

Franklin-Randall PTO Board Meeting 5/14/13 Minutes – DRAFT

Board Members Present: Dawn Gebler, Elizabeth Kerwin, Dan Julie, Noelle LoConte, David McMurray, Beth O’Callaghan, Dana Prager, Jinger Schroeder, Jason Spiech, Soraya Williams-Neal, Donna Wong

Administrators: Britta Hanson, John Wallace

1. **Call to order:** 7:23p
2. **Minutes** – April 2013 minutes were unanimously approved as amended.
3. **Presentation of 2013–2014 Board and Introductions** – Introductions were done for all the returning and new board members and administrators.
4. **Financial Update** – Jason updated us on the current financials. July 1–June 30 is the fiscal year. (See spreadsheet.) We budgeted for a loss of \$7,840.00, planning to spend down current surplus. We are projecting a total income of \$64,422 and total expenses of \$59,317 for this fiscal year. Rather than spending down the surplus, it looks like we MAY increase our surplus by having a positive net income around \$5,000. Discussion was had that we wanted to spend down our budget rather than have more surplus and how to restructure that for the next year.
5. **Playground Update** – In November, we discussed donating \$20,000 for the Franklin Playground, but it was never voted on or approved. Britta provided an update of the deficiencies of the playground. A sample of the playground structures proposed was shown (produced by Landscape Structures). Discussion was had that the current equipment is out of code and inappropriate for the 4K children in particular. Structures and layout are not good for movement of children and parents/guardians during pick-up/drop off. Large donations have been from UW Health and Rayovac as well as the Walk to Remember JB Conn. In May the PTO would need to finalize donation, and Franklin school will organize the community build project. Donations of logs, stumps, and boulders for fenced in areas. Any donation over \$10,000 needs to be approved by the Board of Education. Britta is looking into hanging gardens and other beautification as well. Equipment can be ordered once approved by BOE. We are currently \$9,730.00 short of total funds. Discussion about how playgrounds are funding – MMSD does not fund playgrounds, it is PTO funded. Motion for the PTO to donate \$20,000 to the Franklin Playground Project, with the understanding that any additional donations can be voted on at a later date and additional large donations will be pursued. The motion passed unanimously.
6. **Fundraising Discussion** – The PTO is actively considering and discussing the PTO Fundraising Plan developed by Beth Bovis, the PTO Fundraising Chair. Former PTO President Suzanne Swift had been doing preliminary work on sponsorships for various events and food vendors for PTO events. One relationship she was developing was with Roman Candle Pizza. A working group of interested parents and PTO board members will be developed for

further discussions about sponsors for PTO events and activities in the coming year.

7. "60 Second" Updates -

- a. Budget Meeting - We need to set the budget for the 2013-14 school year, including at the minimum of principals, officers. Expected to be held in early June.
- b. Open Position Updates - We have co-chairs for carnival, dance and fall campaign. Key openings include: teacher appreciation efforts (Dawn suggested her availability for this position), listserv moderator, raffle chair and legal review (Dan O'Callaghan may be available on an interim basis).
- c. Teacher Involvement - Discussion with the chairs about how to increase teacher involvement. Discussion about PTO members attending teacher all staff meeting. Beth Loheide agreed to be the teacher liaison to the PTO from Franklin. Teacher liaison from Randall still needed. There was a discussion about having a different teacher representative attend each month's meeting.
- d. PEG issue/update - There is emerging concern from the Latino PEG group about the loss of the bilingual resource teacher (who also coordinates the Latino PEG group) for Randall. Families are aware of a possible staffing change due to shifting enrollment patterns in the attendance area. John and Britta are actively working with district personnel in this matter.
- e. Babysitter - Noelle raised the possibility of expanding the number of babysitters in the Fall for next year's PTO meetings to two. This will need further discussion at the upcoming budgeting meeting to possibly make this a budget line item.

Meeting Adjourned 8:45pm

Respectfully Submitted,
Noelle LoConte, PTO Secretary

INCOME	Budget	Actual	Difference	Notes	Projected	Projected vs. Budget
Box Tops/Caps for Cash	\$1,200.00	\$489.00	\$(711.00)	Box Tops/Milk Caps – Kristen Jackson – Milk Cap Income down	\$489.00	\$711.00
Carnival	\$4,200.00	\$4,326.04	\$126.04	Carnival held in March, income from game and food tickets. Carnival raffle income accounted for separately.	\$4,326.04	\$(126.04)
Carnival Event Sponsorships	\$–	\$667.98	\$667.98		\$667.98	\$(667.98)
Dance	\$800.00	\$874.43	\$74.43	Typically fall or winter. Income from sale of food tickets.	\$874.43	\$(74.43)
Fall Fundraiser	\$15,500.00	\$17,847.59	\$2,347.59	Targeted to start late October and end before Thanksgiving	\$17,847.59	\$(2,347.59)
Store (hats–bags–other)	\$500.00	\$1,329.63	\$829.63	Most of income comes from hats sold at Carnival and Dance	\$1,329.63	\$(829.63)
Interest Income	\$100.00	\$53.75	\$(46.25)	Money moved between checking and money market account to maximize interest income.	\$53.75	\$46.25
Parking	\$35,000.00	\$36,382.00	\$1,382.00	Parking at Randall for Badger football games. Reflects price increase to \$25 and space reduction – about \$8400 comes from UW Permits, rest from daily parking collection	\$36,382.00	\$(1,382.00)
Carnival Raffle	\$3,000.00	\$2,452.08	\$(547.92)	Trek bike, Kindles, School prizes (pick Mr. Wallace's tie...)	\$2,452.08	\$547.92
Total Income	\$60,300.00	\$64,422.50	\$4,122.50		\$64,422.50	\$4,122.50
EXPENSES						
Fundraising Expenses						
Carnival Expenses	\$1,700.00	\$1,250.19	\$449.81	Food, drinks, craft supplies, bouncy stuff, Popcorn	\$1,300.00	\$400.00
Dance Expenses	\$900.00	\$831.16	\$68.84	DJ, drinks, glow sticks, ice cream, etc., Popcorn	\$831.16	\$68.84
Fall Fundraising Expenses	\$250.00	\$92.24	\$157.76	Copying for Friday folders, thank you note postage, response envelopes	\$92.24	\$157.76
Parking Expenses	\$1,700.00	\$2,000.00	\$(300.00)	City of Madison Parks Division Parking license (\$900) and toilets (\$1100 – 2 pots for last 4 games –	\$2,000.00	\$(300.00)
Store Expenses (hats–bags–other)	\$300.00	\$139.25	\$160.75	Materials for hats	\$139.25	\$160.75
Raffle Expenses	\$400.00	\$828.77	\$(428.77)	Prizes (Trek bike–donated, Kindles, School prizes (lunches, popsicle party...), ticket printing	\$828.77	\$(428.77)
Subtotal Fundraising Expenses	\$5,250.00	\$5,141.61	\$108.39		\$5,191.42	\$58.58
All Other Expenses						
Board Discretionary	\$1,000.00	\$390.82	\$609.18	Off-cycle grants – \$200 JB Walk, \$46 mulch	\$600.00	\$400.00
Board Miscellaneous	\$750.00	\$470.38	\$279.62	Online QuickBooks, website, marketing printing, postage, start of school	\$600.00	\$150.00
Building & Grounds–Randall	\$300.00	\$80.01	\$219.99	Building and Grounds	\$80.01	\$219.99
Building & Grounds–Franklin	\$300.00	\$300.00	\$–	Building and Grounds	\$300.00	\$–
Character Development Programming	\$2,500.00	\$2,500.00	\$–	Kindness Retreat – Randall 3rd and 4th graders	\$2,500.00	\$–
Classroom Expenses/Technology/Furnishings–Franklin	\$3,300.00	\$608.29	\$2,691.71	Technology and Furnishings	\$3,300.00	\$–
Classroom Expenses/Technology/Furnishings–Randall	\$3,300.00	\$1,159.68	\$2,140.32	Technology and Furnishings	\$3,300.00	\$–
Cultural Arts–Franklin	\$2,300.00	\$1,255.00	\$1,045.00	School performances and trainings	\$1,255.00	\$1,045.00

Cultural Arts–Randall	\$2,300.00	\$730.00	\$1,570.00	School performances and trainings	\$730.00	\$1,570.00
Foundation–Annual Contribution	\$1,000.00	\$1,000.00	\$–	Separate FRI fund @ Madison Community Foundation – income given to schools annually.	\$1,000.00	\$–
Foreign Language Scholarships	\$2,500.00	\$2,306.00	\$194.00	\$2000 scholarships and \$500 teacher stipends	\$2,306.00	\$194.00
Franklin Forest	\$400.00	\$–	\$400.00	Money to upkeep Franklin Forest	\$–	\$400.00
Franklin Zoo	\$200.00	\$43.41	\$156.59	Food/supplies for animals at Franklin	\$43.41	\$156.59
International Dinner	\$500.00	\$496.99	\$3.01	Typically held in March, budget includes \$200 for international performances	\$496.99	\$3.01
Kindergarten Welcome	\$300.00	\$–	\$300.00	Marketing mailings, popsicles, coffee, taxi vouchers	\$300.00	\$–
Marvelous Math Morning	\$400.00	\$265.00	\$135.00	Typically held in November, Math education/performances	\$265.00	\$135.00
Mentor Program – Franklin	\$350.00	\$–	\$350.00	New programs being developed	\$350.00	\$–
Mentor Program – Randall	\$350.00	\$–	\$350.00	New programs being developed – Americore?	\$350.00	\$–
Movie Nights	\$300.00	\$222.31	\$77.69	Two movie nights, popcorn	\$222.31	\$77.69
Music–Franklin	\$1,000.00	\$758.53	\$241.47	Will be used for music classroom supplies and subs for concert days	\$758.53	\$241.47
Music–Randall	\$1,000.00	\$75.00	\$925.00	Will be used for music classroom supplies and expenses.	\$75.00	\$925.00
Newsletter Printing–Randall	\$1,000.00	\$496.00	\$504.00	Xeroxing of weekly school newsletter – hopefully this will reduce with online edition	\$750.00	\$250.00
Newsletter Printing–Franklin	\$1,000.00	\$–	\$1,000.00	Xeroxing of weekly school newsletter – hopefully this will reduce with online edition – Dee thinks \$500 this year and \$500/yr moving forward	\$500.00	\$500.00
PEG/Language Translation	\$6,000.00	\$1,672.70	\$4,327.30	African American, Latino, and Hmong groups	\$5,000.00	\$1,000.00
Popcorn	\$–	\$528.00	\$(528.00)	No budget – popcorn Fridays, movie night/dance...	\$528.00	\$(528.00)
Principals Discretionary – Franklin	\$2,900.00	\$870.96	\$2,029.04	Includes supplemental discretionary spending of principal, 2nd grade party (\$150), Field Trips (\$750), Scholarships (\$250)	\$2,900.00	\$–
Principals Discretionary–Randall	\$3,300.00	\$2,757.45	\$542.55	Includes supplemental discretionary spending of principal, 5th grade party (\$150), 5th Grade Tile Project (\$200), Field Trips (\$750), 2nd grade Randall Visit (\$200), Scholarships (\$250), Popcorn (\$600)	\$3,300.00	\$–
Randall Outdoor Classrooms	\$700.00	\$389.87	\$310.13	Outdoor garden, native plants, bird feeders on east side of Randall	\$389.87	\$310.13
Randall Safety Patrol	\$600.00	\$220.00	\$380.00	Awards for safety, party for safety patrol volunteers	\$500.00	\$100.00
Science Super Saturday	\$400.00	\$170.00	\$230.00	Typically held in March, drinks, snacks, performances	\$170.00	\$230.00
Staff Appreciation	\$3,700.00	\$1,795.87	\$1,904.13	Typically \$50 supply stipend, tokens and lunches – In 2012–13 Franklin will forgo stipend.	\$2,139.87	\$1,560.13
Student Directory	\$1,700.00	\$1,317.50	\$382.50	Printing of directory	\$1,317.50	\$382.50
T-Shirts	\$2,000.00	\$2,609.05	\$(609.05)	t-shirts for incoming Franklin and Randall Students. Give 1X/3years	\$2,609.05	\$(609.05)
Subtotal Other Expenses	\$47,650.00	\$25,488.82	\$22,161.18		\$38,936.54	\$8,713.46
Fall 2012 Grants						
Responsive Classrooms Resources	\$1,124.00	\$685.82	\$438.18		\$1,124.00	\$–
Presentation Station	\$1,643.00	\$1,600.99	\$42.01		\$1,600.99	\$42.01
Rm 210 Classroom Library	\$283.00	\$116.55	\$166.45		\$283.00	\$–
Individual Disc Player–student	\$300.00	\$292.60	\$7.40		\$292.60	\$7.40
Scientific Aqua Squad: Bugs & Plants	\$200.00	\$200.00	\$–		\$200.00	\$–
Franklin Tree Bench	\$100.00	\$–	\$100.00		\$100.00	\$–

Ipads for Entire Class	\$2,000.00	\$-	\$2,000.00		\$2,000.00	\$-
Focus on Non-Fiction	\$1,000.00	\$46.75	\$953.25		\$1,000.00	\$-
Headphone Replacements	\$850.00	\$849.20	\$0.80	88 Headphones purchased	\$849.20	\$0.80
Digital Piano Keyboard	\$100.00	\$99.99	\$0.01	\$100 funded - rest to come from Music Budget	\$99.99	\$0.01
Total Fall 2012 Grants	\$7,600.00	\$3,891.90	\$3,708.10		\$7,549.78	\$50.22
Spring 2013 Grants						
Presentation Station - Randall	\$1,890.00	\$1,373.00	\$517.00		\$1,890.00	\$-
Tablet Technology - Franklin	\$2,500.00	\$-	\$2,500.00		\$2,500.00	\$-
TAG Arts Program	\$350.00	\$-	\$350.00		\$350.00	\$-
Special Education PEG	\$250.00	\$-	\$250.00		\$250.00	\$-
Digital Learning Prof. Dev.	\$2,000.00	\$-	\$2,000.00		\$2,000.00	\$-
Franklin Grounds Improvement	\$650.00	\$-	\$650.00		\$650.00	\$-
Total Spring 2013 Grants	\$7,640.00	\$1,373.00	\$6,267.00		\$7,640.00	\$-
Budget Income (Loss)	\$(7,840.00)	\$28,527.17	\$(36,367.17)		\$5,104.76	\$12,944.76
NOTE: Prior Year Savings	\$34,891.00					
Franklin Playground Balance	\$1,217.00	\$1217 from Joy of JB walk (includes \$200 PTO donation)			Updated 5/14/13	

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