

Oxford PTA Meeting Minutes

April 22, 2015

Roll Call: PTA officers Sabrina Leunig, Zoe Scheffy, Amy Feldman and Principal Beth Rhine in attendance, along with four additional attendees, meeting officially started at 6:20.

Miscellaneous: Principal Rhine reported that, per her request, the school was issued a Chrome Book cart by the district in exchange for starting SBAC testing early to help identify potential tech support needs. So far, she reports that testing is going smoothly.

2014/15 Current Budget Review: Zoe walked attendees through the current year budget (see document titled: "2015-2015 Budget vs. Actual, PTA Meeting April 22, 2015"). The following items were highlighted in the discussion:

- I. We are under budget on expenses overall, and total fundraising efforts to date plus projections from auction and end-of-year direct ask campaign are very promising. We need to raise an additional \$26,654.25 to break even and meeting budget goals for the year.
- II. The raffle brought in over \$18,457.91, surpassing the \$15,000 in the budget.
- III. Newly obtained sponsorships for the upcoming auction are reflected in auction expense totals – the goal is to offset the outlay expenses as much as possible (last year, \$4,000 was spent).
- IV. An end-of-year direct ask campaign will be undertaken, but it was decided that we will wait until auction totals come in to finalize strategy for that ask. Communicating the per-student amounts publicized at the beginning of the year was discussed as something to include again in those communications.
- V. Recent change in Scrip process (Presto Pay for individual accounts only, no longer allowing large orders on school-wide account) is now reflected in the budget and general consensus is that this was an important change that should be maintained.

2015/16 Budget Proposals:

Principal Rhine distributed and explained the draft budget created by the SGC which includes a detailed breakdown of how money from various funding sources, including recommendations for how PTA fundraising money will be spent for the 2015-16 school year. The following was discussed:

- I. Principal Rhine met with the teachers earlier in the day to review the draft budget and reports having had a very good discussion. Based on the conversation, some changes will be made to the draft, but it will not impact total money amounts and, in particular, will not impact total money being requested from the PTA.
- II. Initial SGC survey results have been reviewed and informed the current draft. 138 families responded (out of an estimated 270 families at the school) and the survey is being further analyzed and a more detailed report is forthcoming from the district. Initial results show that the top six priorities for funding were: instructional aides, math support, art, reading support, technology support and physical education.

- III. Principal Rhine noted that she is considering starting with a 'zero budget' next year, building from the ground up rather than starting with the existing budget.

Zoe distributed and reviewed the PTA's draft 2015-16 Budget and opened discussion. Of primary note is the fact that, as drafted, there would be a projected \$11,000 deficit. SGC asks (as outlined in the draft budget presented by Principal Rhine) account for the total amount of fundraising projected, meaning that all additional expenses are not covered. Discussion about how to increase income and reduce expenses included the following ideas:

- I. Increase expected earnings from one-more-month campaign from \$5K to \$8K based on having three kindergartens next year and with plans to increase communication about what the money is used for
 - a. Motion to change this amount on the budget was approved
- II. Possible ways to reduce expenses discussed tonight cussed include:
 - a. reducing budget for childcare at PTA meetings from \$500 to \$200 (since more morning meetings are planned)
 - b. reducing PTA meetings and events budget from \$600 to \$250
 - c. reducing parent education expenses from \$500 to \$250 (effectively reducing from 2 to 1 paid presentation per year)
 - d. eliminating emergency supplies (\$500) because there is not a need
 - e. cutting assembly/music events funding from \$1,000 to \$500 (effectively going from 2 to 1 multicultural assembly, with the hope of getting a grant to cover one performing arts assembly)*
 - f. cutting book-giving fund with the intention of seeking a grant* to cover this cost and/or establish a gently-used book donation program instead
 - g. getting a grant to cover art supplies rather than including it in the budget*

**funds from grants intended to be approximately \$2,500*
- III. A 10% cut on non-salary, non-event and PTA expenses was considered and discussed by Zoe, Sabrina and Beth in advance of the meeting, and total savings would be only \$1,900. Consensus was that this would negatively impact teachers and not produce enough benefit to justify that impact.
- IV. Addition of movie/date night fundraisers during the year was discussed and is felt to be a good way to raise money with little outlay and minimal volunteering requirements. Principal Rhine suggested and is in support of the addition of such fundraisers, but thought will need to put into what expected fundraising would be from such events.
- V. General conversation was had about continuing efforts to make as clear as possible how fundraising dollars are spent, highlighting the per-child numbers distributed at the beginning of this year.

Motion to approve a budget with adjusted numbers was approved (adjusted numbers include a deficit of \$9,860.34).

Several agenda items could not be discussed due to time constraints. It was decided that those items will be discussed at the next meeting and/or raised via e-Tree communication.

Minutes from March PTA meeting approved as distributed

Meeting adjourned at 8:00