



March 5, 2023 Finance Committee Meeting Agenda

Location:

<https://us02web.zoom.us/j/89829645870?pwd=YlgxcCtIM1RmZEJjK0JMMWRLTWFNdz09>

Meeting ID: 898 2964 5870

Passcode: budget

of Directors Present (out of 16): 7

of Members Present (including directors): 11

Minutes Submitted By: [Caitlin Collins](#)

Time	Topic	Leader	Notes
7:00 pm	Land acknowledgement, meeting norms	Samsy Martin-Gray & Brian LeBlanc	
7:05	Welcome and Introductions	Samsy Martin-Gray & Brian LeBlanc	
7:10	Ground Rules Review: Call for (temporary) Finance Committee Secretary	Samsy Martin-Gray & Brian LeBlanc	
7:20	FOSB Budget Committee Updates <ul style="list-style-type: none"> • Status of temporary takeover of bookkeeping duties • State of process of finding/selecting a new bookkeeper • Sounders game payments • Fund-A-Need requests 	Samsy Martin-Gray & Brian LeBlanc	
7:30	Budget Process Overview <ul style="list-style-type: none"> • Timeline • Major Milestones • SPS Equity Tiering • SPS Projected Budget Deficit • Committee Budgets • Presentation of current draft of budget 	Samsy Martin-Gray & Brian LeBlanc	
7:45	Review of Salmon Bay School Grant Ask from Principal Dixon <ul style="list-style-type: none"> • Review the 3 funding options presented by Principal Dixon in her 3/1 letter • Discuss what FOSB can reasonably pledge • Make a recommendation 	Samsy Martin-Gray & Brian LeBlanc	

8:00	Discuss Status of Proposals for Funding Requests from Direct Giving Surplus <ul style="list-style-type: none"> • WEP/ASP/Camp Scholarships • Walkie-Talkie Radios • blkpatch First Aid Kits donation • Flagpole Lock Update 	Shelby Reynolds & Caitlin Collins	
8:15 pm	Next Steps: What we will be working on this month	Samsy Martin-Gray & Brian LeBlanc	
8:25 pm	Approve Finance Committee Minutes from January and February		
8:30 pm	Wrap Up of Official Business		

Next meeting: Sunday, March 12, 2023 from 7:00-8:30 pm

<https://us02web.zoom.us/j/87255654753?pwd=VlgrTDFYWDZhcjJjaTRUdG92elFTZz09>

Meeting ID: 872 5565 4753

Passcode: budget

Welcome

Thanks for being here! Our parent-teacher organization, Friends of Salmon Bay (FOSB), is here to support the school and community. Any adult associated with a student at Salmon Bay is automatically a member of FOSB. Learn more at friendsofsalmonbay.org and follow us on Facebook, [@FriendsofSalmonBay](https://www.facebook.com/FriendsofSalmonBay).

The heads of the Finance & Budget Committee for the 2022-23 school year are: Samsy Martin-Gray (Middle School Treasurer) and Brian LeBlanc (Elementary School Treasurer).

If you have any finance or budget questions, please email us: fosbtreasurer@gmail.com

Goal of the Finance & Budget Committee: The goal of the Finance & Budget Committee is to create, by the end of April of the current year, the proposed FOSB Budget for the upcoming school year in collaboration with members of the Salmon Bay community. This proposed budget for the upcoming school year will be presented at the May FOSB Membership meeting for a vote by the Salmon Bay community.

Acknowledgement of Duwamish ancestral lands: *Seattle Public Schools recognizes that much of the land upon which we serve students was once inhabited primarily by the Duwamish tribe. As we start our meeting, we acknowledge that we are on the traditional, ancestral lands of the Duwamish people. We honor the strength and resilience of the first inhabitants, whose children we serve today.*

FOSB Meeting Norms

Before the meeting:

- Read the agenda so that things are less likely to surprise you.
- Review accompanying documents so you are prepared to participate.
- Participate in agenda development if you have news to share.

During the meeting:

We ask Salmon Bay students to be safe, kind, and responsible. As role models in this community, we ask the same of ourselves. At FOSB meetings, we aspire to:

- Speak respectfully to each other as we engage in constructive, honest discussions.
- Maintain a focus on student benefit.
- Listen to understand other's ideas, not to contradict them.
- Share our experience and expertise to help create workable solutions.
- Honor time by communicating clearly and working efficiently and effectively.
- Trust and respect that the Co-Chairs will make appropriate choices about how much time to spend on a given topic.

Manner of acting: Meetings are facilitated by the chair or co-chairs of the committee; agreement within the committee to present their plans are by simple majority of those present at a meeting.

Rules of quorum: Quorum is met when a majority of committee members are present at a meeting.

Votes: Any votes in Finance Committee meetings, especially as they pertain to the development of the budget will be non-binding pending the presentation of the final version of the budget at the May 2023 FOSB Membership meeting.

Minutes: In the interest of transparency and to help future FOSB members understand the decisions behind certain votes, we will be taking minutes at all Finance Committee meetings for the remainder of the 2022-23 school year.

Call for (temporary) Finance Committee Secretary: We are looking for someone who is interested in the work of the Treasurers/Finance Committee to take minutes for the remainder of the 2022-23 school year. It would be a great way to learn about what the Treasurers do without taking an official post!

Budget Process Overview: An overview of the timeline that will be followed as we prepare the budget.

January: Kick-off, request that committees submit draft 2023-24 budgets

February: Create rough draft of budget

March: Receive funding request from Salmon Bay and respond with amount that FOSB can match, revise budget accordingly to meet amount FOSB promised to the school

April: Revise budget based on amount raised from Auction on 4/28

May: Present final version of proposed 2023-24 budget at May 2023 FOSB Membership meeting to be voted on by the community.

Committee Updates:

We are asking every active committee to submit their draft budget for the 2023-24 school year to us by the next committee meeting on February 12.

Caitlin sent out emails to each of the currently identified committee chairs (Thank you Caitlin!).

Garden Committee: Responded

Auction Committee: Responded

ASP: Responded

Rock4FOSB: Responded

Bike Committee: No response as of 3/2

FOCC: No response as of 3/2

SED: Responded

Finance Committee Update:

- Sounders Night: A group from Salmon Bay is going to the 5/7 Sounders game vs. Sporting Kansas City. We have received a request from Sylvia, the organizer, to set up a method of handling payments. We have set up a SchoolPay form and Google form for scholarship requests.
- We have shared the Fund-A-Need reimbursement request forms with the teachers.
- The Treasurers are working with Jerri Harden, who has been the FOSB bookkeeper for the last 15+ years, on a transition plan. The goal is to have bookkeeping be more firmly under control of the Treasurers.
- In the interim, the Treasurers will act as the bookkeepers. We are scheduling a meeting with a professional bookkeeper specializing in nonprofits for advice on how to proceed with selecting a new bookkeeper for FOSB.
- The Treasurers are also working on an FAQ about the budget process that we will share with the community as well as a Treasurer-focused FAQ.

Notes taken by Caitlin Collins. Original notes [here](#).

Budget meeting 3/5/23

Attendance: Brian Le Blanc, Jodi Russell, Julie Schneider, Samsy Martin-Gray, Erin Rosenberg, Jackie Thai, Akash Niranjana, Caitlin Collins, Shelby Reynolds, Julie Carr, Tracy Hyland

Meeting minutes taken by Caitlin Collins

Budget committee update:

Brian welcomed everyone and thanked them for coming. Samsy and Brian have been given almost all the bookkeeping codes. Brian is focusing on the activities account, Samsy the general account. Jerri didn't do any reconciling or updating since November so they have been reconciling hundreds of transactions. Now they have a rough number of how much money we have and we can create a realistic budget. Samsy is figuring out Benevity and School Pay. Soon they'll have a better idea of where we are going into next year. She still needs access to Maestro

Brian is figuring out all the WEP stuff - who did what, what is popular. This will help for scholarships next year.

All committees have responded to budget requests except FOCC (just tentative for them). By next Sunday they will have all the numbers.

Another win is that Brian got the Sounders tickets up and running and has figured out scholarships for School Pay.

Samsy encourages people to sign up for Bing points and Microsoft Edge points for FOSB. Not much income but easy and passive. Amazon Smiles has gone away.

Budget Timeline:

Principal Dixon has her budget and has made her ask of us. She needs to get a response from us by tomorrow. Once we have that, we have all the inputs we need. Bummer only 3 options. We can have a draft budget for the next meeting.

Brian watched the most recent School board budget meeting from last Wed. Either 10-20 schools only have 100 students enrolled. Some are specialty schools. Those are the schools that will be more affected by school consolidation.

Salmon Bay School Ask from Principal Dixon:

3 options. Office staff off the table. Only allocated 12 teachers in middle school (currently have 14). Unfunded positions - drama teacher, reading specialist, nurse and counselor. Staff votes on the BLT budget. Principal Dixon is applying for a waiver for the elementary counselor. FOSB doesn't decide for the school, we just say how much we can give for these positions.

Liila asked for clarification on what the options meant.

Samsy - Principal Dixon is asking for finances - how much we can support. Things can change. What can we support the school with? Julie Schneider clarified, we are not the ones deciding. Jodi was at the last BLT meeting. She wanted to clarify - they can fund half the theater teacher because they have a way to fund half of the position. At present, Mr Kyker's position will not continue. Can they fund the other .5? BLT met and came up with scenarios as a starting point, but all BLT reps will go to teachers and get their input. These are not exact scenarios set in stone.

FOSB can indicate a preference, but ultimately it's a Salmon Bay school grant so it's a block grant and the BLT/Principal Dixon and staff have ultimate say in how it's spent.

Previous Salmon Bay grant (formerly Whole Child grant) amounts:

\$85,749 given 2021-22

\$76,600 given 2020-21

\$90,000 given 2019-20

\$90,000 given 2018-19

\$99,000 given 2017-18

BC (Before Covid) we were able to raise a bit more - we met Direct Giving goals, auction made more. Shelby has no goal for this year for the auction because it's a different parent community and we haven't done an auction in 4 years. She is hoping we are closer to \$90,000, but it depends how people choose - do they come in person or stay online. In person brings in more money. We will be shocked if we don't make more than last year, but this year it is a guess. Don't know the donors. Don't know who the big donors are. Playing conservatively is smart. All signs point to a big auction year, but we don't know the community right now.

Julie asked: Are we spending more than we budgeted or do we have enough? WEP scholarships are probably more, but are other committees less?

Samsy - Yes, most committees under budget, but scholarships are more.

\$66,000 roll-over last year. This year it will be \$50K if we stick to our budget. Estimating \$54 K for auction and \$70K plus \$15K for Direct Giving next year.

Jackie - we need numbers to look at.

Samsy - they are working on it. \$190K in budget for next year - ends up with a \$70,000 gift to the school.

Shelby - Fund a need can bolster scholarship fund for next year or can help reallocate what we spend this year. It's a little different from last year because it stays in our budget instead of going to the school's budget.

Jackie - Is there a spreadsheet with projections? Otherwise we are just shooting in the dark. Samsy is trying to pull it together. If we stay within budget. Currently estimate \$50,000 carry over not including auction. If we include what we estimate for the auction and direct giving we get \$190,000.

Shelby wants to know how we make a decision with so much unknown - she completely understands why there are unknowns, but what do Samsy and Brian advise? If we don't have solid information, it's hard to come up with a number.

Samsy is comfortable with \$70,000. Could be more. Trying to get a handle on all the costs. She feels like we are really close.

Shelby and Caitlin: Can we make committee cuts so we can cover the school grant?

Brian - should we cut to minimum \$500 per committee and then we have more?

Julie said that PIE could do things differently.

Last year we budgeted \$33 for committees, but \$20 of that is from the auction. \$13,000 for other committees. Last year the rollover was \$67K and it's estimated to be \$50K this year.

Jackie - last year we did hefty committee and equity funding. This year we have talked about FOSB being here to bridge the school gap, but also here to fund scholarships. We also wanted to fund community. Did BCI with no budget, but they should have something. Is the committee expense \$33,000 again? Is the auction committee budget usually the same? Maybe \$2,000 for PIE, SED and FOCC each. Scholarships were underfunded.

Brian - EDI and FOCC hasn't gotten back to us.

Jackie - No teacher and staff appreciation committee. Rock4FOSB is minimal. EDI no one has stepped up so we shouldn't fund. Going through the budget numbers.

Shelby - we can raise our numbers after the auction amount comes in. These numbers will change after the auction numbers come in.

Jackie - SPS deficit. Feels like fear mongering, but it's real. We should up our game and meet the \$82.

Samsy thinks we can do that - meet the minimum ask. We might be able to come up with more. Brian - \$82 is less than last year. If we have a stretch goal, then Direct Giving is on the hook next year. We will have to explain to the community the "why" Is it messaging?

Shelby says we should match what we gave last year to the school. We have committees that need the money. Fund a need will pad the scholarship money. Shelby says go in with what we offered last year.

Samsy says we can give what we gave last year. If we have to make cuts in other places, we can do that.

Brian - \$85,794 was last year. Even giving Principal Dixon the extra would be something.

Caitlin asked Jodi if BLT will need the extra - if they need all the extra dollars.

Jodi says it's good to know what FOSB can give. Creative Advantage gives money and they are thinking about spending it on elementary WEP. That's a different funding source that can help support guest artists and can fill the gap. BLT is starting with staffing costs.

Jackie - We are here to support the school, we are bridging the gap where the district has failed us. But, we have a galvanized group that wants to do something and she doesn't think we should cut committee funding down to nothing. Important to have community building activities. Parents buy things out of their own pocket all year long. Jackie is asking for \$2,000 out of our \$200,000 budget for BCI.

Shelby - long term reaction - FOSB over the years has done things through committed volunteers. Badge of honor how scrappy we have been. Dedicated volunteers. Nervous when we say more money is more community building. Did programming come out of these committees? Are we putting money that is going to sit for another year? Do we have line items that just hold money?

Jackie - agree that we don't want money that just sits. However we need to compensate people that pay their own money. A lot of active things are happening that should be funded. Passionate about having money to make sure people can get together

Shelby - do we have areas that money isn't getting spent? She agrees people should get reimbursed.

Brian - knows we have to be conservative to meet our scholarship commitments, but want to either meet \$82 or match the \$86.

Jackie - Why were you saying \$70?

Samsy - If she looks at cash carryover. Taking expenses from this year, that's where she got that. \$70 was conservative, without full review of finances. She thinks we can match and make it work. Samsy said \$35,447 plus \$19 was auction income for last year.

Shelby - the auction only virtual last year so it's fair to say that we will raise a lot more. Things didn't sell at value last year. Different year. This year it will go up because of the added income.

Jackie - precovid, what was the norm of the auction income?

Shelby- Some years were \$100-\$120K. Didn't have more expenses in previous years, because we did potluck and other things. They also had a team of 30 plus people that donated time which kept expenses down. Next year the team is tiny compared to in the past. It's a struggle - the donation side. Who are our licensed bartenders who can donate their time? People would get licensed just to bartend. That level of community building isn't there now. We can project up to \$50 from the auction, not including fund a need.

Brian: What we tell Principal Dixon this week is what she builds her budget off of. There is no way around that. Principal Dixon is still working on things. Nothing settled. Can't give Principal Dixon more later to fund teachers later, when we have more accurate numbers.

Samsy - Last year Principal Dixon negotiated numbers with FOSB. Went back and forth.

Julie Carr - Maybe families can pay for yearbooks? \$9,000 would be good to give to the school ask, if we could.

Brian - We could knock that number down. Jodi - does the \$9,000 cover the costs?

Jodi - FOSB did not always buy yearbooks. FOSB started doing it during the pandemic, she thinks. FOSB can do what it wants. In the past students didn't get yearbooks. Some families can't afford to buy them, but don't ask for scholarships. Hard for kids not to have them - feel sad when they are left out. Yearbooks sold through ASB. It's appealing to parents that we purchase yearbooks. By donating we are supporting these things. We could add onto line items later, but it's much more expensive to add a teacher to the budget later (due to actual costs vs. average costs). Hard to add a position after the fact. Can go into auction with a staffing plan - we will know the numbers and can tell a compelling story.

Jackie - Line items typically in corporate meetings. Spreadsheets and numbers. She wants to sit and look at line items. Isn't that what these meetings are for? Budget and finance meetings, aren't they typically to examine the budget? What has happened in the past. Asking about the process in the past.

Jodi - Yes, this is your job. Julie's suggestion has value. Treasurers bring info and at the end of this we have a budget we can present. It is our job to examine line items. That is what happens. We will have more info after the auction. Year to date numbers come in. Then maybe we consider changing things.

Jackie - It's 8:32 pm. What will we give?

Caitlin made motion for \$86 and Shelby seconded. We are not clarifying where the money comes from (yearbooks for example). Thumbs up in chat. Motion approved.

Brian will send the proposal to Principal Dixon and copy the executive committee.

Jackie thanked everyone for coming and the treasurers for all their work

Shelby - Brian will you be treasurer next year? Brian said he will think about it.

Samsy is maybe.

Jackie - we should put a list of open positions.

Samsy - all for training people - giving oversight.