

Brooks Museum Magnet Elementary School
PTA Board Meeting
September 15, 2011
6:30 pm

Jennifer Etkin called the meeting to order and welcomed everyone.

Treasurer's Report – Tara Fisher

- Actual cash forwarded = \$11,453 with a budgeted amount of \$5,000. Income to date is \$4,658, including \$3,292 collected thus for the No Fuss fundraiser, and \$477 in PTA memberships.
- Expenses to date = \$5,223, of which a bulk is classroom funds that the PTA donates to supplement what the county provides.
- **Budget Presentation and Vote:**
- We presented and voted on the 2011-12 PTA budget in our May general membership meeting last year, but bylaws state that we need to do it again in the first general membership meeting of the current school year.
- First, we voted to budget a carry forward of cash from prior fiscal year of \$10k instead of the usual \$5k so that we could allocate \$5k into the Capital Improvements line item. For several years, the PTA has provided two-way radios for the school to use to help promote a safe environment. Every few years, batteries need to be replaced or radios need to be upgraded, and this is the year.
- For our first vote, we need to move the \$6,453 leftover from the 2010-11 school year into the Cash Forwarded line item so that it can officially be included in this year's cash forwarded budget.
- No opposition, therefore, motion stands to increase the Cash forwarded from Prior year from \$5,000 to \$11,453?
- Next, we need to vote to increase the cash forwarded *budget* amount from \$5k to \$10k so that we can put \$5k into Capital Improvements to purchase two-way radio batteries and/or replace existing radios with commercial-grade, longer lasting and more reliable radios. Research is being done now on those items.
- No opposition, therefore, motion stands to increase the Cash Forwarded budget from \$5k to \$10k and put \$5k of it in Capital Improvements for the purchase of batteries and/or new two way radios.
- In the Hospitality budget, we voted in May to add four line items to allocate funds for new initiatives and to help allocate money and track expenditures more effectively. The budget line items are Tissue Tea, Kindergarten playdates/picnics, Student-led conferences and Special Occasions. We need to vote those into place again tonight, and we need to change the name of Kindergarten playdates/picnics to New family playdates/picnics because it covers new families to Brooks in all grades.

- No opposition to add the following line items to the Hospitality budget: Tissue Tea, New family playdates/picnics, Student-led conferences and Special Occasions, therefore motion stands.
- In the Programs budget, we voted in May to add two line items: Snowman cards and BELL snacks.
- No opposition to add the following line items to the Programs budget: Snowman cards and BELL snacks, therefore the motion stands.
- Next, in May we voted to change the line item in MITs from PE – Other to Safety Patrol. That line item actually needs to cover both items, so we need to rename it PE/Safety Patrol.
- Motion to rename the Safety Patrol line item to PE/Safety Patrol within the MIT budget stands
- Recap of budgeted amount changes that were made to the budget for this fiscal year. We increased expected income in some areas where we have exceeded the budgeted amount for at least two years in a row and decreased budget amounts where we have over-budgeted so that we could allocate those funds to much needed programs for our students. We did not cut any programs, and instead, were able to increase them. Recap of changes:
 - Under Income:
 - Increase Art Sales fundraiser by \$250
 - Increase Passive Income by \$350
 - Increase Sales Tax Refund by \$850
 - Under Expenses:
 - Decrease Directory by \$100
 - Decrease Yearbook by \$250
 - Decrease Campus Beautification by \$150
 - Decrease Leadership Training by \$50
 - Decrease Bank Service Charges by \$100
 - Decrease Cultural Arts Programs by \$1,000 (note we are not decreasing the # of programs, but instead are replacing one program with another of a lesser cost)
 - Increase DARE by \$200
 - Decrease Earth Day by \$125
 - Decrease Variety Show by \$20
 - Increase Art by \$100
 - Increase Science by \$200
 - Decrease Character Recognition by \$150
 - Decrease Agendas by \$100
 - Increase Technology Fund by \$2,000

Motion stands to make the budget increases and decreases which are outlined above

New Business – Jennifer Etkin

- Each VP introduced:
 - Anne Scott – President (absent)
 - Lisa Moore – Past President (absent)
 - Tara Fisher – Treasurer
 - Lisa Adams – Secretary
 - Pam Maher – VP of Programs
 - Stephanie Tepper – VP of Hospitality
 - Tracy Pilson – VP of Communications
 - Spencer Daniel – VP of Volunteers (absent)
 - Jamye Donovan – VP of Ways and Means
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- Ballot for School Improvement Team: PTA bylaws say we have to have two per school, Graham and Reggie are returning; must create new plan every 3 years...this is the year. Plan is available in front office and will be on web site. Please vote and hand in to Lisa Adams on the way out.

Announcements

- Get out and Vote on October 11th, District 6 is Brooks base area – it is a pivotal race for the School Board this year.
- If necessary, please turn in updated Health Assessment and Immunization forms to the office
- Beginning at 7:40 (after the first session ends), we'll have PTA representatives at the tables in the lobby. After you are finished meeting with your teachers, please stop by and introduce yourself. We'd love to have you help or anything out the school and the students throughout the year, and it doesn't matter if you work days, nights or in between – we can always find ways for you to be an active part of the Brooks community.
- We'll be selling PTA memberships and lots of Brooks spirit wear items.
- Sign up to be a volunteer in the computer lab (you must do this in order to help in the school or go on field trips, etc.). If already done it and don't know status, teachers should be communicating with you directly.
- Thank you very much for your time and we look forward to getting to know you!
- This meeting is adjourned.