

Franklin–Randall PTO Board Meeting Agenda

January 12, 2016 – 7:30 – 8:30

Randall Elementary School Library Media Center

Board members present: Amy Coad, Sara Campbell, Colleen Johnson, Tonya Rasmussen, Paul O’Flanagan, Chris Rich, Kim Anacker, Kristina Espinoza, Melissa Hornung

Administrators present: Sylla Zarov

Others present: Derek Gebler

1. Called to order 7:35pm
2. December meeting minutes approved unanimously. **Motion made by Paul, seconded by Sara**
3. Treasurer Update (Chris) – The Fall Fundraiser brought in approximately \$17,728. Expenses have been \$18,000 since the beginning of the year and there is \$85,000 currently in the bank account (including the funds the PTO holds for other groups). Chris is looking into getting quotes from outside bookkeepers to help streamline the Treasurer position. This would provide more consistency from year to year, provide a quicker reimbursement time and reduce the workload for this volunteer position.
4. Fundraising Update (Kristina) – The Fall Fundraiser was a success and Kristina is currently working on thank you notes to donors. She will follow up with Chris to determine which Directory sponsors still need to pay for the advertising. Actions that were discussed regarding the Spring Rummage Sale were finalizing a date, contacting the organizers at Thoreau or Midvale for more information and starting to “advertise” through neighborhood and PTO channels. Also, we need to decide whether we would combine the sale with another event such as the International Dinner or offer food carts. Kristina will also connect with Kyle Wallace to look into other opportunities for parking fundraising (graduations, sporting events).
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) – *[See attachment from Colleen emailed 1/08/16]* - There were many great submissions during this grant cycle, including grants written by teachers, staff, parents and students. An excellent student-written grant that had not initially come through with the other grants and was missed during the committee review is also recommended to be funded. Recommendations for future grant cycles include possibly dedicating a fixed percentage of the available funds specifically to book orders. Also the Grants committee has brainstormed other possible ways to support teachers, including developing “Teacher

Wish Lists” that could be posted on the F-R PTO website. **A motion to approve the grants as recommended by the Grant committee was made by Paul, seconded by Chris, and approved unanimously.** Teachers who were awarded grants will receive checks up front for the amount with the stipulation that they submit receipts to their respective school secretary. Any unspent amount will be returned to the “Principal Discretionary fund” at each school. All other grantees will go through the regular reimbursement process overseen by the PTO Treasurer. **A motion to approve \$1,000 from the Capital Fund to cover the expenses for the Randall drinking fountain that were not covered by the Fall grants was made by Paul, seconded by Kristina, and approved unanimously.**

6. PTO Financial guidelines for discussion (Colleen) –
 - a. PTO Cash Flow and Capital Fund Guidelines [*See January Board Agenda packet*] - The guidelines suggest that 10% of the operating budget would be kept for cash flow. The Capital Fund budget would also be voted on at the beginning of each school year at the same time as the Operating Fund. **The Board will plan to vote on these guidelines in our next meeting.**
 - b. Off-Budget Funding Request Guidelines [*See January Board Agenda packet*]- These guidelines were developed by last year’s Board Presidents but never voted on or put into action. The goal is to provide a greater level of transparency for off-budget funding requests. **The Board will plan to vote on these guidelines in our next meeting.**
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) – We have recommended to fund the Randall drinking fountain at (\$1,000) from the existing Capital Fund, which leaves \$3,500 up for further consideration. Other possibilities include funding items not fully funded through the grant cycle or funding school technology needs. The Board is leaning toward providing funding for a number of presentation stations at Franklin but will await more information from Sylla on her thoughts and needs. Any spending will have to adhere to the new Capital Fund guidelines.
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 – Colleen is still working on the breakdown of this amount between the schools and will reconcile what has already been spent and reimbursed this year. **A motion for this authorization was made by Paul, seconded by Chris and approved unanimously by the Board.**

9. PEG and Committee Reports

- a. Parent Empowerment Group updates (Tonya) – At their last meeting the Hmong PEG discussed the disconnect for middle school families because there isn't a Bilingual Resource Specialist at Hamilton. Should we try to advocate at the district level for this need. Also AVID and the PEOPLE programs were discussed. Parents who were given MMSD involvement awards were recognized. The date/time for the cooking exchange is still being discussed. The Latino PEG discussed how the need for translation shortens actual conference time and is hoping adjustments can be made.
 - b. Equity and Inclusion Committee (Colleen) – We ran out of time to discuss this, but an update was provided during the membership meeting. See those minutes for details.
 - c. Health and Wellness Committee and Franklin Play Yard (Colleen) – We ran out of time to discuss this, but an update was provided during the membership meeting. See those minutes for details.
10. Volunteer coordination (Amy) and upcoming events update (Colleen) – The Glo-Ball is scheduled for January 23, 2016 from 6:00-8:00 at Franklin. The organizers are still seeking more volunteers to help this even run smoothly. They are especially in need of hall supervisors to ensure that this is a safe event.
11. Seeking volunteers for nominating committee for next year's board (Colleen) – Please email Colleen if you are interested and able to help on the nominating committee for 2016-17 PTO Board.
12. Adjourned at 8:38pm

Submitted by Melissa Hornung