



Executive Board Meeting

EXECUTIVE BOARD ZOOM MEETING

THURSDAY, MAY 14, 2020 @ 7:00 PM

MINUTES

Call to Order: 7:03 pm

Attendance: President – Catherine Laurenzi
VP Communications – Suzanne Phillips
VP Fundraising – Kristen Ammons
VP Programs – Stacey Howell
VP Special Events – Meg Chriscoe
VP Building & Grounds – Scott O’Connell
Treasurer – Christy Hair
Treasurer – Meghan Hitt
Secretary – Amy Paridy
At Large – April Dodge
At Large – Katie Killius

GENERAL BUSINESS:

• Teacher Appreciation Week Gifts

- Meg priced out Lunchboxes and T-Shirts, but we haven’t ordered.
- We could purchase now but we would wait to give to teachers in the Fall
- We have \$2,826.25 remaining in current Hospitality/Teacher Appreciation budget
- Hold until after Budget discussion
 - Suggest we see what money we get in Monetary Gifts (see below)
 - Suggest lunch boxes over tee shirts

• Teacher End-of-Year Monetary Gifts – will we collect money like past years?

- If so, we would need to do it online exclusively (P4S, PayPal, etc.)
 - We will lose a percentage on all online donations
- Consider adding a McAlpine PTO Venmo account?
 - Fees are expensive – will use P4S.

- Agree to ask, but recommend language be sensitive to situation. Meg and Catherine to draft a letter for review.

• End of year gift for Modine & Bentley

- We missed Principal and Assistant Principal Appreciation Day. Will consider a gift card or other monetary end-of-the-year gift, pending budget discussion.

• Officers for 2020-2021



Executive Board Meeting

- Catherine Laurenzi – will remain President
- Suzanne Phillips, VP Communications – last year at McAlpine. Would like someone to shadow her and move into the position
- Kristen Ammons, VP Fundraising – will move to At Large
- VP Volunteers – OPEN
 - Can easily merge with Communications
- Stacey Howell, VP Programs – will remain VP Programs
- Meg Chriscoe, VP Special Events – will remain VP Special Events
- Scott O’Connell, VP Buildings & Grounds – would like someone to shadow him and ultimately take over the position
- Christy Hair, Treasurer, Yearbook Chair – needs a yearbook shadow
- Meghan Hitt, Treasurer – leaving Board
- Amy Paridy, Secretary, Book Fair Chair – will remain Secretary and Book Fair Chair. Would like a Book Fair Co-Chair.
- April Dodge, At Large – will move to VP Fundraising
- Katie Killius, At Large – move to shadow VP Communications
- Laura Brizes, Room Parent Chair – rising 5th grader, looking for a Room Parent Shadow
- Others who have shown interest in joining the Board
 - Grace Keller – wants to be involved with a position that does not require much time at school. Open to a Board or Committee position.
 - Kate Sufczynski – interested
- Which offices have more than 1 interested candidate?
 - None
- PTO will need to host an election. Suzanne will prepare a slate and ask for floor nominations. Officers will be approved by a vote of aye’s or not approved by a vote of nay’s.
- **General PTO Meeting & Voting**
 - Perhaps do a General PTO Zoom Meeting (near end of May) to:
 - Review budget proposal
 - Review officer candidates
 - Agree to schedule a Zoom meeting for budget approval and officer elections.
- Other Business
 - BoosterThon – rescheduled for 3/26/2021. Current year deposit of \$2000 will be applied to 2021 BoosterThon.

2019-2020 BUDGET-TO-ACTUAL HIGHLIGHTS/NOTES:

- Discussion to reduce overall budget income and expenditures in light of the current economic situation.
- See attached for proposed budget



Executive Board Meeting

Income

Eagles Night Out – keep the same (\$2,825).

- Encourage families to patronize ENO restaurants for take out on their own.

Easy Money

- Box Tops for Education is moving to an app and is not as effective. Reduce from \$700 to \$100.
- Keep Harris Teeter the same (\$1,000).
- Keep Amazon Smile the same (150).

Everyone Counts Campaign

- Reduce to from \$23,000 to \$20,000.

Sponsorship Donations

- Reduce from \$9,000 to \$5,000.

Fall Family Fun Night

- Not truly a fundraiser – goal will be to net zero.
- Reduce from \$2,000 to \$0.
 - Consider hosting an online silent auction in the Fall.

McAlpine Mile

- Reduce from \$18,000 to \$10,000.

McAlpine Sports Night

- Reduce Checkers Night from \$500 to \$0.
- Reduce Knights Baseball from \$500 to \$0.

Other Income – Agendas

- Reduce from \$300 to \$150.

Other Income – Total

- New Line Item:
 - Influx from Cash Reserves of \$11,304.20 to balance budget.
- Leave the other categories the same (\$1,000).

Other Income – Spirit Wear

- Catherine circling back with Sarah Brewer on new vendor, Meg also has a contact.
- Reduce from \$300 to \$150.

Other Income – Yearbook

- Leave the same (\$500).

Scholastic Book Fair – Fall

- Reduce from \$2,000 to \$1,000.

Scholastic Book Fair – Spring

- Leave the same (\$2,000).

Someone Special Dance

- Leave the same (\$1,500).

Total Income: \$56,679.20 (decrease of ~\$8,595.80 from 19-20 budget)



Executive Board Meeting

Expenses

Administrative

- Admin, Office Supplies & Toner – Reduce to \$2,500 (from \$3,500).
- Audit & Tax Returns – leave as is (\$1,000).
- Banking & Accounting – leave as is (\$600).
- Liability Insurance – reduce to \$400 (from \$550).
- Voided Checks – leave as is (\$0.00).
- Website – increase to \$2029.20 (from \$1,500).

Other PTO Sponsored Funds

- Friday Clubs – reduce to \$0 (from \$300)
- Hospitality & Staff Appreciation – reduce to \$4,500 (from \$5,500)
- Kindergarten Coordinator Supplies – reduce to \$150 (from \$300)
- Media Center Fund – leave as is (\$5,000)
- Open House & Parent Pack Supplies – reduce to \$150 (from \$250)
- Picasso Art Night Supplies – leave as is (\$150)
 - Add line item for Picasso Art Night Pizza - \$0
- Principals Discretionary Fund – leave as is (\$1,000)
- PTO Discretionary Fund – leave as is (\$5,000)
- Room Parent Supplies & Activities – reduce to \$1,600
- School Beautification Fund – reduce to \$6,000 (from \$10,000)
- School Technology & Subscriptions – leave as is (\$3,000)
- Staff Development – reduce to \$1,000 (from \$2,000)
- Student Care – reduce to \$150 (from \$300)
- Supplemental Materials – leave as is (\$3,000)
- Teacher Classroom Start-Up Supplies – reduce to \$3,500 (from \$4,100)
- Teacher End of the Year Gifts – leave as is (\$0)
- Welcome Wagon – reduce to \$0 (from \$50)
- Fifth Grade Graduation – leave as is (\$1,500)
- New Line Items:
 - EOG Family Night - \$0
 - Literacy Live - \$0
 - Math Matters - \$0

Petty Cash

- Leave as is (\$0)

Programs

- Art, Science & Culture – reduce to \$6,000 (from \$12,000)
- Literacy (formerly Balanced Literacy) – leave as is (\$5,000)



Executive Board Meeting

- Drama Club – leave as is (\$1,000)
- Mural Club – reduce to \$200 (from \$350)
- House Council – leave as is (\$500)
- Safety Patrol – leave as is (\$100)
- Student Recognition – reduce to \$500 (from \$1,500)
- Sales Tax – leave as \$0
- New Line Items:
 - Chorus - \$100
 - Math Programs - \$1,000
 - Talent Development - \$100

Total Expense - \$56,579.20

Overall budget variance of \$15,570.80 from the 2019-2020 budget to the 2020-2021 proposed budget.

2019/2020 YTD INCOME NOTES:

Budgeted Income = \$65,275

Actual Income YTD = \$51,129 (we anticipate this dropping to **\$47K** after ordering Yearbooks)

Variance = \$14,145 (we anticipate the variance increasing to **\$18K** after ordering Yearbooks)

2019/2020 YTD EXPENSE NOTES:

Budgeted Expense = \$72,250

Actual Expense YTD = \$44,360 (we anticipate this increasing to **\$51K** due to upcoming purchases)

Variance = \$27,890 (we anticipate this decreasing to **\$22K** after upcoming purchases are made)

After the above anticipated changes are made, we will have made an income of \$47K but are going to have expenses of \$51K. Technically, we will be over budget... but we entered the year with a significant carry-over balance from prior year.