

Franklin-Randall PTO Board Meeting Minutes

February 9, 2016 – 7:30 – 8:30

Randall Elementary School Library Media Center

Board members present: Colleen Johnson, Melissa Hornung, Paul O’Flanagan, Chris Rich, Kim Anacker, Kristina Espinoza, Sara Campbell, Lindsay Feitlinger

Administrators present: John Wallace, Sylla Zarov

1. Called to order at 7:35pm

2. January meeting minutes approved unanimously. **Motion made by Lindsay, seconded by Kristina**

3. Treasurer Update (Chris) – Finances are on track. The Fall Fundraiser brought in \$17,988 and parking raised almost \$36,000. The Board is still interested in finding an affordable, outside bookkeeper to help streamline the Treasurer position.

4. Fundraising Update, including Rummage Sale plans (Kristina, Sara, Lindsay) – Thank you notes for the Fall Fundraiser have been sent out. Hats will be sold at the Carnival. The Glo-Ball came in just shy of its fundraising goal. Plans for the Spring Rummage Sale are coming along. The Randall gym has been reserved Friday evening for set-up and Saturday for the sale. Sale hours are to be determined. Plans for dovetailing it with a food fundraiser are ongoing. We could invite existing F-R groups to set up their own tables (baked goods, coffee/donuts) for individual fundraisers or invite food carts to the parking lot area (we would receive approximately %15 profits). If we decide to have food carts we need to be sure we hold the proper permits and liability/insurance coverage. We would like to advertise to the greater Madison community, especially if we host the food carts.

5. Financial policy and budget items

a. Resolution to adopt [PTO Cash Flow and Capital Fund Guidelines](#)

Motion: Moved by Melissa to approve the PTO Cash Flow and Capital Fund Guidelines, seconded by Lindsay. Passed unanimously.

b. Resolution to adopt [Off-budget Funding Request Guidelines](#)

Motion: Moved by Lindsay to approve the Off-budget Funding Request Guidelines, seconded by Chris. Passed unanimously.

c. Resolution to adopt [2015-2016 Capital Fund Budget](#)

Motion: Moved by Lindsay to approve 2015-2016 Capital Fund Budget, seconded by Kristins. Passed unanimously.

6. Budget line item for substitute teachers – clarifying use (expanding on the following motion approved at 4/14/15 meeting):

This fund will be used to pay the salary-related costs to hiring substitute teachers which cover the time away from the classroom for regular teachers. All approvals are contingent upon the teacher demonstrating that a particular professional development opportunity is tied directly to the School Improvement Plan. The PTO Board understands that these opportunities will be on a spectrum including, but not limited to a teacher visiting another classroom teacher at another local school, attending a conference in a subject area, to internal meetings at the schools around a particular topic.

John and Sylla will get input from their leadership teams and develop guidelines to help clarify the question of who can use the funds and for what purposes. It was decided that for this year the funds would be split equally between the schools (\$3500 each) and be used in a way that meets the needs at each school (either for assessment time or professional development).

7. Parent Empowerment Group Reports (Tonya, Ellen, Reesie) – All PEG representatives were absent so we will postpone the reports until the March meeting.

8. Other updates –

a. Nominating committee (Colleen, Amy, Melissa)- Please let the committee know if you are interested in serving on the Board for the 2016-2017 school year. Also, if you know of other F-R community members who might be interested.

b. Please contact Colleen with any priority agenda items for remainder of this year - One idea is to further explore the PTO vs. PTA models and the opportunity for advocacy. We would like to revisit technology needs and see if Franklin's adopt-a-school partner (M3 Insurance) is able to fund any of their needs.

c. Volunteer recruitment / Coordination (Amy)- We postponed this discussion until the March meeting.

d. Carnival (Colleen)- The Carnival still needs volunteers to help it run smoothly. Also, Colleen will follow up to see if tax deduction were given to people who made donations for the raffle.

e. Equity and Inclusion, Health & Wellness, and Franklin Play yard Committee updates made at PTO Membership meeting (Colleen)- Names of parents interested in being classroom community builders are coming in. Training will be provided this spring. We ran out of time to discuss the rest in detail, but an update was provided during the membership meeting. See those minutes for details.

9. Adjourned at 8:31pm

Submitted by Melissa Hornung

