

Agenda
Sun Valley PTO- Board Meeting
Wednesday, November 5, 8:30am-9:30am

Board members present: Meghan Greenwood, Barbara Ayoubpour, Elise Sambrano, Laura Kiff, Diona Polita-Rubin, Lauren French, Kristen Roath, Rebecca Thompson, Yvonne Fox, Jennifer Spilly

Others in attendance: John Ward, Jennifer Sellers (acting as secretary), Chris O'Neil-Velez

President Meghan Greenwood called the meeting to order at 8:37am.

1. PTO General Business

a. Welcome/Introductions

b. Approval of Minutes from last board meeting

i. Barbara Ayoubpour moved to approve; Laura Kiff seconded.
Approved unanimously.

c. Principal's Report

Questions raised by Lauren French about how the school handles recess and lunch on rainy days. Principal Harris explained that she was not at this campus when they made the master plan--she would have encouraged a more versatile indoor/outdoor space. Lacking that, teachers do keep children in grades 3-5 the classroom if it is too wet to have lunch outdoors. Students in K-2 have lunch and entertainment in the MPR. The school currently has 2 aides that act as rovers to monitor the classes, but we could really use extra help on rainy days. Follow-up: a request will go into newsletter for more rainy day volunteers.

d. Pledge Update

Pledge closed 10/31/14 with the following results:

161,000 total dollars pledged

110,000 received

This represents 82% participation.

ii. While we are 19K away from our budgeted income, it is possible that employer matches and family donations, along with some add'l pledges will continue to trickle in. Jenn Spilly will meet with Principal Harris to discuss a follow-up plan, if it is determined that we should push for a higher percentage of pledgers.

b. Treasurer's Report (attachments)

ii. Budget Committee Meeting recap -- see attached notes

iii. **We have prepared the following proposal for the Budget Committee to approve:**

We shall add an additional \$50,000 to the "equipment" line item under Capital Expenditures. With this, we will purchase two additional Chromebook carts and allocate the remainder to the 22 classrooms based upon their specific classroom needs (PC replacement or new classroom desks).

Further, as technology becomes outdated quickly, we would like for any surplus generated this year to go towards additional technology upgrades for next year.

- f. Auction Update
 - i. venue is secured at the San Rafael Community Center; Hawaiian luau theme; auctioneer is in place
 - ii. still need someone to lead the solicitations
- 7. PTO/SVS News and Events
 - f. Walk N Roll this morning and going forward. Jen Sellers reported a successful event this morning. We will continue to provide the link the the sign-up in the newsletter along with information from Safe Routes.
 - g. Halloween buy-back. Kristen Roath reported that she has picked up about 300 lbs of candy - she's optimistic that we will win! She will be taking the candy to the dentist office this afternoon. Families can continue to drop off there until Nov. 7.
 - h. Walker Creek – cancelled
 - . postponed until April 6 due to fumigation at the camp.
 - i. discussed the potential of having 4th grade families starting to fundraise for next year's Walker Creek. General consensus is that it should be left to the discretion of the grade level rep...but that we should start educating 4th grade families about Walker Creek, it's benefits and the cost per family so that families can begin to plan. It looks likely that we will exceed our budget for scholarships this year by around \$1,000, and these requests seem to be justified. We discussed creating an application process for future scholarships.
 - i. Family Restaurant Night, Best Lil Porkhouse Nov. 5, 6
 - j. No school Nov. 10, 11
 - k. Next Parent Ed Night/Gen PTO Nov 13th
 - . Grade level reps please correspond with your classes
 - i. PTO will present how the surplus will be spent
 - ii. Will will also follow up to this meeting with an FAQ based on input from grade level reps and other community questions.
 - 1. Communications
 - . Any correspondence for grade levels? Yes, please promote Parent Ed Night.
 - a. Any requests for newsletter this week or next? Yes - Section about gratitude and need for gift cards for families in need, recap of pledge results, call out for yard duty and car door openers,
 - 1. Community Project Updates
 - . Focus on Gratitude
 - . Current families in need - please encourage families to drop off gas and grocery gift cards to the front office. Several present also suggested that they take on a SV family within their community organizations. Will discuss with Julie whether that is appropriate .
 - i. November newsletter will focus on Thanksgiving and ways to express gratitude in our community.
 - a. Directory update
 - . Will be out next week, Yvonne Fox reported.

- b. Yearbook requests. Link in newsletter.
 - c. Dad's Club report - none today. Meghan will meet with Jason within the next week.
 - d. Scrip and Spirit Wear report - none today
5. Other business
- a. We discussed with the teachers whether they felt that classroom budgets were reasonable. General response was "yes." But a few families have raised concerns over the loss of certain, pricier, field trips. Principal Harris pointed out that while those field trips are fun, they are not in line with the Common Core, which is a teacher's first priority when planning trips out of the normal classroom instructional time. The children are not losing field trips - they are just getting more educationally inspired trips .(without their families being asked to give more out of pocket)
6. Acknowledgments (for newsletter inclusion)
- a. Pledge Ambassadors
 - b. Dia de los Muertos volunteers
 - c. TV gurus!

Lauren French moved to adjourn; Yvonne Fox seconded. Meeting adjourned

Next Board Meeting: Thursday, November 13th at 6:30pm in MPR.

Budget Committee Recap Tuesday, October 28, 3pm

- I. Welcome and Introductions. Members present: Julie Harris, Gayle Hartsook, Julie Harrison, Mary Alice Arnold, Mary Ann Carter, Casey Hodel, Rebecca Thompson, Barbara Ayoubpour, Meghan Greenwood, Elise Sambrano. Not present: Jenn Hatch. Also present: John Ward.
- II. Feedback from the General Community after the Budget Presentation was shared with the BC (Budget Committee)
 - A. Questions were raised from a few families about the sizeable surplus. Many inquiries about why it is so conservative and what the PTO plan is to spend it down to less conservative limits.
 - B. A poll went out asking responders to indicate their preference.
 - 1. Results (these results also went to general public via email):
 - 47 Responders
 - 21 maintain 33% reserve
 - 19 maintain a 50% reserve
 - 7 maintain a 25% reserve
 - 2. Budget Committee agreed that the reserve should fall somewhere between the 33% and 50% level. The general consensus was that a 40% reserve would be appropriate, but the BC decided to hold off on the vote as not all members were present.

- C. The PTO invited the general population to attend a budget q & a. Proposals for spending were presented and participants were invited to add more suggestions.
1. Results were shared with the BC (these results also went to general public via email). There were 20 participants, each given 3 choices (by sticker) to place on their preferred proposal:

- 35% technology fund
- 23% Chromebooks
- 12% new play yard structure
- 8% classroom capital expenditures
- 7% school wide assemblies
- 3% increase classroom budgets
- 3% more support staff
- 3% subsidize Parkside buses
- 2% money for field trip buses
- 2% campus improvement projects
- 2% lunchtime alternatives
- None selected Spanish language program

2. The BC agreed that we should allocate funds to the top three of the top four proposals: Technology upgrades, Chromebooks, Classroom Instructional Supplies. The BC sees the need for a new play yard structure but understands that the district is still in meetings regarding site use.

a. Technology upgrades. Many of the PC's need to be replaced. It needs to be further investigated as to how to have the Chromebooks communicate with the printers via the district channels. Discussed need to rotate these upgrades annually. Potentially allocate funds this year for most urgent replacements and then set surplus funds towards additional technology needs each year (10K is already scheduled in budget as a placeholder). Cost: approximately \$2800 per class to update all four.

b. Chromebooks. 5 or 6 more are needed to outfit 3-5th grades. Cost: approximately \$40,000-\$72,000 depending on final cost from district (and depending on ability to share as each cart holds 34 units)

c. Classroom Instructional Supplies. Many teachers have urgent need for new desks. \$1200-1400 per class set.

III. Pledge Results as of 10/24/14

A. Current as of 10/24/14

- 66% of students pledged
- \$144,000 total dollars pledged (goal: 180K)
- \$99K received

B. Based on results from last year, we anticipate missing our goal by 10-15K. Another reason to hold off on voting today: we would like to see total pledge result.

IV. Other Budget Issues

A. Teacher Discretionary Budget

1. Is it enough? What is the feedback from the teachers?

- Yes. Teachers feel the budget is reasonable. Many will change the field trips based on limits, but are generally comfortable doing so.

2. Can we relocate funds for new teachers setting up classrooms?

Yes. We will review new teacher receipts to allocate some of the expenditures into a "Furniture budget." The "furniture budget" will be increased, as it was set at zero this year.

3. Need to add back extra cash for reserve under classroom instructional use?
No. We want to avoid "slush fund" and will instead use the furniture fund.
- B. Other furniture/infrastructure needs anticipated. Gayle needed to leave for another meeting so we did not get this point addressed. Julie will follow-up with letter to teachers asking about their classroom instructional needs.
- C. Increasing budget for social events. Did not cover this topic, as meeting needed to adjourn. Will discuss with Board.
- D. Enrichment adjustments. Did not discuss. Will discuss with board.
- E. Outdoor Ed. Did not discuss. Will discuss with board.

Summary:

We opted out of voting since we don't have hard numbers in place and because we were missing voting member, and Gayle needed to leave early as well. Mostly, the discussion just led to an even greater realization that there is a lot of complexity around "technology upgrades" but that is what is most needed!

The general consensus is that we should keep the reserve between 40%-50% of our operational expenses. The group was in agreement over the need for more Chromebook carts and replacement desktop computers in the classrooms (about 5 per classroom, including the teacher's computer). The teachers also strongly advocated for replacement of desks and tables in their classrooms. (The good news is that both of these proposals rated highly at our general PTO meeting earlier this month).

Follow-up:

- Casey and Julie will work to poll the entire staff about their top 3 priorities for classroom infrastructure replacement (computers, furniture, etc)
- Gayle will get some quotes on furniture (smaller desks and tables).
- **We will need to address the district about the status of the ordered Chromebook carts. What is the final cost? And do we have to place the order through them or can we get them on our own? (look into this with Julie on Friday)**
- **Recap our BC meeting and report on the "hard numbers" at the executive meeting next Wednesday 8:30am MPR.**
- **Create a "Proposal" and send via email to BC for vote by the end of next week.**

Vote needed:

Current “surplus” is \$149,949 (carry-over from past two years minus approved budget spending surplus and pledge anticipated deficit)

Operational Budget 247K

- 33% reserve of \$82K...leaving us to spend up to \$68K
- 42% reserve of \$104K...spend up to \$46K
- or
- 50% reserve of \$124K...spend up to \$26K

Half of the allocation will go towards Chromebooks, half will be distributed between classrooms based on need: technology or desks.