

Franklin-Randall PTO Board Meeting Agenda

January 12, 2016 – 7:30 – 8:30

Randall Elementary School Library Media Center

1. Call to order
2. Approve December meeting minutes (Melissa) - 2 min.
3. Treasurer Update (Chris) – 3 min.
4. Fundraising Update (Kristina) – 5 min
5. Discussion and motion to approve grant funding as recommended by the Grants committee, including increase of grant line item by \$644. (Colleen; Derek Gebler) – 10 min [*See attachment*]
6. PTO Financial guidelines for discussion (Colleen) – 10 min.
 - a. PTO Cash Flow and Capital Fund Guidelines [*See attachment*]
 - b. Off-Budget Funding Request Guidelines [*See attachment*]
7. Discussion (not yet vote) of considering spending approximately \$4,500 from existing Capital Fund (the total balance of fund). Items under consideration: balance of funding for Randall drinking fountain upgrades and first phase of Franklin Presentation Stations (Colleen) – 5 min
8. Proposal to authorize Colleen Johnson, President to prepare and sign a letter granting \$15,500 total from operating budget directly to Franklin and Randall, in accordance with uses identified in the budget – 5 min
9. PEG and Committee Reports
 - a. Parent Empowerment Group updates (Tonya, Ellen, Reesie) – 8 min.
 - b. Equity and Inclusion Committee (Colleen) – 2 min.
 - c. Health and Wellness Committee and Franklin Play Yard (Colleen) – 2 min.
10. Volunteer coordination (Amy) and upcoming events update (Colleen) – 5 min
11. Seeking volunteers for nominating committee for next year’s board (Colleen) – 2 min.
12. Adjourn

**Franklin Randall PTO Grant Committee Funding Recommendations to PTO Board
1.7.2016**

Project Title	Applicant Name	Rank from Grant Scores	Requested Funding	Recommended Funding	Comments
Self-Regulation movement stations	Liz Preston	1	644	\$644.00	Very detailed proposal prepared by multiple people, supports active Health and Wellness committee priorities (driven by school priorities)
Insect Research Books	Andrea Graham	2	\$876.68	\$700.00	Benefits entire second grade, science focused, recommend partial funding
Composting	Kali Geoghegan	3	\$515.32	\$500.00	Grant committee really wants to fund this. Stipulation to work with the school staff. Needs to work with lunch program, custodial staff. If you're not able to implement this year, we can roll over to next year.
Roald Dahl Moodle Books	Kristen Beshay	4	\$837.40	\$700.00	impacts whole grade level, demonstrated need well, innovative teaching method
Storage for sand toys	Sheryl Rowe	5	\$137.99 - \$149.58	\$140.00	whole school benefit, clear need, reasonable amount
Franklin-Randall Advanced Learning Support	Kimi Ishikawa	6	\$1,000-\$2,600	\$600.00	recommend black and white printing for anthology, well documented. \$500 already budgeted for Advanced Learning writing in PTO budget.
Sensory Materials for All	Rebecca Danz	6	\$961.20	\$600.00	demonstrated need, proposed by many staff, impacts many students, supports health and wellness committee efforts, are there less expensive brand by chance?
Drinking Fountain Upgrade	Paul Neustadter	8	\$2000	\$1,000.00	Good idea. Fund partially from here and seek balance from PTO capital fund or from Randall. Recommend discussing need at Franklin in the future as well.
4K Building Toys and Manipulatives	Sarah Daines	9	\$315.22	\$300.00	Supports 4k program which is still fairly new and needs more hands on tools, needs itemized list from Sarah
Tumbling mats for gymnastics units	Chris Rumbelow	10	\$1,221.92	\$610.00	good justification, safety, \$200 line item for franklin PE, Will fund 2 mats and Suggest other \$600 for future consideration from PTO capital fund
Games!	Tamela Fralin	11	\$150	\$150.00	low cost, good plan, could some families donate these games to reduce cost?
Enrichment of Kindergarten Students' Social-Emotional Learning Through Literature	Beth Loheide	12	\$3068.25 or \$6,136.50	\$500.00	well written, well thought out, to be equitable with other book requests, we're recommending partial funding

Project Title	Applicant Name	Rank from Grant Scores	Requested Funding	Recommended Funding	Comments
Equitable Snack Program	Yvonne Wullschleger	13	\$800	\$400.00	generally a good idea, an important item to support, supports PTO focus on equity, since it's a pilot program and school year is half-over, partially fund for each school
Peace Project	Elizabeth Kiser	13	\$2,050	\$0.00	Grant committee likes the idea but is concerned about long-term impact for a one-time, expensive program. The committee encourages applicant to re-submit next cycle after strengthening areas in making this a repeatable event through staff training. Needs further on evaluation of effectiveness.
Sharon Kilfoy mural	Kati Walsh	15	\$1000	\$1,000.00	Good project to involve entire school and will have a lasting impact.
Classroom Library and reading space	Jonathan Jung	16	\$900	\$300.00	Committee supports the proposal, clearly outlined need for new classroom and new teacher, could use \$10 per student funding to make up some of the difference.
Dr. Erin Winkler	Aimee Hasenfus	17	\$200 (revised from original 400)	\$200.00	Important topic that supports work of the active Equity and Inclusion committee.
Dramatic Play Enrichment	Virginia Vormann	18	\$2,075	\$300.00	Recommends partial funding because limited scope to one classroom. Grantee requested potential to reallocate any funding to Breathe For Change training. Committee defers to Board to review this amendment request, but does support it.
Color Printer	Diane Kopan	19	\$2000	\$0.00	Proposal does not articulate the need as strongly as other proposals, especially for this high dollar amount. Recommend funding from Franklin technology / furnishings line item in PTO Budget
PEG Group Salad	Ellen Boyle		Included already in PEG budget		
Safe Supplies for Kids	Kati Walsh		Funded by Randall		
MMoCA	Julian Miranda		Funded by Target		

Total recommended funding from Grant Line Item: (\$8,000 budgeted - recommend adding \$644): **\$8,644.00**

Total additional recommended funding from either PTO Capital Fund or from Randall school for Randall Drinking Fountains: **\$1,000.00**

Draft Franklin-Randall PTO Cash Flow and Capital Fund Guidelines

January 8, 2015

Prepared by Colleen Johnson, President with input from Executive Committee: Lindsay Feitlinger, Chris Rich, Melissa Hornung

Background

The Franklin-Randall PTO currently has funding in reserves that has carried over from prior years. Both Board members and people from our broader PTO membership have raised important questions about the best use of these funds. This set of recommended guidelines is intended to help both the current and future Boards with thoughtful financial decision-making.

Recommended Guidelines for PTO Cash Flow

When budgeting for a new fiscal year, adequate funding should be retained in PTO checking account to ensure adequate cash flow, especially before fundraising begins in the school year. Considerations for the end-of-fiscal year balance include:

1. Retain funds needed to cover expenses early in the following fiscal year, prior to when fundraising begins
2. In addition, retain approximately 10% of annual operating budget to cover unforeseen expenses or smaller-than-anticipated revenues in the following fiscal year.
3. Monies in excess of the amount needed to cover #1-2 above should be transferred to the Capital Fund.

Recommended Guidelines for the PTO Capital Fund

Remaining funds not needed to cover cash flow will be transferred to a separate account named the Capital Fund. An annual Capital Fund budget should be passed at the same September budget meeting as the Operating Fund. As with the Operating Fund, this budget process should be undertaken with opportunities for input from the general membership.

The following types of projects are appropriate uses for this fund:

1. Capital projects – this is the priority use of this fund, aimed at saving for larger capital projects
2. Investment in the schools' endowment held at the Foundation for Madison Public Schools
3. Budget requests not initially included in the approved operating and capital budgets (*see Guidelines for Off-Budget Funding Requests*)
4. Matching funds for external grants written for PTO and/or school projects

Note: please see "*Guidelines for Off-Budget Funding Requests*" for review procedures for expenditures of \$1,000 or greater from the Capital Fund that are not already included in the Capital Fund budget.

Draft Off-Budget Funding Request Guidelines

January 8, 2015

Prepared by Colleen Johnson, President

Background

In addition to the budgeted expenditures in Operating and Capital Funds (approved at the September board meeting) as well as the annual fall grant program, the board is frequently asked for financial support for various initiatives throughout the year. These guidelines were created to provide an evaluation and approval process that is fair, accessible and equitable to all members of the Franklin-Randall community.

Recommended Guidelines

- 1) Requests for funding must be made in writing (email or written request) to a current member of the FRPTO Board. Contact information is available on the FRPTO website. The written request must include the following information:
 - a. Amount
 - b. Purpose
 - c. Timeline/Deadline
 - d. Other Potential Sources of Funding
- 2) It should be noted that these type of requests will trigger a more time-intensive, rigorous evaluation process and more scrutiny will be applied to individual requests.
- 3) The Board member who received the request will follow-up with PTO Board leadership to determine a plan for review of the request. One possibility is that the request can, in fact, be covered from existing budgeted and approved line items from the PTO Annual Budget.
- 4) If it is determined that no existing source of funding is available, the PTO Board leadership will likely place the request on the agenda for general board discussion at the next regularly scheduled board meeting. If the deadline for a particular request is before the next meeting date then, per PTO Board Bylaws, email may be used to communicate with the board about this request.
- 5) If the request is under \$1,000, the PTO Board may determine a course of action from the following options:
 - a. Fund the request from the reserve savings account,
 - b. Fund the request from either line item: Board Misc. or Board Discretionary,
 - c. Not fund the request,
 - d. Suggest that the request be tabled until the annual budget meeting for consideration for inclusion in the next PTO budget cycle.

- e. Suggest that the request be tabled until the next annual PTO grants cycle.
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- 6) Per current FRPTO Bylaws the PTO Board may approve 'unbudgeted expenditures' under \$1,000. Budget requests of \$1,000 or more (including details described in #1 above) must be made to the PTO membership via notice in the PTO listserv and e-mail newsletter at least 14 calendar days prior to the Board meeting at which a vote is scheduled on the funding request. This notice shall include contact information for sending comments as well as the date of the PTO Board meeting where the item will be discussed and member comments can be made.
 - 7) The board member that received the initial request will be responsible for all follow-up communication with the individual making the request.
 - 8) If the budget request is for a new operating expense that could be ongoing, the Board shall discuss potential plans for sustainably funding the new expense (i.e. increasing annual fundraising or reducing another budget line item in the future to accommodate the new expense).
 - 9) Please refer also to the *PTO Capital Fund Guidelines* in consideration of this funding source for off-budget requests.