

David Lubin PTG Budget Meeting Minutes – July 18, 2018

Attendees: Elizabeth, Caroline, Sarah P., Josette, Natalie, Sarah C., Regina, Chioko, Edie, Libby S., Ms. Williams, Ms. Augusta

Funding Requests

DLASA Committee - Funding Request

Chioko and Edie discussed the problem of finding someone to stay after school to monitor the program. They have asked to have the DLASA budget increased so they can pay someone to stay after school. They would like to pay a \$250 - \$300 stipend twice a year.

Currently instructors are receiving about \$25 per session. Chioko and Edie would like to increase the stipend to \$45 per session. They hope this will increase the variety of instructors and classes.

To help offset the increased costs, we could increase the cost of the class to \$25 per student.

Nature Bowl - Funding Request

\$50 for covering the costs of registration fees (\$25 per team).

STEAM Night - Funding Request

\$400 for covering food and material costs.

Treasurer's Report

Josette reported on income earned from fundraising last year.

- Fundraisers, donations, and grants brought in \$113,223.91. Garden Tour brought in approximately \$75,378.62 (pending one outstanding invoice). Jog-A-Thon brought in \$20,298.91.
- The amount Lubinpalooza brought in is still pending. Sarah P would like to make Lubinpalooza a PTG Event and add it to the PTG Budget. We would like to make the event free for families.

Josette discussed the budget line items (expenses) for next year.

- Bank Fees
 - o We had a lot of bank charges due to changes in banks.
 - o We will need to watch how much cash we deposit monthly to avoid fees.
 - o The budget will increase to \$300.

- o This was approved.
- Art Instruction
 - o Ms. Jane has requested \$1,500 for art supplies, \$650 for chalk top, \$500 for the art show, and \$16,000 for her salary. This is a small increase from last year.
 - o We would like to give Ms. Jane a raise. Her salary will be \$18,000.
 - o This was approved.
- CAP/LAX Aides
 - o Mr. Dixon has requested \$40,000. PTG would like to see data that shows the program is meeting student needs and increasing student achievement.
 - o This was approved.
- DLASA
 - o We budgeted \$200 for DLASA and the remaining funds roll over to the next DLASA session. DLASA has a balance of \$575 from last year and \$200 in the 2017-18 budget for a total of \$775. This year we will give DLASA an additional \$200. They will begin the 2018-19 school year with \$975.
 - o This was approved.
- Classroom Enrichment
 - o Josette and Sarah P would like to earmark a set amount of money every year for the 4th grade field trip to Sutter's Fort. This amount will not change and will be set at \$1200.
 - o Remaining grade levels will receive \$15 per child to spend at their discretion.
 - o The new budget amount will be \$9,500.
 - o Teachers can still use funds until Aug. 30, 2018.
 - o This was approved.
- Music Instruction
 - o Ms. Hunt would like to add a recorder program next year. This would require the purchase of recorders that could be sterilized and reused from year to year.
 - o We can budget \$11,000 for music instruction, \$500 for the curriculum, and \$500 for instruments.
 - o This was approved.
- Yearbook
 - o We ended up with a deficit for year book. This is the second year we had a deficit.
 - o We would like the yearbook committee to charge more for yearbooks - \$20 per yearbook - to cover the deficit.

- o This was approved.
- Photojournalism
 - o We would like to keep this for one more year in the hope someone will pick this program back up. This was approved.
- Projector
 - o We will rename this as Movie Night. The \$500 will be used to cover the cost of food for the Community Event. This was approved.
- Touch of Understanding
 - o We are not sure this was done, but would like to keep the money (\$1000) in the budget and hope the program returns next year. This was approved.
- Assembly - School Wide
 - o We will keep this in the budget (\$400) and work with Mr. Dixon on a school wide assembly this year. This was approved.
- Sly Park Childcare
 - o We would like to keep this at \$320. This was approved.
- Sly Park Scholarship
 - o We would like to keep this at \$500. This was approved.
- Garden Beautification
 - o Ms. Kane has requested \$2000. This was approved.
- Staff Appreciation
 - o We would like to increase this to \$250 in the fall and \$250 in the spring.
 - o These will be a non-ask event (school wide).
 - o This was approved.
- Kinder Picnic/1st Day Bagels & Coffee
 - o We would like to increase this to \$200 in case we need to cover the cost of coffee. This was approved.
- Teacher and Community Outreach
 - o We will rename this Teacher Outreach. This will be the teacher luncheon at the beginning of the year.
 - o The budget will be \$500. This was approved.
- Family Basket
 - o This will remain at \$500. This was approved.
- Hospitality

- o This will remain at \$400. This was approved.
- Domain Fees
 - o We need to identify who is paying the school website fees. PTG covers the Garden Tour and PTG domain fees.
 - o We pay domain fees every two years. The budget will remain at \$150. This was approved.
- PTO Today Insurance
 - o This will remain at \$600. This was approved.
- Taxes/CPA
 - o We will budget \$1200. This was approved.
- PTG Paper
 - o We would like to increase this to \$300. This was approved.
- PTG Operations/Treasurer Supplies
 - o This will remain at \$150. This was approved.
- Theater Program/DLMT
 - o This will be changed to \$0. This was approved.
- After School Band
 - o We would like to increase this to \$600. This was approved.
- Attorney General Annual Fee
 - o We will budget \$50. This was approved.
- Sarah P would like to add Lubinpalooza as a line item.
 - o We would like to budget \$800 for the PA system and other incidentals.
 - o There would be no additional ask from the school community for donations.
 - o This was approved.
- Sarah P would like to add Jog-A-Thon as a line item.
 - o We are moving the Jog-A-Thon to the fall. To cover the potential loss of sponsors, Sarah would like to budget enough money to cover the t-shirts. She would like to add \$3000 to the budget. This would be a one-time line item.
 - o This was approved.
- Sarah P would like to add a Field Trip fund as a line item.
 - o Sarah P proposes setting aside \$300 in the budget to help cover the cost of field trips for parents or students who cannot afford the field trips.
 - o This was approved.

- Natalie would like to add Nature Bowl as a line item.
 - \$100 will be budgeted. This was approved.
- Natalie would like to add STEAM Night as a line item.
 - \$500 will be budgeted for science night and it will include a chalk mural. This was approved.
- Libby S would like to add Debate as a line item.
 - \$100 will be budgeted to cover registration fees. This was approved.
- We have a surplus of approximately \$15,000. This money will be moved to savings.

Calendar Meeting

- Every last Friday of the month will be spirit day.
- Due to time constraints, finalizing committee positions and calendar dates will be done over email.

Next Meeting: September 18, 2018 at 6:30pm