**2020-2021 PPE PTO Board Meeting Minutes, March 22, 2021**

**Budget Discussion**

A meeting of the PPE PTO Board was held virtually on Monday, March 22, 2021.

The meeting convened at 5:30 pm. Co-Presidents Kass Benchoff and Ginny Dolezal presided.

**Attendees:** Russell Young, Principal; Kass Benchoff, Co-President; Ginny Dolezal, Co-President; Nahed Zehr, Vice President; Geoff Watson, Treasurer; John Markham, Assistant Treasurer; Marisa Adair, Vice President Communications; Katie Agnew, Secretary.

**I. Welcome and Call to Order:**

Kass Benchoff called the meeting to order.

**II. Budget Discussion:**

1. Income Items
   1. Art Show – removed from budget because it will be considered a school fundraiser going forward
   2. Book Fair – removed from budget because it will be considered a school fundraiser going forward
   3. Dine Out – increased to $2,000 based on this year’s performance and will be renamed “Small Fundraisers”
   4. Gifts/Grants – not included in budget because these are unplanned
   5. Interest Income – not included in budget because this is unplanned
   6. Interest – Money Market – not included in budget because this is unplanned
   7. Invest Contributions – decreased to $100,000. $138,000 was donated in 2020, from 500 students, which is the equivalent of $276/student. Budgeting 400 students for next school year (this is a low estimate and not the number from MNPSP at $276/student equals approx. $110,000.
   8. Kroger and Amazon – keeping the same at $3,000
   9. Misc. Fundraiser – removing and reallocating line item
   10. Misc. Income – removing and reallocating line item
   11. School Supply Kits – reduced to $1,200 to reflect lower enrollment
   12. Spring Event – reduced to $70,000 to reflect lower enrollment
   13. Boxtops – reduced to $200 because platform is harder for parents to use
   14. Tiger Cup – keeping the same at $20,000
   15. Tiger Store – keeping the same at $18,000
   16. Used Book Sale – keeping the same as last school year at $1,200
   17. Yearbook – removed from budget because it will be considered a school fundraiser going forward
   18. TOTAL INCOME: $225,600
2. Expenses
   1. Ambassadors – reduced to $100 based on feedback from Mrs. Twitchel
   2. Directory Expense – keeping the same at $400
   3. Events and Products
      1. Art Show Expense – removed from budget because it will be considered a school fundraiser going forward
      2. Big Green Fair – removed from budget; discontinuing event
      3. Book Fair – removed from budget because it will be considered a school fundraiser going forward
      4. Family Picnic – reduced to $500 and will find teacher and parent volunteers to help cut costs
      5. Invest – reduced to $1,000 because of move to digital communications
      6. Math / Science Events – reduced to $250 by offering less food at event
      7. Read-A-Thon – keeping the same at $1,950
      8. Spring Fundraiser – keeping the same at $22,000
      9. Tiger Cup – keeping the same at $10,000
      10. Tiger Store – keeping the same at $14,000
      11. TOTAL EVENTS AND PRODUCTS - $49,700
   4. Other Expenses
      1. Care Team – keeping the same at $275
      2. COVID – reduced to $0
      3. Facilities / Playground Maintenance / Décor – keeping the same at $1,750, for possible investment in picnic tables. Dr. Young is exploring donations through “Tools for Schools”
      4. First Day Fair – removed from budget
      5. Grandparents Day – budgeting $250 for printing costs associated with the Wall of Love
      6. Hospitality Fund – keeping essentially the same at $2,000
      7. New Families – keeping the same at $900
      8. Prep for School Opening – reduced to $800
      9. Principal’s Discretionary Fund – reduced to $2,500, per feedback from Dr. Young
      10. Subscriptions – removed and combined with technology line item
      11. Teacher / Staff Appreciation – removed and combined with hospitality line item
      12. Webpage Development & Hosting – keeping the same at $1,400
      13. TOTAL OTHER EXPENSES - $9,875
   5. Professional Development – reinstated to $4,000; previously removed from last year’s budget to cover COVID expenses
   6. PTO Administrative Expenses
      1. Audit / Tax Prep – increased to $1,000 to match this year’s actual cost
      2. Banking / Ebanking – increased to $5,000 due to increased fees
      3. Bookkeeper – keeping the same at $2,400
      4. Insurance – keeping the same at $600
      5. PayPal, Square, Stripe – combining with banking expenses
      6. PTO – keeping the same at $3,000
      7. PTO ADMINISTRATIVE EXPENSES - $12,000
   7. Salaries & Related Expenses - $130,000
   8. Teacher Supply Expenses
      1. Art – increased to $2,000 and will use the additional money from Art Show income (approx. $1,500) for additional supplies
      2. Classroom Paper – keeping the same at $2,500
      3. Copier Maintenance & Support – keeping the same at $1,500
      4. Community Event (formerly instructional coach) – reduced to $1,000, to be used for literacy events
      5. Interventionist – reallocated to Teacher’s Salaries
      6. Library – adjusting to $2,000, which is in addition to $5,000 from the Book Fair
      7. Music – keeping the same at $3,000
      8. PE / Field Day – keeping the same at $1,800
      9. Spanish – removed from the budget; will receive individual teacher supply funds only
      10. Teacher Supply Fund – increased to $10,500, based on $260 / teacher and estimated 35-40 teachers
      11. Technology & Subscriptions – keeping the same at $10,000
          1. TOTAL TEACHER SUPPLY EXPENSES - $34,300
   9. Other Expenses
      1. Field Trip Shirts – keeping the same at $4,000
      2. Kindergarten Tote Bags – increased to $900 because of increased cost of bags with additional zippers on them
         1. TOTAL OTHER EXPENSES - $4,900
   10. TOTAL EXPENSES - $245,275
   11. NET OPERATING INCOME – ($19,675)

**VII. Adjournment:**

Kass Benchoff made a motion to adjourn the meeting. Ginny Dolezal seconded the motion. Meeting adjourned at 7:15 pm.

Katie Agnew

Secretary, PPE PTO Executive Board