

High Plains Elementary PTO Board Meeting Minutes

Date: 9/8/2016
Time: 5:30 p.m.

Location: High Plains

Attendance: 5

all board members and Mr. Andrew present

Focus Priorities

President: Tracey Robinson

- Welcome. After listening to concerns of our members/community, this year's PTO will be focusing on following priorities:
- Increased Participation from parents/teachers/community
 - Community wants to see small, doable, 1-hr volunteer opportunities
 - Meaning PTO board will have to coordinate events and delegate responsibilities out
- Increase "Free Money" opportunities
 - With desire for consolidated fundraising, need to research available opportunities for retailer promos (both online and local), grant funds, box tops
 - Kick-off after holidays
- Fiscal Responsibility/Transparency
 - Community needs to see how we spend our money (and that it is being spent; no \$14,000 hold-overs from year to year)
 - Posting agendas/minutes/budget updates monthly
 - Creating PTO alerts and sending out via 20-Alert system
 - Prepare yearly PTO-at-a-Glance flyer to show community events/use of funds/etc.

Draft Budget

Treasurer: Jessica Jones w/President Tracey Robinson

- Review of Budget with target income/expenses for year
 - Eliminate Memory Books community service and reallocate funds (\$300); becoming school-sponsored club; current budgeted funds added to club grants
 - Eliminate off-campus All-School Event; use funds to sponsor presenters/events coming to our school
 - Divide budget for Back-to-School Event; ½ funds hit books in May (inflatable rentals), the other ½ in Sept. of following school year
- Restricted vs. Allocated Funds
 - Discussion regarding difference between fund types
 - Discussed creating overarching allocated fund categories for:
 - Heath & Wellness
 - The Arts
 - Conservation & Community
 - Funds for these categories would come from specific fundraisers and would help school fulfill mission to educate whole child
 - Run with Timber to Health & Wellness
 - Kid Art in Spring to the Arts
 - Would support Specials classes and eliminate need for some grant requests
 - All funds must still be approved by PTO before being spent
 - Discussed possibility of moving certain allocated funds to restricted
 - Question raised regarding current bylaw requirements
 - Bylaws vague and outdated; review of bylaws added to this year's Focus Priorities as part of commitment to transparency
 - Discussion tabled until question of bylaws resolved
- Grants

- Review of upcoming grant disbursements for equipment approved during previous fiscal year
 - Snow blower for facilities use; drying racks for art department
- Discussion regarding guidelines for submitting/approving grant requests
 - General Guidelines
 - Must meet mission to “Enhance Child’s Learning Experience”
 - Must include estimate on number/percent student body affected
 - Field Trip Grants
 - only used for transportation
 - if budgeted amount not used, can be added to “Other Grant” funds
 - Teacher Grants
 - Enhance learning experience during school day
 - Cannot be used for regular curriculum or supplies (covered by school/district budget)
 - Cannot be used for transportation (covered by Field Trip Grants)
 - Club Grants
 - Used by clubs to enhance learning experience outside of school day
 - Other Grants
 - For facility use
- Grant Request by Mr. Brubaker for Health Jam expenses: DENIED
 - In view of overarching allocated fund categories, these monies will come from Run with Timber funds and be listed as an expense

Upcoming Events

Run with Timber: Sept. 23

- In conjunction with Health Jam; funds allocated for Health & Wellness
- Amanda Corby running day-of
- Roxanne Troup/Tracey Robinson managing money collection/prizes
- Kim Plante handling advertisement

Announcements

First regular meeting: September 15, 2016, 6:30 p.m.
Conference call-ins available

Meeting Adjourned at: 7:00 p.m.

Minutes Compiled by: Roxanne Troup, Secretary