

**David Lubin PTG
Board Meeting Minutes
December 13, 2022, 5:30 PM**

In Attendance:

Kit Adsetts, President – Present
Heather Downey, Vice President – Present
Cece Broussard, Treasurer – Present
Lisa Ashley, Secretary – Absent
Kate Buehler, Parliamentarian – Present
Beverly Garber, Member at Large – Present
Caroline Dunivant, Member at Large – Absent
Erin Martin, Member at Large – Present
Buthaina Hassen, Member at Large – Present
Kristin Saldana, Teacher Representative – Present
Mary Ann Williams, Teacher Representative – Present

Quorum Established

President's Report

- Kit Adsetts moved to approve the November Meeting minutes. Mary Ann Williams seconded. Motion passed with unanimous voice vote.

Treasurer's Report

- Jog-a-thon- \$36,000 raised
- Cultural rallies both successful - Drumming and Ruby Bridges Walk
- Suggestion of transferring some of the Checking balance to Savings (needing to check what the balance needs to be to still have FDIC insurance), as well as possibly looking into a high yield savings account for a portion of the balance
- \$982 invoice from April 2021 field trip transportation to MOSAC - 5th grade. Cece will connect with Mr. Dixon and Ms. Yayasaki to verify where funds should be transferred from - possible ASB account or from classroom/grade budget
- \$768 invoice from Dave's Pumpkin Patch - 1st grade transportation - an email has gone out to all first grade teachers (\$400 of funds already used)
- \$1700 invoice from Kline Music for ukuleles – Kit will look into it
- More discrepancies from Stripe account - Cece will deactivate any banking information connected to the account (it has been disabled, but transactions keep showing up)

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

Fundraisers and Campus Events

- IPAD covers/screens - Ms. Williams
 - 2020 MacBooks/Chromebooks are up and running
 - IPADS need new screen covers (18 total). Kit Adsetts moves to approve a budget of \$2000 for new supplies. Kristin Saldana seconds. Motion passed with unanimous voice vote.
- Kinder Enrollment Media Outreach - Erin Martin
 - Flyers made - will be distributed around the neighborhood, how can we share them more widely?
 - Discussion of “Open House” or Mixer in January - looking for volunteer to lead this. Kristin will share flyer to local parent FB groups (East Sac Moms, Curtis Park, Tahoe Park and Oak Park)
- Holiday Shopping Event - Lisa Ashley
 - \$400 raised, not as successful as projected, but a strong start to meaningful relationships with local business
 - Will look into continuing in the Fall of 2023 and changing dates and price points to accommodate more businesses
- Kindness Campaign - Kit Adsetts
 - Holiday Outreach Project - \$2500 raised via Go Fund Me campaign
 - Mr. Jon leading current weekly Challenges- students will be entered into a drawing for \$10 giftcards/bracelets/tees
 - Blankets of Hope - will revisit next month at meeting or via Slack
- Run4Rhett
 - Spring 2023 - Charsey Porse will be submitting grant in early 2023
 - Looking for parent volunteers to help coach
- Planning Events
 - STEAM Night - March
 - Kit and Caroline will be in touch with Mrs. Tamblyn to coordinate
 - Lubinpalooza - June
 - Mrs. Augusta- Bettinger will be creating a committee
- Yearbook -
 - confirmation that Janel Inouye will be leading the effort to get a production published. Drop Box available online to gather photos
- Family Dance- January 27th
- STC Spring Musical - Heather Downey
 - Grant approved with district, therefore musical will be scheduled
 - Show will be chosen and voted on by 6th grade students
 - Free to all cast members

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

- David Lubin Times - Heather Downey
 - First Edition for 2022 will be distributed next week
 - \$250 will be submitted for reimbursement for printing at Kinkos
 - Contact with Cap Stage (Melissa) for future printings
- STEAM Coordinator Update
 - Notified Mr. Dixon and Board that Ms. Montes will not be returning in January. That the teachers need the classroom time to address learning loss.
 - Ms. Saldana asked if the money could be used for interventions to get the students back up to grade level. Further discussion with Dixon and teachers is needed.

Next PTG Meeting

January 10, 5:30 PM

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

DAVID LUBIN PTG 2022/23 BUDGET (AUGUST 1 - JULY 31)

REVENUE	2018-2019	2019-2020	2020-2021	2021-2022	2022-23 Budget	Notes
1st Wednesdays	\$ 1,921.13	\$ 1,662.35	\$ 764.20	\$ 2,268.56	\$ 1,500.00	
East Sac Garden Tour	\$ 60,468.92	\$ 9,788.56	\$ 10,462.69	\$ 66,390.31	\$ 60,000.00	
AmazonSmile	\$ 178.63	\$ 311.49	\$ 492.98	\$ 736.38	\$ 1,000.00	
eScrip	\$ 155.55	\$ 601.73				
Gift Wrap Fundraiser	\$ 6,477.48	\$ 3,357.77	\$ 2,643.30	\$ 7,941.85	\$ 5,000.00	
Savings Account Interest Earned	\$ 34.75	\$ 44.09	\$ 19.60			
Jog-a-Thon / Read-A-Thon	\$ 21,642.62	\$ 28,390.35	\$ 14,723.76	\$ 32,904.05	\$ 18,000.00	
Movie Night	\$ 576.97	\$ 846.83				
Spiritwear	\$ 145.37	\$ 285.43		\$ 2,443.10	\$ 2,000.00	
General Donations	\$ 709.85	\$ 3,158.59	\$ 1,150.00	\$ 2,371.69		
School Cents	\$ 1,000.00	\$ 300.00	\$ 1,000.00			
Yearbook	\$ 1,584.77	\$ 140.75				
Photography			\$ 3,718.83			
Farm Fresh to You			\$ 80.31	\$ 2,195.48	\$ 1,500.00	
TOTAL REVENUE	\$ 94,896.04	\$ 48,887.94	\$ 35,055.67	\$ 117,251.42	\$ 89,000.00	

EXPENSES	2020-21 Budget	2020-21 Cost	2020-21 Remaining	2022-23 Budget	Notes
Technology	\$ -		\$ -		
Art Instruction	\$ 15,500.00	\$ 15,500.00	\$ -	\$ 18,640.00	
Art Supplies	\$ 2,000.00	\$ 1,484.40	\$ 515.60	\$ 2,000.00	
Art Special Projects	\$ 1,575.00	\$ 1,125.00	\$ 450.00	\$ 2,300.00	
Art Show	\$ 500.00		\$ 500.00	\$ 900.00	
Chalk Walk / Poster Contest (Garden Tour)	\$ 700.00		\$ 700.00	\$ 800.00	
STEAM Coordinator	\$ 27,000.00	\$ 9,859.86	\$ 17,140.14	\$ 27,000.00	
STEAM Coordinator Supplies	\$ -		\$ -	\$ -	
Classroom Enrichment	\$ 5,490.00	\$ 4,600.89	\$ 889.11	\$ 6,060.00	not including 4th or 5th grades
PE Equipment				\$ 1,000.00	
Sutter's Fort (4th Grade Enrichment)	\$ 1,300.00	\$ 937.44	\$ 362.56	\$ 1,300.00	
Sly Park (6th Grade Enrichment)	\$ 6,500.00		\$ 6,500.00	\$ -	paid for by District
Sly Park Scholarship	\$ -		\$ -	\$ -	
Music Instruction	\$ 16,000.00	\$ 6,720.00	\$ 9,280.00	\$ 42,720.00	
Music Instruction - Supplies / Instruments	\$ -		\$ -	\$ -	
Diversity Equity and Inclusion	\$ 1,000.00		\$ 1,000.00	\$ 5,000.00	Changed from Touch of Understanding to
Beautification	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00	
Staff Appreciation (Spring)	\$ 500.00	\$ 222.18	\$ 277.82	\$ 500.00	estimate 50 (teachers + staff)
Teacher luncheon/Outreach (Fall)	\$ 593.83	\$ 593.83	\$ -	\$ 500.00	estimate 35 (teachers)
Kinder Picnic / 1st Day Bagels/Coffee	\$ 150.00	\$ 60.82	\$ 89.18	\$ 300.00	
Family Boxes / Kindness Campaign	\$ 500.00	\$ 350.47	\$ 149.53	\$ 500.00	
Hospitality - coffee mornings, etc.	\$ 400.00		\$ 400.00	\$ 400.00	
Bank Fees	\$ 150.00		\$ 150.00	\$ 150.00	
Domain Fees	\$ 769.95	\$ 769.95	\$ -	\$ 400.00	
PTO Today Insurance	\$ 600.00	\$ 499.00	\$ 101.00	\$ 535.00	
Taxes / CPA	\$ 1,295.00	\$ 1,295.00	\$ -	\$ 1,500.00	
PTG Operating Supplies	\$ 200.00	\$ 89.18	\$ 110.82	\$ 500.00	paper, treasurer supplies, etc
After School Band (Mandarin)	\$ 500.00		\$ 500.00	\$ 500.00	scholarships
Attorney General Annual Fee	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	
Franchise Tax Board Fee	\$ 10.00		\$ 10.00	\$ 10.00	
Debate	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	
Nature Bowl	\$ 100.00		\$ 100.00	\$ -	
Garden Tour Committee Budget	\$ 11,176.25	\$ 11,176.25	\$ -	\$ 5,000.00	
Lubinpalooza	\$ 500.00	\$ 156.50	\$ 343.50	\$ 1,500.00	
Field Trip Scholarships	\$ -		\$ -	\$ -	
STEAM Night/Day	\$ 500.00		\$ 500.00	\$ 1,000.00	
Jog-a-thon/Read-a-thon T-shirts	\$ 4,800.00	\$ 4,681.61	\$ 118.39	\$ 5,000.00	
IT Operations (Domain, Zoom, Slack)	\$ 500.00	\$ 311.76	\$ 188.24	\$ 1,000.00	
Fundraiser expenses	\$ 500.00	\$ 38.43	\$ 461.57	\$ 1,500.00	raffle prizes, etc
Spiritwear	\$ 5,473.34	\$ 5,473.34	\$ -	\$ 2,000.00	
Cultural Rally				\$ 2,000.00	
Star Base				\$ 6,000.00	
TOTAL EXPENSES	\$ 108,808.37	\$ 65,970.91	\$ 42,837.46	\$ 141,540.00	

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

Balances as of July 14, 2022		
PTG Checking Account Balance		\$125,615.36
PTG Savings Account Balance		\$68,463.85
Library Checking Account Balance		\$8,941.53
DLMT		\$15,030.89
PTG PayPal Balance		\$6,677.73

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

DAVID LUBIN PTG - 2021/22 BUDGET July 2022

REVENUE	2021-22 Budget	2021-22 Actual		Notes
1st Wednesdays	\$ 1,000.00	\$ 2,268.56		
East Sac Garden Tour	\$ 60,000.00	\$ 66,390.31		
AmazonSmile	\$ 350.00	\$ 736.38		
eScrip				
Gift Wrap Fundraiser	\$ 2,500.00	\$ 7,941.85		
Savings Account Interest Earned				
Jog-a-Thon / Read-A-Thon	\$ 10,000.00	\$ 32,904.05		
Movie Night				
Spiritwear		\$ 2,443.10		Merchandise sold during Garden Tour is included in this line item
General Donations		\$ 2,371.69		
School Cents				
Yearbook				
Photography				
Farm Fresh to You		\$ 2,195.48		
Read-a-Thon	\$ 5,000.00			
TOTALS	\$ 78,850.00	\$ 117,251.42		
EXPENSES	2021-22 Budget	2021-22 Cost	2021-22 Remaining	Notes
Technology	\$ -		\$ -	
Art Instruction	\$ 15,500.00	\$ 15,500.00	\$ -	
Art Supplies	\$ 2,000.00	\$ 1,484.40	\$ 515.60	
Art Special Projects	\$ 1,575.00	\$ 1,125.00	\$ 450.00	
Art Show	\$ 500.00		\$ 500.00	
Chalk Top (Garden Tour)	\$ 700.00		\$ 700.00	
STEAM Coordinator	\$ 27,000.00	\$ 9,859.86	\$ 17,140.14	Nature Detectives
STEAM Coordinator Supplies	\$ -		\$ -	
Classroom Enrichment	\$ 5,490.00	\$ 4,600.89	\$ 889.11	
Sutter's Fort (4th Grade Enrichment)	\$ 1,300.00	\$ 937.44	\$ 362.56	
Sly Park (6th Grade Enrichment)	\$ 6,500.00		\$ 6,500.00	
Sly Park Scholarship	\$ -		\$ -	
Music Instruction	\$ 16,000.00	\$ 6,720.00	\$ 9,280.00	Approved increasing the budget from \$7,500 to \$16,000 at 12/7/2021 PTG Meeting
Music Instruction - Supplies / Instruments	\$ -		\$ -	
Touch of Understanding	\$ 1,000.00		\$ 1,000.00	
Beautification	\$ 1,000.00		\$ 1,000.00	
Staff Appreciation	\$ 500.00	\$ 222.18	\$ 277.82	Expenses = \$1092.18, Donations = \$870.00
Teacher luncheon/Outreach	\$ 593.83	\$ 593.83	\$ -	Approved additional 93.83 at 9/14/2021 PTG Meeting
Kinder Picnic / 1st Day Bagels/Coffee	\$ 150.00	\$ 60.82	\$ 89.18	
Family Boxes	\$ 500.00	\$ 350.47	\$ 149.53	\$2419.53 raised from GoFundMe. \$330 donated (checks). \$3,100 total (including PTG contribution)
Hospitality - coffee mornings, etc.	\$ 400.00		\$ 400.00	
Bank Fees	\$ 150.00		\$ 150.00	
Domain Fees	\$ 769.95	\$ 769.95	\$ -	Old Garden Tour website and new PTG website. Increased budget adopted at 7/15/2022 meeting
PTO Today Insurance	\$ 600.00	\$ 499.00	\$ 101.00	
Taxes / CPA	\$ 1,295.00	\$ 1,295.00	\$ -	Increased budget adopted at 7/15/2022 meeting
PTG Paper	\$ 200.00	\$ 89.18	\$ 110.82	
PTG Operations/ Treasurer Supplies	\$ 150.00		\$ 150.00	

DAVID LUBIN ELEMENTARY

PARENT TEACHER GROUP

After School Band (Mandarin)	\$ 500.00		\$ 500.00	
Attorney General Annual Fee	\$ 25.00	\$ 25.00	\$ -	
Franchise Tax Board Fee	\$ 10.00		\$ 10.00	
COVID "Keep Things Positive" Fund	\$ -		\$ -	
Zoom Membership	\$ 180.00	\$ 149.90	\$ 30.10	
Debate	\$ 1,000.00		\$ 1,000.00	
Nature Bowl	\$ 100.00		\$ 100.00	
Garden Tour Committee Budget	\$ 11,176.25	\$ 11,176.25	\$ -	see Garden Tour tab. Increased budget adopted at 7/15/2022 meeting
Spiritwear	\$ 5,473.34	\$ 5,473.34	\$ -	Garden Tour merchandise. Expenditure adopted at 7/15/2022 meeting
Lubinpalooza	\$ 500.00	\$ 156.50	\$ 343.50	
Field Trip Scholarships	\$ -		\$ -	
STEAM/Science Night	\$ 500.00		\$ 500.00	
Marquee	\$ 38,022.67	\$ 36,970.00	\$ 1,052.67	2 payments to Stewart Signs, 1 payment Shane Brown Electric
Read-a-thon T-shirts	\$ 4,800.00	\$ 4,681.61	\$ 118.39	Approved at 11/09/2021 PTG Meeting.
IT Operations	\$ 500.00	\$ 311.76	\$ 188.24	Approved at 10/14/2021 PTG Meeting
Fundraiser expenses	\$ 500.00	\$ 38.43	\$ 461.57	Approved at 11/9/2021 PTG Meeting
Total Budget	\$ 147,161.04	\$ 102,740.62	\$ 43,420.42	

Balances as of July 14, 2022	
PTG Checking Account Balance	\$125,615.36
PTG Savings Account Balance	\$68,463.85
Library Checking Account Balance	\$8,941.53
DLMT	\$15,030.89
PTG PayPal Balance	\$6,677.73