

Budget Meeting Notes 9/21/22

ATTENDEES

Haley Beardsley, Cortni Swisher, Katheryn O'Connor, Julie Sommers, Brittney Moloczniak, Dominique Smith

AGENDA

President

Stephanie

- Notes from Stephanie's email to board:
 - These numbers feel very real and achievable to me. I'm so hopeful we will be able to end this fiscal year in a more comfortable position than we are currently, and I think your suggestions will allow us to do that.
 - From an income/expense perspective, my role has very little movement, so I think you'll all be ok without me, and I don't want to further postpone making our budget "official".
 - I do hope that we will be able to make small changes in the spring if we surpass our income goals - we would vote on those on a case-by-case basis as our account balances fluctuate. If we're truly in a position where we are able to increase our savings for next year, I'd then love to discuss and vote to increase things like teacher grants (if we're nearing our allowed spend), Teacher Appreciation Week, and some of the ideas and programs we've discussed for students. In my mind, we would tie those in with our fundraiser goals (ex: if we earn 4k above budget, we increase teacher grants by 1k, 5k we add \$xxx to academics or TAW) and can decide those thresholds when we plan the Fun Run goals. But, we have some ambitious plans, so we'll vote with the numbers you all agree to tomorrow at our October meeting, and move

forward with those decisions - only potentially making changes if (when!) our account balances begin going up.

○ Thank you ladies for your efforts to maintain a lean PTO year and think creatively to keep our expenses low while offering incredible opportunities for our students, teachers, and community!

Treasurer

Cortni

- Notes from Cortni's email to the board:
 - Please note that I left the "Initial" column in with the numbers we discussed on 9/1/22, but I added a "CS Proposed" column with the more conservative numbers that I feel we should consider. If we stick with the budget that I have proposed, we should come out on top... We will have some leftover to slowly "refund/replenish" our Money Market (savings) account - to recoup some of the Playworks expenses.
 - I proposed our total Budgeted Expenses at \$37,121.00.
 - I proposed our total Revenue to be \$44,410.00. I lowered this from the "Initial" Revenue number of \$60,420.00 that we discussed on 9/1/22. I felt like that amount was optimistic-- we have never approached that amount before, and although it might be doable and would be amazing, I strongly feel that we need to consider the more conservative option.
 - This will leave us with a surplus of \$7,289.00 at the end of the year that we can roll-over into next year (FY24). This is important because we not only need to use this year's funds to fund this year's events, but we need to build up enough funds to fund next year as well... Historically, we have used the funds we raise in the current school year to fund the following year. We have pivoted from this model this year due to a very low fundraising year last year. We have had to draw from our savings to cover some expenses and we also spent \$18K from our savings to fund Playworks. We are now in a situation where we have to fund our current year's expenses, as well as our following year's expenses - that's a lot of pressure. The more

conservative we can make the budget this year, the better. This also means that if we raise more money than anticipated this year, our spending for this year does not increase. That additional money is rolled over to fund next year's expenditures. It is worth noting that next year's spending might be tight as well - we spent a lot of money last year without raising a lot, so we might be playing catch up for a while.

○ I feel like there are a lot of spending ideas going around... Please note that if the expense is not budgeted for, it is not going to be considered for reimbursement - as soon as the budget is voted on & finalized, it is what it is for this year.

○ As the PTO Treasurer for this school year of 2022-2023, I feel like it is my responsibility to lay out certain items on the record to further explain why we should seriously consider approving the "CS Proposed" budget instead of the "Initial" budget discussed on 9/1/22.

1. The "Initial" Budgeted Expense Total of \$42K is the largest budget in the history of the Trailside PTO by a significant amount.
2. The Playworks expenditure of \$18K was the largest single expense in the history of the Trailside PTO by a significant amount, and that is in addition to the \$42K budget number referenced above.
3. The "Initial" Revenue Total of \$60K is the highest targeted revenue amount in the history of the Trailside PTO by a significant amount.

- Any one of these items represents a financial risk individually, let alone combined.
- It is crucial that we reduce our expenditures in the budget to significantly reduce our overall financial risk.
- While we do have a sizable amount of money in our Money Market (savings) account, I recommend that we consider it "untouchable" at this time - we cannot dip further into our savings since we already spent \$18K on Playworks. The Bylaws state that we should try to keep 2 years' Operating Budget in our savings. Accountants have recommended this to us as well (on the high-end) or 6 months (on the low-end). The "CS Proposed" Operating Budget is \$37,121.00 (which

means on the high end, we should have \$74K in savings and on the low end should have \$19K). We currently have \$33K. As a result, I feel like we cannot afford to use any of our remaining Money Market funds this year.

- I want to be abundantly clear about our current financial situation so we can all make informed decisions regarding this year's planned spending and its effect on the following year's finances.

Notes from Meeting:

- Lowered the amount of the Fun Run revenue to a more attainable number based on the budget numbers at this time.

- Recommends keeping the money in the savings there (currently \$35K) and not touching it for the remainder of the year.

- Raise money to fund this year and start rolling it over into next year.

- Ideally need \$64,000 to fund this year and next year.

- Confirmed we get \$1000 for our PCEF ambassadors (\$500/each).

- “Expenses - Teacher & Student”:

- Teacher Grants: This total amount should be \$2,100 (\$700 p/Trimester & \$350 max allowance per Grant Request).

- 3rd Grade Students - Tie-Dye: Update from Brittney - There was a request that went out to parents to help cover the costs of the 3rd Grade Tie Dye activity so ideally that is covered and not an expense from our budget.

- Added line items for certain things to make the budget easier to read and account for all programs/events (ie. Revenue from Beat the Call, classroom wallet, etc.)

- From this meeting, Cortni will edit the budget, email the revised copy, and then we will have a final vote at our next meeting on October 4th.

- 5th Grade Legacy Gift from 2022 5th Grade Class, per an update from Cortni 9/22/22: 46 parents donated via Venmo, for a total of \$1,471.00. Tara Joiner ordered a plaque that cost \$80.00. Cortni reimbursed her & will follow up regarding the installation of the plaque. The approximate cost of the picnic table (inc. freight) is \$1,537.00 - this was a quote from the summer (still waiting on an updated quote). Based on this quote, Cortni is requesting that the PTO pay the balance of \$146.00 to cover the remaining cost of these 2 items - listed on the Budget as a Capital

Expense. Cortni will order as soon as the final quote is received. The PTO Board agreed to pay the balance.

Fundraising

Katheryn

- We need to let Michelle know that we have 15 Oktoberfest tickets for teachers/staff. - Haley to add to the weekly email.
 - Ask Michelle to reach out to teachers to see who is interested in coming. Per update from Katheryn on 9/22/22, spouses of teachers are included in this offer.
- Katheryn will check on the J.Crew fundraiser amount that was earned.
- Family Dinner Night Give-Back Programs for Fall & Winter - Hearth and Hill and Café Rio? These might be good options for 2 different price points. Per Haley on 9/22/22: She found the information on this program & will forward to Brittney & Katheryn.
- Update the Oktoberfest line items to reflect 100 guests, which brings revenue down to \$11,400. (This does not take into account the revenue amount from auction items.)
- Oktoberfest expenses are \$4,400.
 - 75 tickets have been sold as of today.
 - Let's try to reach out to friends by Friday to increase this number.
- Fun Run planning to start in Nov.
- Trivia night - hoping to get the venue donated/gifted
 - Waiting to hear back from Jeremy Ranch.
 - Might ask Subie from Little Miners if we could use their event room for no cost - maybe give Subie a portion of the profits.
 - Katheryn will try to secure the space now & then start planning after Oktoberfest is over.
- Katheryn will get the Happy Trails invoice to Cortni so we can use that as a PTO banner. It was originally purchased with the "Snack Shack" in mind, but we'll use it at all of our events that have food instead.

Academics

Dominique

- Missoula to-do's:
 - Check on availability of the theater at Ecker. Per an update to Cortni from Rhea on 9/21: "I'm not sure what to do about Ecker. Steph mentioned doing a dress rehearsal at TSES. We usually unpack the costumes/set etc at Ecker so it would make it tricky. Instead, we might do the show at Trailside on our stage if we have a small cast (and therefore a small audience) like last spring we don't need to go to Ecker. I'm talking to Tarabeth about it."
 - Find theSignUpGenius - Haley to send to Dominique. Sign up only had a slot for the Parent Volunteers and the piano accompanist. See below. Rhea may have the sign up for the meals?

● **Responsibilities for parent coordinators:** include attending rehearsals each evening (April 25th thru April 30th), coordinating dinners for 2 MCT staff, and coordinating the day of performance. Everything else is handled by MCT, and it's an easy 1-week job especially when it's shared!

Our accompanist: will need to be fairly proficient at the piano, music is provided ahead of time. The music is easy but the accompanist must be able to follow entrance queues. This could be a perfect job for an older student who needs volunteer hours. Only 3 evenings of rehearsals and the day of the performance is needed.

Please consider volunteering to help bring our school play to life!

- Families donate dinner to Missoula staff each night (per an update from Rhea).
- Need to find an accompanist. Brittney and Julie might know someone.

- Rhea said she will chair. Rhea can handle most of these to-dos.
- Rhea will house the staff again. Per an update to Cortni from Rhea on 9/21: “It’s a requirement to house them. They have to have a private room for each one. It can be in the same house or different houses. Next year you’ll want to ask families to host maybe.”
- Cortni will send a copy of the contract to Dominique so she can see the “fine print” regarding dates & details.
- We’re scratching the idea to sell tickets to the play because it feels like too much for a free program, but we will still sell water and roses/and chocolates.
- Fall Book Fair: Mia will purchase the donuts and sell them – not putting in the budget since she will be purchasing the donuts herself.
- Dominique is going to speak with Ms. Bott about applying for a PCEF grant for the science boxes.
- Arts Fest:
 - Dominique would like a budget for little items to spend
 - Discussed if it would help combining both the Science Night with Arts Fest – TBD?
- It was decided to split the \$600 budget from Science Night into \$300 for both Science Night and Arts Fest. Dominique will decide on whether she needs more or less for one event or if she’ll use the total amount on a combined event.

Social

Jessie

- Jessie joined the meeting during the last 10 minutes
- Dances
 - Added revenue for the dances to account for the \$290 DJ cost & random supplies.
 - Added expenses in for the dances with the hope that it zeros out with the revenue brought in.
 - Dia de los Muertos Dance: The first committee meeting is Monday, 9/26. Hoping to finalize booking of “The Border” Food Truck. Jessie spoke to Cortni about leftover items from the last dance that are hopefully saved in the PTO closet to be used this time

- tickets, cash boxes, collection bowls, tablecloths, flowers, fiesta flags, LED tealight/votive candles, photo booth face props, and possible parts to decorate the photo booth...

- **Carnival**

- Everyone is on board with making it an awesome event and adjusting as needed with the new \$2000 budget (increased from \$1,500).
- Ideally keep it directly after school to ensure all students can attend.
- Possibly add more “carnival” like games this year.
- Keep it a free event for all.
- Might need to forgo Bouncy-House equipment due to cost.
- Jessie wants this event to be different from the Picnic.

Health and Wellness

Julie

- **Bike/Walk to School:** Requested that we put in a small amount for bike/walk to school. Requested \$20/each.

Communications

Brittney

- **Notes from Yearbook - Tarabeth (per previous conversation with Cortni):**
 - For every yearbook sold we get \$2 back.
 - There are currently 50 “free lunch” students this year that PTO will need to purchase yearbooks for (confirmed by Eva to Cortni on 9/21/22).
 - Per an update to Cortni from Steph on 9/21: Let’s confirm whether PTO has also purchased yearbooks for the “reduced-price school meal” kids in the past?
 - For every 100 sold we get 1 free book. Can earn up to 5 free books.
 - Possibly push on Times and Social to get purchases by the end of September to help earn free books.
 - Haley will be the point of contact on the board.
 - Tarabeth has an email that she would like to send the teachers regarding yearbook photos. She will hold off until we ask Tracy & Michelle the best way to go about that - emailing directly from Tarabeth or asking

Haley to insert into weekly PTO email. How should she communicate with the teachers going forward? Is she allowed to take pictures in the school periodically?
○ Per Cortni's conversation with Tarabeth on 9/22/22: We have a -\$17.10 credit from last year to help fund.

Secretary/Membership

Haley

- Veterans Day Assembly (Friday, Nov. 11)- how can we help? Does anyone want to take this on? -
 - Brittney will ask Ms. Taylor where she stands with volunteers (has anyone responded to the post in the TT?).
 - We need to start promoting the need for family Veteran pictures for the video soon.
 - Create a canva in the Times? Post of FB?
 - Jessie volunteered to put together the video. Per an update to Cortni from Steph on 9/21: Steph's daughter, Naomi, is planning to make the video. We can create a post for TT asking that pictures be sent directly to her. Cortni noted that in the past, the pictures need to include: name of student, relationship of student to Veteran, name of Veteran, and branch of the military that Veteran served/serves in (Air Force, Army, Coast Guard, Marine Corps, Navy and Space Force.)
 - Naomi (Steph's daughter) is confirmed to sing.
 - Should we create a SignUpGenius for the breakfast? Potluck?
 - Dominique to set up the breakfast for Veterans and their families? Per an update to Cortni from Steph on 9/21: The breakfast IS for Veteran's and their families - served before the assembly.
 - Cortni is wondering how this gets advertised? How do the family Veteran's get invited to attend / join on stage / and have breakfast? Who does this? We should handle ASAP
 - We need to confirm with Tracy that this assembly will allow "visitors" into the school - maybe Jennifer Taylor has that covered?
- Do we want to move the Dia de los Muertos dance to a different Friday? It was talked about at the previous meeting that we could possibly move it to October 28th.

- TBD date.
- New date for Open PTO Meeting in October. Push to the beginning of November?
 - Brittney to take off the Times. Need to revisit?
- Raise the Paddle - teacher asks? - Update?
 - Haley is going to add this to the weekly email to Tracy and Michelle.
- Fun Run - March 31st - only Friday open during Springtime frame.
 - Assembly two or three weeks before?
- Let's make sure we're having all of the volunteers fill out the District's volunteer form to have on file (ie., Room Parents, Mileage Club and Book Fair volunteers). We should get in the habit of automatically including this form & information when requesting volunteers for our events.
- Per Steph on 9/21/22: Update on Recorders for 4th & 5th Graders - Jennifer requested donations from parents, so we will revisit after we know the total donation amount.