

TES PTA AGENDA
General and Executive Board Meeting
June 2, 2015

I Call to Order

II Approval of the May Minutes – distributed via email and copies provided at meeting.

A motion to approve the May minutes was made and passed. Beth Robbins made the motion and Heidi Frenzel seconded the motion.

III Principal's Report – Mrs. Ford presented the group with refreshments to thank the PTA for all its support. We have a few teachers that are leaving TES this year. A letter will be sent in August giving everyone information on the new teachers. Some of the new teachers are Henrico County teachers and some are from out of state. Martha Heiser (5th grade) – retiring; Mary Tankersley (PRIME) – retiring; Leslie Hammond (Exceptional Education) - staying home with new child; Kris Marchant (Kindergarten) and Becky Roy (4th grade) – going to Stewart School; Kristen Roberts (4th grade) – year of discretionary leave.

Volunteer recognition is on Field Day. Please stop by the volunteer booth which will replace the volunteer breakfast. There will be a treat and fun activity – photo booth with super hero gear for you all to wear.

SOL retakes are almost finished. The retakes are going well and the students are feeling successful. The process has been a learning process.

Growth summary will come home in the report card for 3rd, 4th and 5th graders. Discussion surrounding growth testing and growth scores.

IV Teacher Representative/Mrs. Archer – Thank you for a wonderful Teacher's Appreciation Week. The teachers love the notes from the students every year. They are quite a keepsake. Again, on behalf of the faculty, thank you for allowing us to teach your kids. It has been a great year! Thank you for the SEATS programs.

V Report of Officers -

Treasurer's Report –

Financials:

- Income is substantially complete for the year - only waiting on the clothing bin check for May to arrive in June.
- 5th grade musical is not complete - has expenses but no offsetting ticket sales yet. The musical is next Monday and Tuesday.
- Building and Grounds has money reserved for the Pow Wow Patch, which isn't scheduled to start until after school gets out.
- Teacher appreciation is complete. We decided to spend money on a catered meal for the teachers and didn't spend as much on gift cards. Next year's committee will evaluate how to budget for next year.
- 5th grade celebration is also not complete yet - we have received money from parents for some of the activities but have yet to pay for all expenses.
- Corresponding secretary, hospitality, and yearbook all have upcoming events to use the remaining funds budgeted for them.
- We have funded the purchase of many new books for the book room.
- Nationally known author and SEATS still have some expenses left (about \$1000 combined). The rest will be re-designated, which we will talk about next.
- As I said earlier, the Pow Wow Patch is not scheduled to start until school gets out.
- Lego robot needs to be purchased at time of registration (which is the summer) and we will discuss with designations.

Designations: Because we are a non-profit, we cannot make any income for the year. I have estimated how much money will be remaining at the end of the year and the executive committee, along with Mrs. Ford, has come up with a list of projects for which to use the money.

- There are 2 items that were designated for this fiscal year which will not be completed by June 30th. We would like to re-designate those funds because we anticipate all spending to be completed by summer.

- Pow Wow Patch Hardscape - \$8725 (\$7000 from the designation and \$1725 from buildings and grounds). Project is supposed to start once school gets out. Some will be paid in this fiscal year and some probably not until July, which is next year.
- Lego Robot - \$560 Need to purchase a new robot at time of registration, which will be done over the summer.
- I anticipate that we will have an excess of \$21,810 at the end of the fiscal year. We propose the following projects get funded:
 - Sun Shades for 6 classrooms - \$5100. Teachers are unable to use their promethean boards for many hours of the day because of sunshine in the classroom. These shades will alleviate that problem.
 - SEATS - \$5000. This money is extra funding in addition to their regular budget, which was \$11,500 this year. Money can be used for nationally known authors and other SEATS programming.
 - Raz Kids/A-Z Classroom Subscriptions - \$3500. Both are electronic libraries of e-books. A-Z was used this year in the classroom and the school would like to use again. Raz Kids allows students to sign-in and use at home as well as provide teacher resources.
 - Pow Wow Patch Plants - \$3000. The second phase of the Pow Wow Patch project, which will be partially funded by the PTA and partially funded by SCA. Timing of planting depends on construction.
 - Accelerated Reader - \$1900. PTA paid for this last year and usage was up significantly this year.
 - 4th & 5th Grade Transition Support - \$1500. Money to be set aside to help with any issues regarding safety, technology and/or communication while the students are in the trailers.
 - Art Supplies - \$500. Extra supplies needed to re-stock many that were destroyed during the fire.
 - Bike Rack - \$500. Additional bike rack needed based on volume of students riding to school. May need to get one that is mounted to the school wall, which is more expensive.
 - Social Thinking Curriculum - \$360
 - Printer for TES - \$300
 - Jr. Lego League Kit - \$150. We currently have 2 kits and both are missing pieces. Will combine the two for one team and want to buy a new kit for a second team.
- Because the amount designated is based on my best estimate of where we are going to be at the end of the year, any variance (either positive or negative) will adjust the total amount designated for SEATS.
- A motion to approve the designations was made and passed. Lisa Shumadine made the motion and Amy Belcher seconded the motion.

Treasurer Elect's Report – Dana and Amy will be working on the budget through the middle of the summer. If you have any questions, contact Dana.

President Elect's Report – Henrico County meeting for incoming presidents was last night. The meeting was a list of best practices, but Amy confirmed we are using these best practices already. Amy will turn over notebook to Erin later this week. Thank you all for your help with the ice cream social. Thanks for moving the social to the indoors.

Corresponding Secretary's Report – Jennifer has about 20 items to finish up over the next week and she will use the remainder of her funds. She is meeting with Blair on Thursday to discuss Corresponding Secretary and Jill Dunlap to discuss Facebook.

Parliamentarian's Report – No report.

President's Report – Induction of the 2015 – 2016 Executive Committee

HCCPTA Representative – No report.

VI New Business –

The meeting took a 5 minute break to mingle and allow those to leave if needed.

VII Committee Reports (Executive Board)

- ASE – The ASE Committee met last week to begin planning the fall session. We have a tentative list of classes and committee members are following up with vendors to determine the minimum and maximum number of students and price per student. We plan to get contracts out to vendors in mid-June, after the dates for the fall session have been finalized. We will work over the summer with the PTA Treasurer-Elect to set up the online registration piece so that we are ready for registration early in September.
- Annual Fund –
- Book Fair – No report.
- Buildings and Grounds –
- Calendar and Directory -

- Chess Club –
- Community Service –
- Drama Club –
- Duathlon –
- Facebook –
- Fall Clean Up
- Family Night –
- Field Day – June 9th – two volunteer spots left
- Fifth Grade Celebration – June 11 - Theme is Candyland
- Fifth Grade Musical – June 9 & 10
- First Grade Musical –
- Holiday Kids Corner -
- Hospitality –
- Lego Team – meeting last night.
- Newcomers –
- Reflections –
- Room Parents –
- SEATS –

May in review:

5/11 National Known Author & Illustrator Michael Garland visited K-2

5/27 Dairy Farmer Donna Kerr came to K

June:

6/1 Maymont presented Growing Up Wild/Life Cycles to 1st grade

6/3 Travis Gardner will meet with our K students to talk about being a builder

6/8 The University of Richmond Challenge Discovery Team Mobile Unit will be back for the 3rd year in a row for a team-building event w/ our 5th graders. Participants will work together to come up with creative solutions to tough challenges. These challenges focus on problem solving, decision making, communication, leadership, creativity, conflict resolution, trust & more.

For the 2014/2015 school year SEATS provided, supported and scheduled 34 different activities throughout the school. We spent \$12,381.31 (\$11,500 of regular budget + \$881.31 of designation) leaving \$5054.69 to re-designate.

We spent \$3,974.85 of the National Known Author Account leaving \$1,025.15 to re-designate.

Many thanks to Erin Fratkin, Sharon Cox, Ashley Stalker, Heidi Frenzel, Suzanne Monroe, Melissa Sanne, and Liz Boggis for being amazing co-chairs and a pleasure to work with. Special thanks to Robin Hatcher for keeping me straight with the paperwork and Beth Robbins for writing all our checks!

- Signals -
- Spirit Nights/SCA –
- Spirit Wear –
- Sponsorship –
- Spring Fling –
- Square One Art -
- STOP –
- Teacher Appreciation
- Veteran's Day Assembly -
- Volunteers – No report.
- Walk to School – No report.
- Yearbook- being printed at this time.

VIII Adjourn

2014-2015 PTA Executive Board Regular Attendees

President: Angela Kennedy

Treasurer: Beth Robbins

Corresponding Secretary: Jennifer Pounders

Recording Secretary: Emily Hare

President Elect: Amy Belcher

Treasurer Elect: Dana Johnson

Parliamentarian: Heidi Frenzel

2015 Budget Report v2 - Year To Date						
014 through 5/1/2015 Using TES PTA Budget						
Category	YTD Actual	Budget	Difference	To be Received or Spent	Available funds	
INCOME						
Contributions:Annual Fund	25,543	23,435	2,108	-	2,108	
Contributions:Corporate Support	1,330	2,150	-820	1,200	380	
Contributions:Membership	395	500	-105	-	(105)	
Fundraisers:Book Fair	1,715	1,500	215	-	215	
Fundraisers:Duathlon	2,543	1,500	1,043	-	1,043	
Fundraisers:Holiday Kids' Corner	4,247	2,000	2,247	-	2,247	
Fundraisers:Spirit Merchandise	3,220	1,000	2,220	(2,000)	220	
Fundraisers:Spring Fling	8,339	9,000	-661	(1,300)	(1,961)	
Fundraisers:Square One Art	6,844	5,000	1,844	-	1,844	
TOTAL INCOME	54,176	46,085	8,091	(2,100)	5,991	5,991
EXPENSES						
Management & General Expenses:Bank Service Charges	888	900	12	-	12	
Management & General Expenses:Insurance PTA	305	305	0	-	-	
Management & General Expenses:Office Supplies	514	800	286	120	166	
Management & General Expenses:Parliamentarian Expenses	48	80	32	-	32	
Management & General Expenses:President - Discretionary	244	800	556	556	-	
Management & General Expenses:PTA Conventions	225	300	75	75	-	
Program Expenses:Scholastic Enrichment:1st Grade Musical	831	800	-31	-	(31)	
Program Expenses:Scholastic Enrichment:5th Grade Musical & Video	0	1,100	1,100	1,100	-	
Program Expenses:Scholastic Enrichment:After School Enrichment	202	500	298	-	298	
Program Expenses:Scholastic Enrichment:Drama Club	359	800	441	-	441	
Program Expenses:Scholastic Enrichment:Family Night	0	0	0	-	-	
Program Expenses:Scholastic Enrichment:Field Day	42	500	458	458	-	
Program Expenses:Scholastic Enrichment:Legos Competition	254	420	166	125	41	
Program Expenses:Scholastic Enrichment:Peter Rabbit's Garden	316	400	84	-	84	
Program Expenses:Scholastic Enrichment:Reflections	0	100	100	-	100	
Program Expenses:Scholastic Enrichment:SEATS	10,161	11,500	1,339	1,339	-	
Program Expenses:School Support:Buildings & Grounds	575	2,500	1,925	1,925	-	all carried d

Category	YTD Actual	Budget	Difference	To be Received or Spent	Available funds	
Program Expenses:School Support:Teacher Appreciation & Room Parents	232	4,700	4,468	4,468	-	
Program Expenses:School Support:Teacher Funds	5,118	6,380	1,262	600	662	big guess
Program Expenses:Services:5th Grade Celebration	175	2,500	2,325	2,325	-	
Program Expenses:Services:Birthday Ribbons	0	100	100	-	100	
Program Expenses:Services:Chess Club	80	0	-80	-	(80)	
Program Expenses:Services:Communications (Signals, Website)	298	250	-48	-	(48)	
Program Expenses:Services:Community Service	1,019	1,100	81	-	81	
Program Expenses:Services:Correspondence Secretary	1,071	1,800	729	729	-	
Program Expenses:Services:Directory	-59	0	59	-	59	
Program Expenses:Services:Guardian Angel Fund	1,281	1,750	469	350	119	
Program Expenses:Services:Hospitality	1,220	2,200	980	980	-	
Program Expenses:Services:National Walk to School Day	118	100	-18	-	(18)	
Program Expenses:Services:Newcomers	575	700	125	-	125	
Program Expenses:Services:PTA Programs-Socials	150	2,000	1,850	1,850	-	
Program Expenses:Services:Scholarship-High School Support	0	500	500	500	-	
Program Expenses:Services:Veterans Day	195	200	5	-	5	
Program Expenses:Services:Yearbook	-9,824	0	9,824	9,824	-	need to get
TOTAL EXPENSES BEFORE DESIGNATIONS	16,613	46,085	29,472	27,324	2,148	2,148
Net Difference:	37,563	0	37,563	29,424	8,139	8,139
Designated Expenses						
Designated Expenses:Accelerated Reader	1,000	1,000	0	-	-	
Designated Expenses:Bike Rack	250	250	0	-	-	
Designated Expenses:Book Room	320	7,000	6,680	6,680	-	
Designated Expenses:Color Printers	473	500	27	-	27	
Designated Expenses:Empowering Writers	0	5,431	5,431	-	5,431	
Designated Expenses:Expanding Expressions Toolkit for Speech	230	230	0	-	-	
Designated Expenses:Horseshoe Signs	500	500	0	-	-	
Designated Expenses:iPad for Art	599	600	1	-	1	
Designated Expenses:Lakeshore STEM kits	2,993	3,000	7	-	7	
Designated Expenses:Lego Robots	0	560	560	560	-	
Designated Expenses:National Known Author	3,494	5,000	1,506	700	806	
Designated Expenses:Pow Wow Patch	0	7,000	7,000	7,000	-	
Designated Expenses:Reading A to Z	510	600	90	-	90	

Category	YTD Actual	Budget	Difference	To be Received or Spent	Available funds		
Designated Expenses:SEATS	0	5,936	5,936	761	5,175	Need to ch	
Designated Expenses:Spring Fling Signs	216	300	84	-	84		
					-		
TOTAL DESIGNATIONS	10,585	37,907	27,322	15,701	11,621	11,621	
TOTAL AVAILABLE FUNDS					19,760		
		DESIGNATION REQUESTS:					
		Pow Wow Patch Plants				3,000	
		Art Supplies for Mrs. Ranson				500	
		Jr. Lego League Kit				150	
		Second Lego Robot				560	
		SEATS??				5,000	
						9,210	
		Remaining Funds				10,550	

L/2014 through 5/19/2015 Using TES PTA Budget						
Category	YTD Actual	Budget	Difference	To be Received or Spent	Available funds	
INCOME						
Contributions:Annual Fund	25,543	23,435	2,108	-	2,108	
Contributions:Corporate Support	1,826	2,150	-324	690	366	
Contributions:Membership	395	500	-105	-	(105)	
Fundraisers:Book Fair	1,715	1,500	215	-	215	
Fundraisers:Duathlon	2,543	1,500	1,043	-	1,043	
Fundraisers:Holiday Kids' Corner	4,247	2,000	2,247	-	2,247	
Fundraisers:Spirit Merchandise	3,236	1,000	2,236	(2,000)	236	
Fundraisers:Spring Fling	7,231	9,000	-1,769	-	(1,769)	
Fundraisers:Square One Art	6,870	5,000	1,870	-	1,870	
TOTAL INCOME	53,606	46,085	7,521	(1,310)	6,211	6,211
			7,521			
EXPENSES						
Management & General Expenses:Bank Service Charges	888	900	12	-	12	
Management & General Expenses:Insurance PTA	305	305	-	-	-	
Management & General Expenses:Office Supplies	639	800	161		161	
Management & General Expenses:Parliamentarian Expenses	48	80	32	-	32	
Management & General Expenses:President - Discretionary	244	800	556	556	-	
Management & General Expenses:PTA Conventions	225	300	75	75	-	
Program Expenses:Scholastic Enrichment:1st Grade Musical	831	800	(31)	-	(31)	
Program Expenses:Scholastic Enrichment:5th Grade Musical & Video	-	1,100	1,100	1,100	-	
Program Expenses:Scholastic Enrichment:After School Enrichment	202	500	298	-	298	
Program Expenses:Scholastic Enrichment:Drama Club	339	800	461	-	461	
Program Expenses:Scholastic Enrichment:Family Night	-	0	-	-	-	
Program Expenses:Scholastic Enrichment:Field Day	456	500	44	44	-	
Program Expenses:Scholastic Enrichment:Legos Competition	368	420	52	-	52	
Program Expenses:Scholastic Enrichment:Peter Rabbit's Garden	316	400	84	-	84	
Program Expenses:Scholastic Enrichment:Reflections	-	100	100	-	100	
Program Expenses:Scholastic Enrichment:SEATS	11,500	11,500	-	-	-	
Program Expenses:School Support:Buildings & Grounds	575	2,500	1,925	1,925	-	rollover
Program Expenses:School Support:Teacher Appreciation & Room Parents	2,813	4,700	1,887	100	1,787	

Category	YTD Actual	Budget	Difference	To be Received or Spent	Available funds	
Program Expenses:School Support:Teacher Funds	5,573	6,380	807	130	677	guess
Program Expenses:Services:5th Grade Celebration	175	2,500	2,325	2,325	-	
Program Expenses:Services:Birthday Ribbons	-	100	100	-	100	
Program Expenses:Services:Chess Club	-	0	-	-	-	
Program Expenses:Services:Communications (Signals, Website)	298	250	(48)	-	(48)	
Program Expenses:Services:Community Service	1,019	1,100	81	-	81	
Program Expenses:Services:Correspondence Secretary	1,133	1,800	667	667	-	
Program Expenses:Services:Directory	(59)	0	59	-	59	
Program Expenses:Services:Guardian Angel Fund	1,281	1,750	469	275	194	guess
Program Expenses:Services:Hospitality	1,220	2,200	980	980	-	
Program Expenses:Services:National Walk to School Day	118	100	(18)	-	(18)	
Program Expenses:Services:Newcomers	575	700	125	-	125	
Program Expenses:Services:PTA Programs-Socials	150	2,000	1,850	1,850	-	
Program Expenses:Services:Scholarship-High School Support	-	500	500	500	-	
Program Expenses:Services:Veterans Day	195	200	5	-	5	
Program Expenses:Services:Yearbook	(9,840)	0	9,840	9,840	-	
TOTAL EXPENSES BEFORE DESIGNATIONS	21,587	46,085	24,498	20,367	4,131	4,131
			24,498			
Net Difference:	32,019	0	32,019	21,677	10,342	10,342
Designated Expenses						
Designated Expenses:Accelerated Reader	1,000	1,000	-	-	-	
Designated Expenses:Bike Rack	250	250	-	-	-	
Designated Expenses:Book Room	320	7,000	6,680	6,700	(20)	
Designated Expenses:Color Printers	473	500	27	-	27	
Designated Expenses:Empowering Writers	-	5,431	5,431	-	5,431	
Designated Expenses:Expanding Expressions Toolkit for Speech	230	230	-	-	-	
Designated Expenses:Horseshoe Signs	500	500	-	-	-	
Designated Expenses:iPad for Art	599	600	1	-	1	
Designated Expenses:Lakeshore STEM kits	2,993	3,000	7	-	7	
Designated Expenses:Lego Robots	-	560	560	560	-	rollover
Designated Expenses:National Known Author	3,634	5,000	1,366	560	806	
Designated Expenses:Pow Wow Patch	-	7,000	7,000	7,000	-	rollover
Designated Expenses:Reading A to Z	510	600	90	-	90	

Category	YTD Actual	Budget	Difference	To be Received or Spent	Available funds	
Designated Expenses:SEATS	181	5,936	5,755	680	5,075	
Designated Expenses:Spring Fling Signs	216	300	84	-	84	
					-	
TOTAL DESIGNATIONS	10,906	37,907	27,001	15,500	11,501	11,501
			27,001			
TOTAL AVAILABLE FUNDS					21,843	
ROLLOVER (and excluded from the \$21,843):						
DESIGNATION REQUESTS:						
Pow Wow Patch (whatever is unpaid as of 6/30)	8,725	Pow Wow Patch Plants			6,500	
This year lego robot	560	Art Supplies for Mrs. Ranson			500	
	9,285	Jr. Lego League Kit			150	
		Second Lego Robot			560	
		SEATS??			5,000	
					12,710	
		Remaining Funds			9,133	

There are 2 items that were designated for this fiscal year which will not be completed by June 30th. We would like to re-designate those funds because we anticipate all spending to be completed by summer.

Pow Wow Patch Hardscape	\$	8,725
Lego Robot	\$	560
	\$	<u>9,285</u>

I anticipate that we will have an excess of \$21,810 at the end of this fiscal year. Because we are a non-profit, we can not make any income and need to designate these funds to specific projects for next fiscal year. We propose the following:

Proposed Designations:

Sun Shades for 6 classrooms	\$	5,100
SEATS	\$	5,000
Raz Kids/A-Z Classroom Subscriptions	\$	3,500
Pow Wow Patch Plants	\$	3,000
Accelerated Reader	\$	1,900
4th & 5th Grade Transition Support	\$	1,500
Art Supplies	\$	500
Bike Rack(s)	\$	500
Social Thinking Curriculum	\$	360
Printer	\$	300
Jr. Lego League Kit	\$	150
	\$	<u>21,810</u>

Because this dollar amount is based on my best estimate of where we are going to be at the end of the year, any variance (either positive or negative) will adjust the total amount designated for SEATS.