication from district or school

Red – required (rates 6.2% or higher); yellow – strongly recommended (rates 4.2% to 6.1%) or green – optional (rates 4.1% or lower)

Decisions will be made week by week and school by school

- General Orders of Business

- Additional thoughts or event/project proposals

- Announcements

- **Save The Date:** Next PTO meeting - March 1st

- Adjournment

Audrey motioned to adjourn; Heather seconded. Meeting adjourned at 8:14pm.