

**Scanlan Oaks Elementary
PTO General Membership Meeting Minutes
September 20, 2012**

The meeting was called to order by Sandy Lapp at 6:05 p.m.

Meeting Location: Scanlan Oaks Elementary School Cafeteria

The purpose of the meeting was to review the revised budget for PTO for the current year. The presentation is attached.

Mr. Hejducek welcomed the parents. He thanked them for the purchase, made by the PTO, of the Smart Boards. He also thanked Kelly Wilson for organizing the Super Express Fund that was a tremendous success. We now have Wi-Fi in several rooms in the school. The goal is to have it in all of the rooms soon. Students in 2nd-5th grade are allowed to use e-readers now.

The Treasurer's Report was reviewed. The current balance as of May 3, 2012 is \$85,092.08. The PTO has brought in \$72,885.08 in income and incurred \$65,803.53 in expenses, leaving a net income of \$7,081.55 for the fiscal year-to-date. It is expected there will be a year-end loss of close to \$30,000.00.

Due to the PTO not attaining their Super Express Fund goal of \$70,000.00, the PTO met and reviewed the budget. They were able to remove items that are no longer needed in the budget and were able to trim many areas. Sandy reviewed the proposed areas to be reduced or eliminated.

The newly proposed 2012-2013 budget was presented by Sandy Lapp. A motion was made by Sandy Lapp to approve the proposed budget for the 2012-2013 school year. The motion was seconded by Elaine Dubec. There were ?? voting members present at the meeting. ?? voted to approve the proposed budget. No one voted against the motion. The motion was approved.

Meeting adjourned at 6:35 p.m.

Minutes submitted by: Charmoin H. Tatum, Recording Secretary

The slides from the Power Point Presentation shown at the meeting are included below.

Slide 1

SCANLAN OAKS ELEMENTARY
PTO GENERAL MEMBERSHIP MEETING

September 20th, 2012



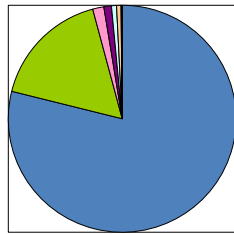
Agenda



- **Welcome**
- Treasurers Report
- Revised Budget Presentation for 2012
- 2013

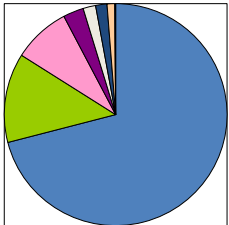
Balance (9/20): \$85,092.08

Total Income YTD: \$72,885.08



■ Super Express -	\$57,499.02
■ Spirit Wear -	\$12,345.26
■ Retail -	\$1,153.95
■ Supply Packs -	\$785.45
■ School Store -	\$521.07
■ Dinner Nights -	\$458.58
■ Recorders -	\$84
■ Yearbooks -	\$37

Total Expenses YTD: \$65,803.53



- Special Projects - \$46,696
- Fundraising - \$8,567.65
- EE - \$5,480.54
- Management - \$1,958.32
- General - \$1,200
- Staff Apprec. - \$1,085
- VIPS - \$725.98
- Yearbook/Publicity - \$90.04

In Summary....

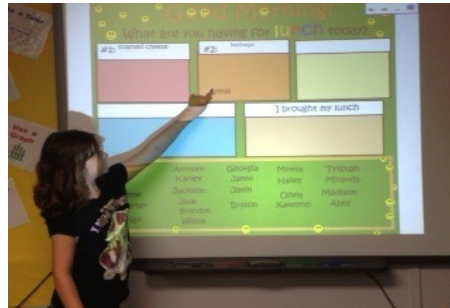
- Total Income YTD: \$72,885.08
- Total Expenses YTD: \$65,803.53

- Net Income YTD: \$7,081.55

- Goal by year end: loss
(\$28,779.75)



Smart Boards!



Slide 7

FUNDRAISING			
2012-2013 Budget			
Revenue:			
Fundraising Income:			
Box Tops		4,000.00	
Dinner/Retail			
Dinner Nights		2,500.00	
Retail			
Target	1,000.00		
Tyson	50.00		
Other	50.00		
Dinner/Retail Total		1,100.00	
Fundraisers:			
Super Express Fund	29,000.00	53,500.00	
Fall Fundraiser Total		53,500.00	
Reindeer Run:			
Race/Registration	25,000.00		
Sponsors	15,000.00		
Silent Auction	20,000.00		
Raffle	7,500.00		
Other	300.00		
Reindeer Run Total		67,800.00	
School Store		4,000.00	
School Supply Packs	100.00	785.00	Actual
Holiday Shoppe		8,500.00	
T-Shirts	10,000.00	10,000.00	Revised
Total Fundraising			152,185.00
Membership Income:			
Directory Ads	3,500.00		
PTO Membership	4,500.00		
Total Membership			8,000.00
Total Fundraising and Membership Revenue:			160,185.00
Expense:			
Fundraising Expense:			
Box Tops/Dinner/Retail Top Sellers/Parties		300.00	
Reindeer Run			
Silent Auction Expense	5,500.00		
Raffle Expense	3,000.00		
Carnival Expense	5,000.00		
Race/Registration Expense	12,000.00		
Management/Correspondence	1,000.00		
Total Reindeer Run Expense		26,500.00	
Fundraisers			
Super Express Fund	2,000.00	2,000.00	Revised
Total Fundraiser Expense		2,000.00	
School Store		2,500.00	
Holiday Shoppe		2,000.00	
T-Shirts		7,000.00	
Total Fundraising Expense			40,300.00
Membership Expense:			
Directory	750.00		
Membership Dine	50.00		
Total Membership Expense			800.00
Total Fundraising and Membership Expense:			41,100.00

Slide 8

VIPS 2012-2013 Budget			
Expense:			
Holiday Party	# Students	Cost Per Student	Cost per Grade
Kindergarten	155	1.50	232.50
1st Grade	155	1.50	232.50
2nd Grade	170	1.50	255.00
3rd Grade	185	1.50	277.50
4th Grade	175	1.50	262.50
5th Grade	155	1.50	232.50
995			1,492.50
Valentine Party	# Students	Cost Per Student	Cost per Grade
Kindergarten	155	1.50	232.50
1st Grade	155	1.50	232.50
2nd Grade	170	1.50	255.00
3rd Grade	185	1.50	277.50
4th Grade	175	1.50	262.50
5th Grade	155	1.50	232.50
995			1,492.50
Express Day	# Students	Cost Per Student	Cost per Grade
Kindergarten	155	0.50	77.50
1st Grade	155	0.50	77.50
2nd Grade	170	0.50	85.00
3rd Grade	185	0.50	92.50
4th Grade	175	0.50	87.50
5th Grade	155	0.50	77.50
995			497.50
2nd Grade Craft Day			400.00
Total Classroom Expenses:			3,882.50
VIPS of the Month	# Months	Monthly Amount	
	10	25.00	250.00
VIPS Coffee		5.00	50.00
VIPS Breakfast/Luncheon		5.00	50.00
Honoring Gifts-Flowers, Cards, End of Year Gifts			150.00
Meals/Refreshments			50.00
Re-Stock Supply Room			1,800.00
Laminating Machine Maintenance			500.00
Miscellaneous			100.00
Total VIPS Expenses:			2,900.00
Total Classroom & VIPS Expenses:			6,782.50

EDUCATIONAL ENRICHMENT			
2012-2013 Budget			
Expense:			
Classroom Set Up and Supplies: (These supplies will be chosen by the EE Coordinators and Lead Teachers) (This is not Teacher reimbursements)			
	# Students	Cost Per Student	Total Cost
Kindergarten	155	9.00	1,395.00
1st Grade	155	6.50	1,007.50
2nd Grade	170	6.50	1,105.00
3rd Grade	185	6.50	1,202.50
4th Grade	175	6.50	1,137.50
5th Grade	155	6.50	1,007.50
(incl. PPICD, speech & vision impaired)	995		6,855.00
Classroom Supplies - Teacher's Choice: (This is teacher reimbursement)			
	# Teachers	Amount	Total
	75	200	15,000.00
Total Classroom Set Up and Supplies Expense:			21,855.00
Math, Science, Reading and Writing Programs: (These programs will be chosen by the EE Coordinators), Lead Teachers (Math, Science & Reading Specialists)			
<i>Will be awarded on a grant basis</i>			
Total MSRW Programs Expense:			12,000 Reduced 8,000.00
Staff Requests			
P.E.		1080	
Art		1170	
Music		1000	
Library		800	
Computer	500	0	Not Needed
Math		400	
Reading Spec.		800	
Resource		900	
Science		1000	
Esl	100	200	Slight increase
PPICD	0	0	Not needed
Speech	100	200	Reduced
Nurse	500	400	Reduced
Total Staff Requests Expense:			7,950.00
Reading Recovery (1st Grade Program Only)			1,500.00
Guided Reading Books			1,000.00
Blue Pocket Folders			500.00
Field Trips:			
	# of Students	# of Chaperones	Cost Per Person
Kindergarten	155	7.00	1,134.00
1st Grade	155	7.00	1,174.50
2nd Grade	170	8.00	1,368.00
3rd Grade	185	9.00	1,662.00
4th Grade	175	7.00	1,225.00
5th Grade	155	7.00	1,085.00
(incl. PPICD, speech & vision impaired)	995		1,620.00 Actual Cost
Total Field Trips Expense:			7,398.50
Field Day based on \$2.75 per student			
	# Students	Cost Per Student	Total Cost/Student
	995	2.75	2,736.25

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Total Field Trips Expense:				7,398.50
Field Day based on \$2.75 per student				
	# Students	Cost Per Student	T-Shirt Cost/Student	
	995	2.75		2,736.25
Tutoring Program - Reading & Math				500.00
Special Events/Other Programs				10,350.00
	Texas Day Program		500	
	Math Night		3750	
	Reading Night		2750	
	Visiting Troops	3500	3200	Actual cost
	Fit Express Party		150	
Programs/Assemblies/In-House Field Trips				2,900.00
5th Grade Promotion				1,500.00
5th Grade T-Shirts				-
Other Educational Needs:				
	Recorders		2000	
	Equations League		150	
	Miscellaneous		1200	
	Walmart Card		500	
	Special Ed./Parent Support		400	
Total Other Educational Needs:				4,250.00
Total Educational Enrichment Expense:				70,439.75

Slide 11

OTHER			
2012-2013 Budget			
Revenue:	Recycling		150.00
	Total Other Revenue:		150.00
Expense:			
	General Expense:		
	Landscaping/Butterfly Garden	2,300.00	Reduced
	Recycling Supplies	150.00	
	Total General Expense:		2,450.00
	Management Expense:		
	Accounting Fees	850.00	
	Bank Charges & Fees		
	Auction Pay	995.00	
	Payroll Account Fees	750.00	
	Bank fees incl. returned checks/NSF	75.00	
	Correspondence/Stationary	150.00	
	Insurance	50.00	
	Miscellaneous	1,000.00	
	Storage Fees	1,200.00	
	Postage Shipping	75.00	
	Sales Tax	2,000.00	Reduced
	Total Management Expense:		7,145.00
	Total Other Expense:		9,895.00

STAFF APPRECIATION 2012-2013 Budget			
Expense:			
(Based on 105 staff members)			
Staff Birthdays	Amount	# Staff	
Gift	Per Gift		
Total	5.00	105	525.00
Staff Appreciation Week	Amount	# Staff	
Breakfast	5.00	105	525.00
Dinner & Favor	17.25	105	1,811.25
Gift	10.00	105	1,050.00
Supplies	2.00	105	210.00
Activities	5.00	105	525.00
Total			2,362.50
Paper Goods & Supplies			450.00
Teachers Planning Luncheon			700.00
Wagons and Door Pencils		Reduced	100.00 200
Support Staff Gifts		Reduced	225.00 450
Family Events		Reduced	2,000.00 4000
Miscellaneous			500.00
Total Staff Appreciation Expense:			5,982.50

YEARBOOK & PUBLICITY 2012-2013 Budget			
Revenue:			
Yearbook Sales (150 @ \$31 each)			
Books	150		
Price	\$ 31.00		\$ 4,650.00
Personalization (200 books @ \$5 each)			
Books	200		
Price	\$ 5.00		\$ 1,000.00
Expressions			
# of Expressions	50		
Price	\$ 10.00		\$ 500.00
Total Revenue:			6,150.00
Expense:			
Yearbook:			
Yearbook Printing (150 books @ \$28.50)			
Books	150		
Price	\$ 28.50		\$ 4,275.00
Miscellaneous			
		\$ 250.00	
Total Yearbook Expense:			4,525.00
Publicity:			
Homestead (\$37 X 12 months)		\$ 444.00	
Constant Contact Web Program Fees (\$30 X 12 months)		\$ 360.00	
Total Publicity Expense:			804.00
Total Yearbook and Publicity Expense:			5,329.00

Slide 14

SPECIAL PROJECTS 2012-2013 Budget			
Expense:			
Smart Boards	5000	46,056.00	Actual Cost
Principal Choice			
Teacher Training (Julian Franklin, etc.)	1,000.00		
Resources (math, ss, ela, toolkits, etc)			Removed
			5000
Principal Choice Total			47,056.00
Other Projects - TBD			8,000.00
Total Special Projects Expense:			55,056.00

Scanlan Oaks Elementary PTO BUDGET DETAIL EXPLANATION 2012-2013		
Revenue:		
Community Fundraisers	\$ 7,600.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Fundraisers	\$ 53,900.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Raindeer Run	\$ 67,800.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
School Store Income	\$ 4,000.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
School Supply Packs	\$ 795.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
T-Shirts	\$ 10,000.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Holiday Shoppe	\$ 8,500.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Directory Ads	\$ 3,500.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
PTO Memberships	\$ 4,500.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Recycling	\$ 150.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Yearbook Income	\$ 6,150.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Total Revenue	\$ 166,485.00	
Expense:		
Educational Enrichment	\$ 70,439.75	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Community Fundraisers	\$ 300.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Fundraisers	\$ 2,000.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Raindeer Run	\$ 26,500.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
School Store	\$ 2,500.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Holiday Shoppe	\$ 2,000.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
T-Shirts	\$ 7,500.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
General Expense	\$ 2,450.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Management	\$ 7,145.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Membership	\$ 600.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Staff Appreciation	\$ 6,962.50	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
VPS	\$ 6,756.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Yearbook & Publicity	\$ 5,320.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Total Expense	\$ 140,266.75	
Net Income/Loss	\$ 26,218.25	
Special Projects Expense	\$ 55,056.00	(K-5 T-Shirts, Dinner Nights, K-5agers, T-Shirts & T-shirts)
Adj. Net Income/Loss	\$ (28,779.75)	

In Summary



- We started our PTO fiscal year with \$78,010.53 in the bank
- With our new projected loss we will end the year with \$49,230.78 in the bank
- The intention is to leave next years board the money to be able to spearhead another large project or plan for repairs and replacement.



Remember
www.soep.to.org

For all the ongoing and upcoming
events!

