

# Durham PSO Meeting – Budget

Tuesday, Oct. 19, 2010

## Attendees

Linda Reynolds (President), Angela Clayton Schmidt, Katie Webb, Jennifer MacDonald, Andrea Nielsen, Kim Kelleher, Kerryn Henderson, Martha Gaty, Becki Pedersen, Amber Clark, Laura Johansen, Claudia Marshall, Sharla Goettl, Abby Rubio

The meeting was called to order at 6:40 p.m.

## Approval of Minutes

Jennifer MacDonald made a motion to accept minutes from Sept. 21 as is. Laura Johansen seconded. Minutes approved as read.

## Art in the Burbs

**Linda Reynolds** – 20% of proceeds go to Tigard-Tualatin Foundation and towards art programs at the schools. Oct. 22 – 24, at Alberta Rider Elementary

## Book Fair

**Linda Reynolds** – Treena Rodriguez chairing this year's book fair, Nov. 30 – Dec. 2. Kids can purchase on their own during library hours. Book fair will also be available during the Nov. 30 Family Fun Night. Becki Pedersen will send volunteer request emails. We won't hold the book fair before school and it will only run until 4pm. Proceeds from book fair will go directly towards library to buy books.

## Family Fun Nights

**Linda Reynolds** – Tuesday, Nov. 30 – Family Fun Night chaired by Natalie Kirch (Family Liaison) and Matt Johnston (AmeriCorps volunteer).

Feedback on last year's holiday family fun night: Shoppers' Express not very good quality. Kids had a great time however. Crafts fun. General consensus that there's enough going on through the end of the year that we won't need a FFN until first of the year.

Idea – Mother-Daughter event: mani-pedis. Are there sanitation issues or concerns? Could we hire someone (professional) to come in? Art on nails, versus manicures to avoid sanitation issues. Something to think about.

OMSI Night – Lynne Winkler is chairing this event. Monday, March 7, 6 – 8 p.m. \$2,000 for the night and \$600 for buses. We get a refund back if we cancel 30 days prior to the event. We'll need to discuss this. Some feedback Linda has received is that family event is great but might consider another venue.

## Durham Directory

**Linda Reynolds** – Melissa Roderick is putting the new Buzz Book (Directory) together. Going to press in next two weeks. Thank you!

## **Fundraising**

**Abby Rubio** – Helping Raina Boise with fundraising. Raina unable to attend meetings, so Abby will be attending in her place.

**Linda Reynolds** – See's Candies. Tigard-Tualatin swim team sells this as well. Pro – People like See's Candies. Takes 7 days turn-around. We'll need volunteers to organize and fulfill orders. 15% - 25% profit on most of the items. Also, \$2 candy bars with \$1.15 back to the school. Only sold by the case, which might be a detriment. Could sell leftovers at Family Fun Nights. What about creating our own flyers and selling them individually? Agreed to do both – holiday candy flyers and \$2 chocolate bars. We have students sell individually and then we buy candy bars by the case to fulfill orders. Need to send home with students Friday, Nov. 19. Return orders by Nov. 30, get order fulfilled by Dec. 10. We'll need volunteers to fulfill the week of Dec. 12.

Cookie Dough – Made \$4,500 last year. Late January/early February last year. Discussion about doing it again this year. General consensus is we should try it.

Raina working on several restaurant fundraisers.

Box Tops and Campbell Soup Labels - Lynne Winkler is chairing this fundraiser. October is a month of classroom competitions. Very little publicizing about the contest. Suggestion to get teachers to do more publicizing but to also add more in the Nifty News. Add to the reader board. Add to Nifty News email update.

Tae Kwon Do fundraiser hit a snag with district... Something to do with company coming in to recruit, so company needs to pay for building and have liability insurance. Linda continuing to work on this.

## **Jog-A-Thon**

**Linda Reynolds** - \$18,400 (before t-shirts). LY total profit \$14,500. Claudia did all of the t-shirts, water bottles. Order forms due Wednesday, Oct. 27. Volunteers needed Thursday, Oct. 28, 1pm to sort t-shirt order forms. Gave out less Durham dollars this year and earned more.

## **Tennis**

**Laura Johansen** – Mr. Gaffney is holding a tennis clinic during the teacher in-service day on Nov. 10. P.E. teachers from other schools will be coming in. Mr. Gaffney needs 15 attendees for this event – he has 10 so far, but needs 5 additional. This three-hour clinic is offered by US Tennis Association to get volunteers prepared to teach a tennis unit. School gets equipment for hosting here. Consider contacting high school tennis team – satisfy their community service requirement.

## Scrip

**Martha Gaty** – Cash for Class in February. Would like to have a focus/goal for fundraising to help raise funds. Looking for guidance from PSO. Made \$2,850 LY. E-Scrip was \$580 LY.

## Treasurer's Report

Kerryn Henderson will step down as treasurer; Sharla Goettl will move into Kerryn's role (accounting). Kim Kelleher (deposits) will mentor Sharla. Martha Gaty has volunteered to step into role as third treasurer for check-writing.

We reviewed the new spreadsheet format, created by Kim Kelleher to bring us more in line with standard accounting processes. We then reviewed our regular budget and special budget changes. Our starting budget is \$23,488.

### Special Items Requested:

Joyce Woods	Document Cameras & Projectors (7) (3 for kindergarten and 4 for 1 <sup>st</sup> grade) ***Shipping could be \$100 ea	\$7,600
Marc Silverman	Ballroom Dancing for 4 <sup>th</sup> /5 <sup>th</sup> grade	\$1,000
Leslie Kolb	Document Camera and Projector ***Shipping could be \$100	\$1,085.50
<b>TABLE</b> - Marc Silverman	Document Camera (Didn't ask for projector – need more info. Does this include shipping?)	\$599
<b>REMOVE</b> - 5 <sup>th</sup> Grade Team	Drug Resistance T-shirts 5 <sup>th</sup> grade year-end party *** Already in regular budget, so not including	\$1,030.77
Lindsay Pratt	STOP Club Anti-Bullying t-shirts	\$77.74
		<b>Total: \$9,725</b>

Suggestion to reach out to teachers letting them know that we have more funds this year and we're extending budget request timeframe. Encourage teachers to get their requests in.

Discussion regarding raising the teacher discretionary fund across the board:

- Most teachers used every cent and spent several hundred of their own dollars.
- General consensus that everyone likes the idea of reaching out and touching all teachers. What about increasing everyone to the same amount? What if we said every teacher gets \$300...?  $\$300 \times 32 \text{ positions} = \$9,600$
- How was it originally determined that we would have separate amounts for each classification of teacher? Not sure – always that way.
- Suggestion to table this decision until we're able to discuss with a teacher representative to make sure our decisions are informed and equitable. Attend a teacher staff meeting and ask what they need and find out what they use it for.

Request from the PSO to have a teacher representative to begin attending.

Motion made by Martha Gaty to accept the operating budget as presented with changes, including Joyce Wood's request, Marc Silverman's dance request, and Lindsay Pratt's STOP request. Seconded by Sharla Goettl. Motion passed.

Linda will meet with Joyce to get more info, and then Linda and treasurers will send a message to teachers inviting them to submit additional requests.

Conversation regarding Scrip tabled until next meeting.

## **Next Meeting**

Tuesday, Nov. 16 at 7 p.m.

## **Adjournment**

Motion to adjourn by Jennifer MacDonald; Katie Webb seconded. Meeting adjourned at 8:50 p.m.

**Minutes respectfully submitted by Angela Clayton Schmidt, PSO Secretary, on Nov. 4, 2010.**