**Franklin-Randall PTO Business Meeting Minutes**

May 12, 2015 Draft

**Board Members Present**: Colleen Johnson, Kim Anacker, Paul O’Flanagan, Lindsay Feitlinger, Laurie Robertson, Rachelle Winkle-Wagner, Sara Campbell, Beth O’Callaghan, Soraya Willems-Neal, Melissa Hornung

**Others Present:** Dan Julie

**Administrators Present:** John Wallace

1. Called to order at 7:35pm
2. Welcome New Board and Introductions
3. Approve Minutes – Waiting until the minutes from past meetings are posted on website and available to new Board
4. Financial Update (Dan)– There are still expenses that will be spent from the budget, but there seems to be a fair surplus this year. We anticipate starting the 2015-16 school year with approximately $50,000 (in reserve and checking account). For comparison, we started the current year with approx. $30,000.
5. Treasurer and Fundraising Chair Recruitment; potential Finance Committee (Colleen)-Both the Treasurer and Fundraising Board positions are still open. Recruitment is continuing. Possible reasons include concern over time commitment and the tasks involved (specifically tax forms). We discussed whether it would be feasible to divide the work, though from past experience it has proved to be problematic for record keeping if purchases/deposits do not funnel directly through the treasurer. Paul has volunteered to be the interim treasurer until the beginning of the school year. Another parent has volunteered to be an assistant treasurer. Laurie agreed to talk to a F-R family who is in the finance field to see if they could help or have any suggestions. The fundraising chair is integral in finding sponsors for the directory (last year was a successful pilot for this and fully funded the printing of the directory), overseeing the fall fundraising campaign, acting as a liaison with local businesses and the parking committee. Melissa will talk to Julie Gadau (past fundraising chair) to see if she has any suggestions or ideas for a possible successor.
6. Discussion: 2015-2016 PTO Meetings (Full Board) –
	1. Days/times/locations/topics/alternative models?- Discussed if our current model is working. Paul suggested including a short open networking time with food before the membership meeting to help build community. We will also look at responses from the Equity & Inclusion survey to see if a change of location or time would appeal to more families. Possible alternate locations discussed were the Bayview Community Center or The Neighborhood House. Also we talked about possibly alternating the membership meetings between two days (Mondays/Tuesdays, for example) to allow people who have a regular conflict to attend. Traditionally Tuesdays are the evening that MMSD has designated for elementary school PTO meetings (so they don't conflict with principal meetings or middle school PTO meetings). John is going to get the district perspective on switching from that model. We discussed the idea that the Board meeting and general membership meeting could be held separately. The bylaws do not state that the membership meetings are required to be held monthly (rather, at least three times per year). We will send out a request to the greater F-R community for input on possible topics for next year. Sara and Melissa will gather ideas and organize a draft schedule for next year. Proposed topics include: technology in the classrooms, School Board update, Family and Community engagement, presentations by classroom and specials teachers, a review of the math curriculum, and homework (it would be best to coordinate this topic with John/teachers/staff, if selected, because it is a source of much discussion/emotion)
7. Discussion: Summer Board meeting(s) (Full Board) –
	1. 2015-2016 Budget Planning Meeting: Day/time/location/food- Colleen will send a Doodle Poll to coordinate this (probably in June). We will provide input on the draft budget for next year and distinguish possible grant requests from line-items. Requests for changes in the budget will need to be made in advance of the meeting. Lindsay is preparing a budget request form to help make the process simple and straightforward. We also discussed the possibility of increasing the amount of money we make available for grants in the fall (because our reserves may be greater next year). The meeting is open to everyone.
	2. Potential other Summer Board meeting(s)- A later summer meeting would focus on planning for next year. Especially for opening the grants cycle and back-to-school events. Teachers prefer that the grants cycle is opened in the summer so they have time before school begins to think about applying. The Grants committee/leadership will need to be identified and communication about the grants will hopefully start over the summer.
8. Discussion: Back-to-school planning (Full Board) –
	1. No ‘Backpack Unpack’ at Franklin- The Board is unclear about why this has changed. It was an important community building opportunity (especially because it occurred in conjunction with the PTO-sponsored Animals Crackers on the Playground event) as well as a chance for the students to see their classrooms and drop off supplies. Rachelle and Lindsay will investigate why backpack unpack isn't happening and brainstorm other options for back-to-school family engagement.
	2. Events, outreach, volunteer recruitment
9. 60 second updates (Colleen) –
	1. International Dinner Update (Paul O’Flanagan, Gene Cook) – The event went really well and Gene has volunteered to be the lead organizer again next year.
	2. Staff Appreciation Luncheon (Cindy Schlichte) is 5/11 (Randall) and 5/18 (Franklin)- These events are greatly appreciated by staff. John mentioned that providing dinner during the evening parent-teacher conferences would be another wonderful opportunity to show appreciation. We did not discuss if this would be in addition to the current luncheon format or replace it.
	3. School Supply Purchasing Program Update- Donna Wong is the lead on this. The Franklin ordering has started and Randall will be available soon. This is a voluntary program and is not a fundraiser for the schools. The PTO purchases a few extra kits each year for students who may need them throughout the year.
10. Meeting adjourned at 8:50pm

Respectfully submitted by Melissa Hornung, PTO Secretary