# TOAST PTA Budget Committee

# Meeting Minutes

October 6, 2014

1. Participants

The following persons were present: Emily Leckman-Westin, Chair, Carrie Coddington, Demetra Vann, Nichole Katz, Steven Costello, and Jonathan Mamitag

1. Review Projected Revenue for SY 2014-2015
2. Membership. The group discussed the projected PTA membership for the year. Given that there are already 29 members, an additional 11 seemed feasible.
3. Fundraising. The fall fundraiser tends to be the biggest money maker and the preliminary estimate is based on last year’s fundraising. The chair of the fundraising committee (C. Coddington), felt that the estimates were reasonable. A number of good suggestions were discussed about increasing the fundraising dollars and many of the members indicated that they would like to help with the fundraising committee.
4. Grants. The group noticed that there were no grants funds projected for the current year. It was discussed that this is something that the PTA would like to focus on, but that at the moment, no grants were in the pipeline.
5. Other revenue. The group discussed the recycling money, managed by Ms. Nies, and line item for donations as a possible additional source of revenue, and the scholarship CD fund.
6. Provide draft budget expenditures for SY 2014-2015 (see attached draft budget)
7. Classroom and Teacher Support. The group discussed the discrepancies in the allotted amount for teacher support and the number of teachers that requested the PTA support funds last year. Conversations centered on increasing the amount or increasing the number of staff eligible for the disbursement. In addition, the group felt that each eligible staff should just get the disbursement, without having to request it. Another suggestion was to ask teachers to take a picture of what they used the funds on so that we could post it to the TOAST website/Facebook page. Specific support for the museum room was discussed. As of now, it is unclear what the needs may be for that space, but suggestions were made to encourage parents to use that space for supplemental instruction. At the first PTA meeting, funding “Go-bags” was discussed. The group used the preliminary estimates from one member to provide a line item to purchase walking-ropes for the youngest classrooms and vests for the teachers. Finally, staff appreciation was discussed and funds were set aside to support the Operation Appreciation committee to further support our school staff.
8. School event support. The group decided that offering the same amount of money for each school event would be the most equitable. Also, set aside money to support popcorn at each event. The group thought that popcorn should try and raise some money and suggested that there be a suggested donation of $0.25 for each popcorn.
9. After school activities support. The group decided that supporting more after school activities was important. To do this, they suggested forming an After-school committee that would review requests and disburse between 150 and 100 per after school program. This way the PTA could support up to 10 after school programs this year.
10. PTA sponsored events. Again, the group decided that an events committee would be allotted a certain amount of money to support planning and events through-out the year. This would include movie nights, family fun day, etc…
11. Other items. The group decided that supporting Founder’s Day was important, insurance was a necessity, as were the State PTA funds from membership. In addition, the group decided that the babysitting amounts were sufficient. Finally, the group thought that if we exceeded our fundraising goals this year, supporting one or more of the PTA officers for training next summer would make sense. Funds for PTA administration were also discussed.
12. Action Items
13. S. Costello will send the total numbers of teacher and teacher aides to better estimate the classroom support and the contact information for Ken Skinner regarding the Scholarship CD.
14. E. Leckman-Westin will explore the feasibility with just providing teachers with their allotments or what steps would be needed to account for these funds.
15. C. Coddington will send the revenue amounts from the fall fundraiser once the packets have been returned to better estimate the amounts raised.

Minutes submitted by: Emily Leckman-Westin

Minutes approved by: [Name]

# DRAFT Budget Justification

Teacher and Classroom Support. The PTA would like to increase its support of classrooms in the SY 2014-2015. The three major spending categories are teacher allotments, school safety, and staff appreciation. In total, the PTA would like to spend $4,650 (or 58.1% of the total projected budget). The PTA would like to offer each teacher/teacher aide $75 to support their classroom, with an estimated 48 eligible staff, a total of $3600 would be provided for direct classroom support. In addition, the PTA would like to continue to support staff appreciation by allotting $800 for the Operation Appreciation committee to promote staff appreciation. Finally, the PTA would like to support school safety and provide child walk ropes for the youngest classrooms (PreK and Kindergarten) and vests for all teachers, estimated to be $250**. UPDATED: There are 53 teachers. To keep us within the budget, the total allotment was decreased to $70 and the total expected expenditure would be $3,710. This increases the total for this category to $4760 or 50% of the entire budget.**

School Event Support. A total of $800 was allotted to support school events. The PTA would like to provide $150 for each scheduled school event and to increase the visibility of the PTA offer PTA popcorn at every event $50 for popcorn and supplies.

After School Activities. A total of $1000 was proposed to support after school activities. The PTA would like to support up to 10 different after school activities this year, with between $100 and $150 allotted for each program. The After School Activities committee would review proposals for after school activities and agree on the disbursements to the program. **UPDATED: The PTA received a $1500 donation for the Ballroom Dance after school program. This increased the expected spending on after school activities from $1000 to $2500.**

PTA Sponsored Events. The PTA proposes to spend $500 on PTA sponsored events. These funds would support the purchasing of food, entertainment, and other needs for these events, as determined by the Events Committee. **UPDATED: this amount was reduced to $175 to keep the overall budget within the total $9500 expenditures for the year, due to the increases in the number of eligible staff for the allotments.**

Other Items. The PTA expects to spend about $1,165 on other items. In particular, the PTA would like to support nominating up to 2 individuals for the annual Founder’s day dinner (including their entrance fee and a gift, expected to be $180 or less); continued support of the recycling program with up to $300; continue to provide babysitting for meetings ($270); and the necessary PTA dues and insurance paid to the state PTA (estimated to be $160 and $235, respectively). Finally,$10 was allotted to postage and miscellanies.