

Franklin-Randall PTO Board Meeting Minutes

September 8, 2015 – 7:30 – 8:30

Franklin Elementary School Library Media Center

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

Administrators present: Sylla Zarov, John Wallace

Others present: Yvonne Wullschleger (sitting in temporarily for Ellen Boyle as the Latino PEG representative)

1. Called to order at 7:45pm
2. We welcomed our new Fundraising Chair, Kristina Espinoza.
3. The August 4, 2015 meeting minutes were approved unanimously
4. Financial Update Discussion - We reviewed how the money that is collected at the Randall parking lot on Football Saturdays is safely delivered to the bank. Beth explained that in the past the main financial control was visiting the lot and making a prediction based on the number of cars and matching this to the bank deposit. Chris will communicate with Kyle Wallace, the lead parking volunteer, that the funds collected should be deposited at Associated Bank on Monday and that the receipt should be emailed to both the PTO president and treasurer.
5. Discussion: 2015-2016 Budget
 - a. We agreed that we need to figure out a strategy to ensure that the new \$7000 substitute teacher fund is sustainable. We recognize the need to possibly come up with a new fundraiser to to sustain this. Some ideas were food carts at events with a portion of the proceeds going to Franklin-Randall PTO, hosting a brat stand on Football Saturdays, and offering premium reserved spaces on Football Saturdays.
 - b. We would like to rename our reserve a “capital fund” and get input from the F-R school community on how to spend it. There is a concern that if we have a large reserve without identifying a funding opportunity, it might negatively affect our fundraisers.
 - c. We are no longer offering “Caps for Cash,” but will continue with the “Boxtops” program. New ongoing fundraising opportunities/line items could include “Amazon Smile” or the Target “Take Charge of Education” program. Kristina offered to look into this. We would need to employ an effective communications strategy about these fundraisers. The bus that was offered for the Carnival last year was only used by one or two families so we are looking to see if offering cab rides would be more cost-effective.
 - d. A new piece in this budget is a “grants to schools” line item which combines a number of items that are school expenses like t-shirts, Principal discretionary, Randall safety patrol, 5th grade tile project and Technology and Furnishings. This would simplify reimbursement and gives schools more flexibility with spending and accounting. Beth raised the point that there is a MMSD policy that caps donations to any school from an organization at \$10,000. Donations beyond this

would need to be approved by the Board of Education. Adjustments were made to the budget so we wouldn't exceed the \$10,000 cap. **Amendment #1: Technology and Furnishings was put back into the budget as its own line item**

- e. Colleen will meet with the PEG coordinators to further discuss the "PEG Coordination and Language Translation" line item. The formula from last year was used, as well as taking into consideration the number of families served.
 - f. The Staff Appreciation coordinators will discuss the possibility of offering dinner on teacher conference nights as well as providing the usual luncheon.
 - g. Scratch Club does not happen on a day that transportation is offered at Randall (Fridays).
 - h. We discussed the privacy issues involved with having an online directory versus a printed one. **Amendment #2: 15-16 Communications subtotal should be \$1580 not \$1630**
 - i. Tonya spoke about the history of the Mentor program. It was a good program that petered out (transferred to social worker). It was difficult to find community mentors.
 - j. A question arose about the Foundation for Madison's Public Schools (FMPS) Annual Contribution. Is the endowment being equally split between the two schools?
 - k. The Franklin Zoo funds go to provide care for the animals housed at Franklin.
 - l. Pam Wittenwyler, a longtime grounds/garden volunteer, has been donating her services and plants and materials for several years and this is not reflected in the budget. It is planned that if she chooses to make a donation she will report the value so we can add it to the budget for planning purposes. There has not been an active Building and Grounds committee at either school for a number of years. If one decided to form we would like them to have some funds to work with or teachers to be able to do a project in the Outdoor classroom/Franklin Forest. Also, the Little Free Library at Franklin has been leaking and may need to be repaired. **Amendment #3: Increase the Building and Grounds fund to \$700 for each school**
 - m. There was a motion to approve the budget with the three amendments:
 - i. **Amendment #1: Technology and Furnishings was put back into the budget as its own line item**
 - ii. **Amendment #2: 15-16 Communications subtotal should be \$1580 not \$1630**
 - iii. **Amendment #3: Increase the Building and Grounds fund to \$700 for each school**
 - iv. The budget was voted on and unanimously approved
6. Parent Empowerment Group updates - The three groups will have a kick-off meeting where they decide the topics they would like to cover throughout the year. Past topics have included how to understand report cards, health and wellness, and cooking clubs.
 7. 60-second updates
 - a. Back-to-school events were both well attended and successful

- b. Franklin Open House returning on October 6th. Sylla shared in the general meeting that food carts would be at the school that night as a fundraiser and there would be a survey available to all families to provide feedback about this type of event versus a Curriculum night that has been offered in the past.
- c. Grants program - Deadline for grant applications is October 7th.
- d. Technology Committee update - Sara and Lindsay are continuing to meet with the Technology committees at each school to discuss what is needed/desired
- e. An Events liaison is still needed to be a resource person for event coordinators to communicate regarding scheduling, and ensuring they have what they need if questions arise, etc. **Role open to an existing board member**
- f. PTO Membership Meeting planning – two meetings still needing volunteer coordinators to lead the meeting portion (March 1st and May 10) Melissa and Sara will redistribute this list to Board members. **There has been a request to switch the April 12th Testing and Assessment meeting with the February 9th Advanced Learning and Special Education Support Services meeting**

Meeting adjourned at 8:45pm

Submitted by Melissa Hornung, PTO Secretary