



Minutes of the September 26, 2017 Meeting

Opening & Welcome

- Meeting called to order at 6:38 p.m.
- Strong attendance across all grade levels noted. Parental involvement in the PTO pays vast dividends for our kids
- June 2017 meeting minutes approved
- Change to agenda: Election to fill vacant PTO officer positions to be held during October 24, 2017 PTO meeting

PTO Handbook

- Presentation of PTO Handbook containing overview of activities and procedures, sample documents, etc...
- Copies available in PTO office & by request

Principal's Address

- We have a new, 2nd Assistant Principal this year, Ms. Wallace-Anderson, who will more specifically look after the upper grades and Special Education, as well as building out the focus on mathematics; while Ms. Velazquez continues to support the lower grades and Dual Language classrooms
- Focus this year on STEAM curriculum (Science, Technology, Engineering, Arts, Math).
 - There is a cross-functional STEAM team that is working on building out the approach, which includes OMNILEARN Science specialists (which the PTO was able to fund again this year!)
 - Ribbon cutting for new lab October 10, 2017
 - ICT classes are getting STEAM focus first
- School working to ensure that all classrooms are integrated

2017-2018 PTO Budget

- Amendment to budget reviewed and approved (copy attached)
 - Changes from budget approved at May 2017 meeting: prior-approved budget had omitted dance floor expenses; expected revenue increased to reflect strong results of Bounce Back Carnival and additional expected revenue from Direct Appeal
- Discussion re: providing descriptions (especially to new parents) of PTO-funded programs. To be included on October 2017 agenda
- Tabled approval of expenditures since June 2017 meeting (papers not available)



Fundraising Activities

- Bounce Back Carnival results: Net approximately \$12,000
- Annual Appeal kicking off soon
 - Strategy to motivate additional giving by showing broad participation and fundraising success
 - Also strong effort to educate parents about what the money is being raised for
- Discussion re: Silent Auction
 - Not a PTO fundraiser, but the money goes to arts programs and PTO supports event
 - Call for donations of biddable items, food and volunteers' time
 - Details at <http://ps9silentauction.com/>
- Other upcoming events
 - Pumpkin Patch – pumpkin sale and harvest event (schedule to be moved from Oct. 27-28 to Oct. 20-21 to give some breathing room before Halloween)
 - Picture Day (Nov. 1 & 2)
 - Election Day Bake Sale (Nov. 7)
- Motion to approve fundraising plans - approved
- PS9 Merchandise – sales of T-Shirts, buttons, etc... Krystal requests volunteer to take over this revenue-generating activity

PTO Executive Committee Vacancies

- Kirsten Cole reports for Nominations Committee:
 - 3 nominees for Lower-Grade Parent/Teacher Liaison
 - 2 nominees for School Leadership Team (“SLT”)
 - No nominees yet for Co-President of Community – call for nominees made
- Election to be held at October 24, 2017 PTO meeting

PTO Board Report

- PTO Bylaws are being revised. Draft revisions available on PS9 website. Vote on adopting set for October 24, 2017 PTO meeting
- Board is searching for a professional to perform an audit pro bono. Regular audits are required by regulations

Meeting concluded at 8:02 p.m.

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

	Proposed Budget (Gross Revenue)	Proposed Budget (Expense)	Proposed Budget (Net)
	2017-18	2017-18	2017-18
FUNDRAISING ACTIVITIES & DONATIONS			
Direct Appeal (including Corp match)	\$ 140,000	\$ (1,000)	\$ 139,000
Spring Appeal	\$ 10,000		\$ 10,000
GRANTS			
- Two Trees for Dance Room		\$ (18,000)	\$ (18,000)
- other		\$ (600)	\$ (600)
PS9 Merchandise	\$ 3,000	\$ (2,000)	\$ 1,000
Box Tops for Education	\$ 300	\$ -	\$ 300
Schogla	\$ 1,000		\$ 1,000
Amazon	\$ 5,000		\$ 5,000
Other Activities and Donations	\$ 500		\$ 500
Total Fundraising Activities & Donations	\$ 159,800	\$ (21,600)	\$ 138,200
FUNDRAISING EVENTS			
Movie nights	\$ 1,750	\$ (750)	\$ 1,000
1st Day School Supply packs	\$ 3,000	\$ -	\$ 3,000
Barnes & Noble	\$ 1,000	\$ -	\$ 1,000
* Big Bounce Carnival	\$ 19,400	\$ (7,500)	\$ 11,900
Pumpkin Patch	\$ 2,500	\$ (1,500)	\$ 1,000
Election Day Bake Sale	\$ 750	\$ (250)	\$ 500
School-wide Photos (inc Spring)	\$ 2,000	\$ -	\$ 2,000
Spring Plant Sale	\$ 3,500	\$ (1,700)	\$ 1,800
Used Book Sale	\$ 1,200	\$ -	\$ 1,200
5K Run	\$ 400	\$ -	\$ 400
Cyclones Baseball Game	\$ 1,000	\$ -	\$ 1,000
Nutcracker Bake Sale	\$ 600	\$ -	\$ 600
Valentines Day Dance	\$ 1,850	\$ (350)	\$ 1,500
Jazz Night	\$ 6,750	\$ (1,500)	\$ 5,250
Total Fundraising Events	\$ 45,700	\$ (13,550)	\$ 32,150
TOTAL FUNDRAISING	\$ 205,500	\$ (35,150)	\$ 170,350
COMMUNITY BUILDING EVENTS			
Black History Month	\$ -	\$ (450)	\$ (450)
Hispanic Heritage Festival (Artist in Residence)	\$ -	\$ (1,000)	\$ (1,000)
Harvest Festival	\$ -	\$ (500)	\$ (500)
Cinco de Mayo Celebration (Artist in Residence)	\$ -	\$ (1,000)	\$ (1,000)
Diwali Night		\$ (500)	\$ (500)
S.T.E.A.M. Night	\$ -	\$ (1,500)	\$ (1,500)
Real Men Read	\$ -	\$ (1,250)	\$ (1,250)
Testing Breakfast	\$ -	\$ (1,000)	\$ (1,000)
Teacher/Staff Appreciation Day	\$ -	\$ (500)	\$ (500)
Curriculum Night	\$ -	\$ (200)	\$ (200)
New Family Tea	\$ -	\$ (200)	\$ (200)
Alumni Night / Middle School Prep	\$ -	\$ (300)	\$ (300)
Border Crossers	\$ -	\$ (1,600)	\$ (1,600)
5th Grade Dance	\$ -	\$ (300)	\$ (300)
Graduation ceremonies (Pre-K, K, and 5)	\$ -	\$ (1,500)	\$ (1,500)
Total Community Building Events	\$ -	\$ (11,800)	\$ (11,800)

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

	Proposed Budget (Gross Revenue)	Proposed Budget (Expense)	Proposed Budget (Net)
	2017-18	2017-18	2017-18

PTO ADMIN

Meeting childcare & refreshments	\$ -	\$ (800)	\$ (800)
Liability Insurance	\$ -	\$ (900)	\$ (900)
Office supplies	\$ -	\$ (500)	\$ (500)
Printing/copies/communication	\$ -	\$ (2,000)	\$ (2,000)
Banking charges	\$ -	\$ (100)	\$ (100)
Total PTA Administration Expenses	\$ -	\$ (4,300)	\$ (4,300)

SCHOOL EDUCATION /ACTIVITY SUPPORT

School-wide Enrichment Consultants			
- Studio in the School	\$ -	\$ (21,000)	\$ (21,000)
- Ballroom Dancing	\$ -	\$ (9,000)	\$ (9,000)
- Marquis Studios	\$ -	\$ (36,300)	\$ (36,300)
- PLAYWORKS	\$ -	\$ (30,500)	\$ (30,500)
- Garden Educator	\$ -	\$ (5,000)	\$ (5,000)
- Omniscience		\$ (28,000)	\$ (28,000)
School/Admin Support			
School-wide Literacy	\$ -	\$ (9,000)	\$ (9,000)
Classroom Supplies	\$ -	\$ (9,600)	\$ (9,600)
School Messenger System	\$ -	\$ -	\$ -
Silent Auction (Location Deposit/Expense Reimbursement) *	\$ -	\$ (1,000)	\$ (1,000)
Enrichment Support			
Garden Supplies	\$ -	\$ (1,000)	\$ (1,000)
Cluster/Enrichment Supplies (Science only in '18)	\$ -	\$ (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)
Lunch time-enrichment (balls, chalk, etc)	\$ -	\$ (1,000)	\$ (1,000)
Trip Support			
Science Trip (Trout)	\$ -	\$ (2,400)	\$ (2,400)
Science Trip (Robotics)	\$ -	\$ (1,000)	\$ (1,000)
5th Grade Trip (Buses)	\$ -	\$ (4,400)	\$ (4,400)
5th Grade Trip (Student Sponsorship)	\$ -	\$ (1,000)	\$ (1,000)
Testing Time Field Trips	\$ 10,000	\$ (12,000)	\$ (2,000)
Trip Support (Schoola)	\$ -	\$ (5,900)	\$ (5,900)
Total School Education/Activity Support	\$ 10,000	\$ (181,600)	\$ (171,600)
TOTAL EXPENDITURES (w/o fundraising expense)	\$ 10,000	\$ (197,700)	\$ (187,700)
Total	\$ 215,500	\$ (232,850)	\$ (17,350)

PS9 PTO
Balance Sheet
As of June 30, 2017

	<u>Jun 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash on Hand	2,780.24
Capital One Bank	
Walentas Dance Room Grant	18,000.00
Reserve Fund	15,000.00
Trip Reserve 2016-2017	6,800.00
Trip Reserve 2017-2018	5,900.00
PHDC Library Grant	250.00
Lowe's Grant GYM	4,900.00
Capital One Bank - Other	49,156.27
Total Capital One Bank	100,006.27
NY Charities Clearing	1,409.88
Paypal	795.85
Total Checking/Savings	104,992.24
Total Current Assets	104,992.24
TOTAL ASSETS	104,992.24
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	103,175.11
Net Income	1,817.13
Total Equity	104,992.24
TOTAL LIABILITIES & EQUITY	104,992.24