



## Minutes of the May 16, 2017 Meeting

### Opening & Welcome

- Meeting called to order at 6:50 p.m.
- Principal D'Avilar address: Thank you to parents for their involvement. Update on the UPK offer error. To accommodate addition of new pre-K classes, 2 rooms on the top floor will be given back to PS9 by the charter school. Expect a principal's letter soon.

### 2017-2018 PTO Elections

- Nominations & candidate introductions
- All nominations uncontested – election proceeds by motion/vote -- Individual motions to elect each of the following made, seconded and approved:
  - Officers
    - Co-President of Fundraising: Krystal Linton
    - Co-Vice President of Community Building: Raul Rothblatt
    - Co-Vice President of Fundraising: Radhika Ramamurthy
    - 1st Recording Secretary: Ashley Salmon Wander
    - 2nd Recording Secretary: Jim Kerwin
    - Correspondence Secretary: Sakura Amend
    - Treasurer: Warren Coleman
    - Financial Secretary: Greg Nofi
    - Parliamentarian: Bree Soberanis
    - Parent-Teacher Liaison (Lower Grades): Carolyn Cryer
    - Parent-Teacher Liaison (Lower Grades): Christmas Somers
    - Parent-Teacher Liaison (Upper Grades): Candice Horton
    - Parent-Teacher Liaison (Upper Grades): Dave Lonergan
  - Board of Directors
    - Shelle Hendricks
    - Sarah Wilmot
    - Adero Green
  - School Leadership Team
    - Regina Miranda
    - Andrew Case
- Open position – Co-President of Community Building
  - Motion to schedule emergency election at June 13, 2017 PTO meeting -- approved.



### **2016-2017 PTO Business**

- April 2017 meeting minutes approved
- 2017-2018 budget approved (copy attached)
- February 2017 and April 2017 expenditures approved
- Fundraising report:
  - Spring Plant Sale netted around \$3,000
  - Dance \$722
  - Spring Appeal: \$12,500
- June 27, 2017 is a turnkey meeting to provide records to new PTO officers

**Meeting concluded at 7:55 p.m.**

## PS9 PTO Fundraising vs Expenditures: FY 2016 - FY 2018 (prop.) comparison

	Prior Year Actuals 2015-16	Year-End Projection (Net) 2016-17	Proposed Budget (Net) 2017-18
<b>FUNDRAISING</b>			
Direct Appeal (including Corp match)	\$ 131,951	\$ 100,000	\$ 119,000
Spring Appeal		\$ 12,000	\$ 10,000
Grants (Net)	\$ 2,225		
PS9 Merchandise	\$ 1,485	\$ 865	\$ 1,000
Box Tops for Education	\$ 342	\$ 500	\$ 300
Schoola	\$ 36,489	\$ 1,900	\$ 1,000
Amazon	\$ 4,876	\$ 5,000	\$ 5,000
Other Activities and Donations	\$ 2,614	\$ 604	\$ 500
<b>Fundraising Activities &amp; Donations</b>	<b>\$ 179,983</b>	<b>\$ 120,870</b>	<b>\$ 136,800</b>
<b>Fundraising Events</b>	<b>\$ 22,386</b>	<b>\$ 34,189</b>	<b>\$ 27,250</b>
<b>TOTAL FUNDRAISING</b>	<b>\$ 202,369</b>	<b>\$ 155,058</b>	<b>\$ 164,050</b>
<b>EXPENDITURES</b>			
<b>Community Building Events</b>	<b>\$ (4,127)</b>	<b>\$ (10,526)</b>	<b>\$ (11,800)</b>
<b>PTA Administration Expenses</b>	<b>\$ (3,056)</b>	<b>\$ (3,606)</b>	<b>\$ (4,300)</b>
<b>SCHOOL EDUCATION /ACTIVITY SUPPORT</b>			
School-wide Enrichment Consultants	\$ (98,524)	\$ (127,300)	\$ (129,800)
School/Admin Support	\$ (16,861)	\$ (19,125)	\$ (19,600)
Enrichment Support	\$ (7,671)	\$ (5,700)	\$ (5,500)
Trip Support	\$ (19,375)	\$ (15,939)	\$ (16,700)
<b>Total School Education/Activity Support</b>	<b>\$ (142,431)</b>	<b>\$ (168,064)</b>	<b>\$ (171,600)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ (149,614)</b>	<b>\$ (182,195)</b>	<b>\$ (187,700)</b>
<b>NET SURPLUS/DEFICIT (w/o prior year)</b>	<b>\$ 52,754</b>	<b>\$ (27,137)</b>	<b>\$ (23,650)</b>
Prior Year Excess Funds	\$ -	\$ 51,000	\$ 29,763
Prior Year - Schoola Funds	\$ -	\$ 5,900	\$ 5,900
<b>Total with Income</b>	<b>\$ 52,754</b>	<b>\$ 29,763</b>	<b>\$ 12,013</b>

### Highlights:

FY 2016 fundraising levels have not been sustained in FY17.

- Fundraising drive down by \$20,000 in 17
- Schoola down by \$35,000 in 17 (anticipated).
- Fundraising events are up in 17.

FY 2017 program expenditures increased by over \$30,000 - enabled by the roll-over of FY16 funds.

FY2018 proposed budget maintains existing expenditure levels to sustain current level of enrichment and support.

FY 2018 expenditures are largely possible because of continued rollover of prior year funds.

- Imperative that we bring the fundraising drive back to FY2016 levels in FY2018 & grow beyond that in FY2019.

**Proposed Budget for FY 18 (2017-2018) - with FY17 comparison**

	Budget (Net)	Actual Net thru 2/28/17	Year-End Projection (Net)	Proposed Budget (Gross Revenue)	Proposed Budget (Expense)	Proposed Budget (Net)
	2016-17	2016-17	2016-17	2017-18	2017-18	2017-18
<b>FUNDRAISING ACTIVITIES &amp; DONATIONS</b>						
Direct Appeal (including Corp match)	\$ 140,000	\$ 96,798	\$ 100,000	\$ 120,000	\$ (1,000)	\$ 119,000
Spring Appeal			\$ 12,000	\$ 10,000		\$ 10,000
GRANTS	\$ -	\$ -				
- Two Trees for Dance Room		\$ 18,000	\$ -			
- other		\$ -				
PS9 Merchandise	\$ 1,000	\$ 865	\$ 865	\$ 3,000	\$ (2,000)	\$ 1,000
Box Tops for Education	\$ 300	\$ -	\$ 500	\$ 300	\$ -	\$ 300
Schools	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,000		\$ 1,000
Amazon	\$ 3,000	\$ 3,752	\$ 5,000	\$ 5,000		\$ 5,000
Other Activities and Donations	\$ 1,000	\$ 604	\$ 604	\$ 500		\$ 500
<b>Total Fundraising Activities &amp; Donations</b>	<b>\$ 156,200</b>	<b>\$ 121,920</b>	<b>\$ 120,870</b>	<b>\$ 139,800</b>	<b>\$ (3,000)</b>	<b>\$ 136,800</b>
<b>FUNDRAISING EVENTS</b>						
Movie nights	\$ 1,500	\$ 96	\$ 1,000	\$ 1,750	\$ (750)	\$ 1,000
1st Day School Supply packs	\$ 1,000	\$ 4,375	\$ 4,375	\$ 3,000	\$ -	\$ 3,000
Barnes & Noble	\$ 1,000	\$ -		\$ 1,000	\$ -	\$ 1,000
Big Bounce Carnival	\$ 7,000	\$ 14,321	\$ 11,500	\$ 15,000	\$ (8,000)	\$ 7,000
Pumpkin Patch	\$ 1,500	\$ 1,179	\$ 1,179	\$ 2,500	\$ (1,500)	\$ 1,000
Election Day Bake Sale	\$ 2,000	\$ 2,300	\$ 2,300	\$ 750	\$ (250)	\$ 500
School-wide Photos (inc Spring)	\$ 3,000	\$ -	\$ 3,000	\$ 2,000	\$ -	\$ 2,000
Spring Plant Sale	\$ 1,300	\$ -	\$ 1,300	\$ 3,500	\$ (1,700)	\$ 1,800
Used Book Sale	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200
5K Run	\$ 400	\$ -		\$ 400	\$ -	\$ 400
Cyclones Baseball Game	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Nutcracker Bake Sale		\$ 585	\$ 585	\$ 600	\$ -	\$ 600
Valentines Day Dance		\$ 1,500	\$ 1,500	\$ 1,850	\$ (350)	\$ 1,500
Jazz Night		\$ 4,462	\$ 5,250	\$ 6,750	\$ (1,500)	\$ 5,250
<b>Total Fundraising Events</b>	<b>\$ 20,900</b>	<b>\$ 28,817</b>	<b>\$ 34,189</b>	<b>\$ 41,300</b>	<b>\$ (14,050)</b>	<b>\$ 27,250</b>
<b>TOTAL FUNDRAISING</b>	<b>\$ 177,100</b>	<b>\$ 150,737</b>	<b>\$ 155,058</b>	<b>\$ 181,100</b>	<b>\$ (17,050)</b>	<b>\$ 164,050</b>
<b>COMMUNITY BUILDING EVENTS</b>						
Black History Month				\$ -	\$ (450)	\$ (450)
Hispanic Heritage Festival (Artist in Residence)	\$ (1,000)	\$ -	\$ (1,000)	\$ -	\$ (1,000)	\$ (1,000)
Harvest Festival	\$ (500)	\$ (448)	\$ (448)	\$ -	\$ (500)	\$ (500)
Cinco de Mayo Celebration (Artist in Residence)	\$ (1,000)	\$ -	\$ (1,000)	\$ -	\$ (1,000)	\$ (1,000)
Diwali Night					\$ (500)	\$ (500)
S.T.E.A.M. Night	\$ (1,000)	\$ (1,328)	\$ (1,328)	\$ -	\$ (1,500)	\$ (1,500)
Real Men Read	\$ (1,000)	\$ -	\$ (1,250)	\$ -	\$ (1,250)	\$ (1,250)
Testing Breakfast	\$ (1,000)	\$ -	\$ (1,000)	\$ -	\$ (1,000)	\$ (1,000)
Teacher/Staff Appreciation Day	\$ (500)	\$ -	\$ (500)	\$ -	\$ (500)	\$ (500)
Curriculum Night	\$ (200)	\$ -	\$ (200)	\$ -	\$ (200)	\$ (200)
New Family Tea	\$ (200)	\$ (200)	\$ (200)	\$ -	\$ (200)	\$ (200)
Alumni Night / Middle School Prep	\$ (300)	\$ -	\$ (300)	\$ -	\$ (300)	\$ (300)
Border Crossers	\$ (1,500)	\$ -	\$ (1,500)	\$ -	\$ (1,600)	\$ (1,600)
5th Grade Dance	\$ (300)	\$ -	\$ (300)	\$ -	\$ (300)	\$ (300)
Graduation ceremonies (Pre-K, K, and 5)	\$ (1,500)	\$ -	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)
<b>Total Community Building Events</b>	<b>\$ (10,000)</b>	<b>\$ (1,976)</b>	<b>\$ (10,526)</b>	<b>\$ -</b>	<b>\$ (11,800)</b>	<b>\$ (11,800)</b>
<b>PTO ADMIN</b>						
Meeting childcare & refreshments	\$ (800)	\$ -	\$ (500)	\$ -	\$ (800)	\$ (800)
Liability Insurance	\$ (900)	\$ -	\$ (900)	\$ -	\$ (900)	\$ (900)
Office supplies	\$ (500)	\$ (603)	\$ (700)	\$ -	\$ (500)	\$ (500)
Printing/copies/communication	\$ (2,000)	\$ (355)	\$ (1,500)	\$ -	\$ (2,000)	\$ (2,000)
Banking charges	\$ (100)	\$ (6)	\$ (6)	\$ -	\$ (100)	\$ (100)
<b>Total PTA Administration Expenses</b>	<b>\$ (4,300)</b>	<b>\$ (964)</b>	<b>\$ (3,606)</b>	<b>\$ -</b>	<b>\$ (4,300)</b>	<b>\$ (4,300)</b>

**Proposed Budget for FY 18 (2017-2018) - with FY17 comparison**

	Budget (Net)	Actual Net thru 2/28/17	Year-End Projection (Net)	Proposed Budget (Gross Revenue)	Proposed Budget (Expense)	Proposed Budget (Net)
<b>SCHOOL EDUCATION /ACTIVITY SUPPORT</b>						
<b>School-wide Enrichment Consultants</b>						
- Studio in the School	\$ (21,000)	\$ (18,000)	\$ (18,000)	\$ -	\$ (21,000)	\$ (21,000)
- Ballroom Dancing	\$ (9,500)	\$ -	\$ (9,500)	\$ -	\$ (9,000)	\$ (9,000)
- Marquis Studios	\$ (32,000)	\$ (18,150)	\$ (36,300)	\$ -	\$ (36,300)	\$ (36,300)
- PLAYWORKS	\$ (34,000)	\$ (15,250)	\$ (30,500)	\$ -	\$ (30,500)	\$ (30,500)
- Garden Educator	\$ (5,000)	\$ -	\$ (5,000)	\$ -	\$ (5,000)	\$ (5,000)
- Omniscience					\$ (28,000)	\$ (28,000)
<b>School/Admin Support</b>						
School-wide Literacy	\$ (7,000)	\$ -	\$ (2,000)	\$ -	\$ (9,000)	\$ (9,000)
Classroom Supplies	\$ (9,600)	\$ (1,959)	\$ (8,200)	\$ -	\$ (9,600)	\$ (9,600)
School Messenger System	\$ (1,250)	\$ -	\$ (800)	\$ -	\$ -	\$ -
Silent Auction (Location Deposit/Expense Reimbursement) *	\$ (1,000)	\$ (583)	\$ (583)	\$ -	\$ (1,000)	\$ (1,000)
<b>Enrichment Support</b>						
Garden Supplies	\$ (1,000)	\$ (369)	\$ (1,000)	\$ -	\$ (1,000)	\$ (1,000)
Cluster/Enrichment Supplies (Science only in '18)	\$ (1,720)	\$ (945)	\$ (1,000)	\$ -	\$ (1,000)	\$ (1,000)
Cluster/Enrichment Supplies (Art/Dance in '18)					\$ (1,000)	\$ (1,000)
Science Expo S.T.E.A.M	\$ (1,500)	\$ -	\$ (1,500)	\$ -	\$ (1,500)	\$ (1,500)
Lunch time-enrichment (balls, chalk, etc)	\$ (1,000)	\$ (1,879)	\$ (2,200)	\$ -	\$ (1,000)	\$ (1,000)
<b>Trip Support</b>						
Science Trip (Trout)	\$ (2,400)	\$ -	\$ (2,400)	\$ -	\$ (2,400)	\$ (2,400)
Science Trip (Robotics)	\$ (1,500)	\$ (339)	\$ (339)	\$ -	\$ (1,000)	\$ (1,000)
5th Grade Trip (Buses)	\$ (4,400)	\$ -	\$ (4,400)	\$ -	\$ (4,400)	\$ (4,400)
5th Grade Trip (Student Sponsorship)	\$ (900)	\$ -	\$ (900)	\$ -	\$ (1,000)	\$ (1,000)
Testing Time Field Trips	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ 10,000	\$ (12,000)	\$ (2,000)
Trip Support (Schoola)	\$ (5,900)	\$ (5,170)	\$ (5,900)	\$ -	\$ (5,900)	\$ (5,900)
<b>Total School Education/Activity Support</b>	<b>\$ (142,670)</b>	<b>\$ (64,645)</b>	<b>\$ (132,522)</b>	<b>\$ 10,000</b>	<b>\$ (181,600)</b>	<b>\$ (171,600)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ (156,970)</b>	<b>\$ (67,585)</b>	<b>\$ (146,654)</b>	<b>\$ 10,000</b>	<b>\$ (197,700)</b>	<b>\$ (187,700)</b>
<b>Total with Income (w/o Prior Year)</b>	<b>\$ 20,130</b>	<b>\$ 83,152</b>	<b>\$ 8,404</b>	<b>\$ 191,100</b>	<b>\$ (214,750)</b>	<b>\$ (23,650)</b>
<b>Prior Year Excess Funds</b>	<b>\$ 17,000</b>	<b>\$ -</b>	<b>\$ 17,000</b>	<b>\$ 29,763</b>	<b>\$ -</b>	<b>\$ 29,763</b>
<b>Prior Year - Schoola Funds</b>	<b>\$ 5,900</b>	<b>\$ -</b>	<b>\$ 5,900</b>	<b>\$ 5,900</b>	<b>\$ -</b>	<b>\$ 5,900</b>
<b>Restricted Funds**</b>	<b>\$ (20,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Comblned Total with Income</b>	<b>\$ 23,030</b>	<b>\$ 83,152</b>	<b>\$ 31,304</b>	<b>\$ 226,763</b>	<b>\$ (214,750)</b>	<b>\$ 12,013</b>

\*Any Silent Auction income is given directly to the School and is not income to the

\*\*These funds may not be allocated if we do not reach our fundraising goals for the year

<b>Rollover of Unallocated Funds from 2015-16</b>		
2015-16 Unallocated Funds	\$ 34,000	\$ 34,000
GRANTS - Lowes grant for gym sound panels	\$ -	\$ -
<b>Total Fundraising Activitles &amp; Donatons</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>
<b>SCHOOL EDUCATION/ACTIVITY SUPPORT</b>		
School-wide Enrichment Consultants	\$ -	\$ -
OmniLearn Science	\$ (28,000)	\$ (28,000)
School Admin Support	\$ -	\$ -
Gym Sound Panels	\$ -	\$ -
Library and Dual Language Books	\$ (8,700)	\$ (7,141)
Voices of Dance Media Editing	\$ (300)	\$ (400)
<b>Total School Education/Activity Support</b>	<b>\$ (37,000)</b>	<b>\$ (7,541)</b>
<b>Total</b>	<b>\$ (3,000)</b>	<b>\$ (7,541)</b>
<b>Combined Total</b>	<b>20,030</b>	<b>\$ 29,763</b>