

Green Trails PTO Board Meeting Agenda (August Meeting) September 3, 2020

Attendees: Leah Sherman, Katie Nagus, Katie Rees., Andrew Ging, Rene Sommers, Martha Hicks , Jen Heinz, Julie Grogan, Amy Hutson, Deborah Albrecht, Maria Enz, Emily Frese, Chris Mertz, Kathy Lake, Lisa Berger

Principal's Report: (Rene)

- Thanks for volunteer help. All students got supplies. Teachers really appreciate supplies.
- Why is covid affecting revenue streams and how will that affect us long term?
 - PKWY collects funding locally; small amount of budget from state (state \$ reduced by \$2M)
 - Local prop tax revenue (most of funding for school); rely on collection rate (people paying taxes).
 - Pkwy one of few districts in state with good Bond rating. No longer paying debt service. 20% of needs put away in savings; want to get to 24%
 - ***COVID doesn't affect budget so much today, but will in the future. Pkwy furloughed 400+ in effort to save \$
 - CFO froze spending in March in anticipation of financial impact/implications.
- Everything Rene asks for expenses is questioned by Pkwy
 - GT always had very generous PTO, able to raise \$ from community. Rene cautions board to look 3-4 years ahead and anticipate spending less \$.
 - Kids need educational support, not more STUFF;
 - Cognizant of needs of community (lost jobs, less work, paying for extras)

President's Report: (Emily and Leah)

- Recap from PTO Leadership Conference (Emily)
- ***Emily will send documents out to group
- Focus more on smaller groups to work together and generate ideas
- Choice privileges (who chose virtual, hybrid); district-wide dashboard related to pandemic
- Sharing of ideas of how to continue to build community; fundraise
- How to build community without breaking the bank. How can we still give kids sense of community without spending too much; keep expectation of fundraising in check

Treasurer Report: (Jen and Julie)

Expenses Report

- Expect monthly report. Ask for expenses to be paid within the month so accounting is accurate and up-to-date.

Review Budget and Pass?

- Leah says some boards aren't passing annual budgets yet
- Jen suggest pass as-is; we accounted for less income, less expenses. Hopefully gauge better if/when kids go back to school. Don't think there is a better way to adjust budget.
- Lisa suggest to pass budget as-is, but provide checks/balances for any expenses that come up (do we agree to spend the \$?) to get group approval.

- ***Budget saved in the Drive. Jen will e-mail/share again.
- ***EVERYONE REVIEW BUDGET, special attention to your position, in order to pass/object to budget at next meeting. Send any changes to Jen/Julie beforehand.

QuickBooks need

- Want to create transparency and stability with budget; anyone can step in when needed.
- Jen and Julie suggest implementing Quickbooks (\$20-\$35 / month). Connect accounts. Assign expenses. Ongoing system that can easily transition as leadership changes. Organize receipts. Has "inventory system" to keep track of what we actually have and accessible to board.
- (Rene) Need to consider development/training for who will be doing this. Quickbooks is ubiquitous. Likely to have more support, ongoing help. Save money overtime.
- (Katie N) Is there a solution or company that offers the accounting service AND additional services? Specific to non-profits? Can we minimize number of programs/platforms?
- ***Leah will follow up with district (Brian Wittel) as to best practices or current programs.
- Katie Nagus suggests "CRM" (Customer Relationship Management) and accounting -- donor tracking, event planning, sign-ups for volunteers and accounting.
- ***Jen and Julie will continue to research other options and come with recommendation to next PTO meeting, in effort to make decision and move ahead with accounting program.

Budget

- Since Aug. 2020
 - Beginning budget \$69,452. Spent \$7,711. Ending balance to-date: \$62,020
- Marquee expense
- Expects reduce income from Green Envelope and fundraising
- (Rene): GT student body normally about 420 students. In May, about 415. Currently at 387 students. Many kids came from private schools.

Secretary Report: (Katie and Katie)

- Minutes approved from previous meeting
- Welcome Wagon (Katie Rees)
 - Lisa has car magnets if needed for bags (also more in school store closet and PTO closet). Rene also has magnets.
 - ***Rene will get new list together and contact teachers to ask if they
- (Katie Nagus)***All new board members send headshots for webpage update.

Fundraising Report: (Lisa and Chris)

- Dine and Donates, etc
 - Scheduled events through december (Chick-fil-A, Panera, Noodles, Chipotle); will work to schedule rest of the school year
- Planning Committee for other events?
 - ***If your event/responsibility not happening, can you help with coming up with activities for fundraising/community building.
- Will not continue with Primary (not offering). Will continue with Amazon Smile, Boxtops for Ed.

- eScrip (buy gift cards and get \$ back to school). Have done similar program before, but haven't utilized recently. Can be e-gift card OR physical gift card (we distribute). Suggesting e-card option.
- Looking for options where you don't have to spend more money when already spending
- Monthly Green Envelope campaign to support specific project? Small, tangible projects.
- Want to promote Giving Tuesday; but probably not broad Green Envelope campaign this year
- (Jen) Capitalize on what PTO is doing right now; share with community; what are we providing to our students
 - ***Promote on FB, blog post; How is our village supporting each other?
 - ***Instead of doing XYZ this year, PTO is bringing ABC to our students/community; use Leah's newsletter header and push on FB, in REne's newsletter
- More to come, re: Trivia Night and potential options
 - ***Deborah just did virtual trivia fundraiser; will follow up with Lisa
- (Leah) Need slides for virtual curriculum night; include "village" brand;
 - ***Katie Nagus will help.
- Lisa recommend asking for feedback about what needs are in community

School Services: (Deborah and Amy)

- Appreciate A Gator
 - Moving ahead; Christina helping with lists of teachers/new staff; will be last week of month (last Thursday), with themes; updated Google Drive of schedule/overview. Must be non-perishable, not homemade. Quarantine for 72 hours
 - ***Include eScrip link in message to families doing appreciate a gator?
 - Rene suggest last week in September (appreciate a gator) to align with district plans.
- Spirit Wear: push 2-week time period in fall and spring to take advantage of free shipping
 - ***Sept. 28 (x2 weeks). Deborah will get info to Katie Nagus to include on FB and website

Programming: (Maria)

- Want to do some event for kids to look forward to, anticipate that there is SOMETHING in September when carnival would have been.
 - Outdoor Movie Night: 50 car limit at school. Split grades to keep #s down, movie choices.
 - Scavenger hunt @ Faust Park; take picture of action and share.
 - Gator mascot to parade around community (est. \$300 for costume) similar to fire dept/police parade through neighborhood
- Rene emphasizes following Health Dept. guidelines. Loves idea of replacing carnival with different activity, including police/fire department in parade, good support for them. Actually want GT adult mascot costume. Loves idea to bring canned food items for Food Pantry to scavenger hunt., or support GTUM food pantry efforts. Definite need in community. Shows that PTO is there to support community, not just ask for money. Maybe stretch scavenger hunt over whole weekend
- ***Encourage committee to help with planning events. Jen will help.

Past President Report: (Kathy)

- 5th grade chairs still on board
- Leah encourage photo session for fundraising. Possibly front porch sessions?
- ***Lisa will follow up with photog

Misc. (Leah)

- Opportunities to build community
 - Flocking “gator” to pass around neighborhoods, yard to yard
 - Send “hug” in the mail to all students; we are thinking of them, kids, teachers.
- Recognize new people: Amy Hutson, Deborah Albrecht, Maria Enz, Julie Grogan, Chris Mertz

***Leah send Follow up email and Doodle for next meeting

***Rene find out date for when teachers are back in school to coordinate appreciate a gator