

April 3, 2017

Minutes Recorded by Co-President, Chris Lisi

Dr. B Update

- Gave recap of what was in her Tuesday Bulletin column this week
- Working on how to bring a choir teacher in next year - in the works
- In TB Laurie talks about how every grade tackled art this month
- National Poetry Month activities update
- Heads up on what is happening school-wide for rest of year (busy time!)
- Thank you to auction team
- Enrollment season - pushing hard right now
- Starting hiring season (after Spring Break will have sense of who we are hiring for)
 - Will need 1-2 parents to sit in on the AP position panel
- Getting ready to do first ever After School Advisory Team meeting (strong response to survey
 - will release info online to parent community as well as LSAT meeting minutes)
- Enrollment
 - Carrie said working on Deal sending over people to collecting 5th graders forms
 - Pizza and Paperwork - Carrie will check with Stephanie about Potomac Pizza providing (she will work on this with Astrid)
 - We will loop in comms team about schedule communicating to parents

Hospitality Update (Nedra & Kristin)

- Teacher Appreciation Week (May 2 - 6)
 - Monday provide breakfast for teachers
 - Tuesday ask parents to bring in hand written cards
 - Wednesday ask parents to bring in desserts
 - Put tables by flagpole & have parent volunteers help by carpool line/pre-k wing
 - Put some in kitchen by the gym and some in upstairs lounge
 - Thursday exploring food truck that provides iced and specialty coffees
 - Provide during lunchtime or early afternoon
 - This evening there is a HSA General Meeting
 - Friday provide flowers and kids bring some in too
 - They will ask BBM to sell single flowers
 - They will work with Sophie on communications schedule

Ways and Means Update (Jenny & Astrid)

- Child's Play book sale next week in library
 - Discuss how they are informing parents about the sale

Budget Discussion (Shannon)

- Reviewing documents provided to everyone for meeting

4/3 Board Budget Meeting Minutes

- Things we have to pay (expenses)
 - Insurance (\$
 - Peace Program (\$65,000)
 - Accountant (\$
 - Music (\$6,000)
- Auction
 - \$145k approximate total of auction revenue
 - Gross revenue number & GROW grant not included in document (per Janine)
 - Kavita confirmed before meeting all auction expenses are included
 - Need to confirm 501 number is in bank
 - Brick money included too (approximately 5 x \$150)
- Class Activity fee
 - Keep the same as last year
- Membership
 - Keep goal of \$150k
- Ways and Means
 - Trying to keep expenses trim
 - Will review all events with Astrid & tweak that category
- Expenses
 - Closely reviewed communications category
 - Closely reviewed admin category
 - Discussed adding building use line
 - Changes operating fees to \$5,500
 - School store should be \$10,000 cost w/\$5,000 net
 - Closely reviewed classroom & specials category
 - Classroom total is 37 (added 2 special ed classrooms)
 - Increased Music & P.E. to receive \$1,000 each
 - Lost the art line but Shannon will add it back - she gets \$4,000 (art for upper grades)
 - Moved Ms. Perl from classroom category to resource line - she now gets \$1,000 for early childhood specials
 - Resource line should now total \$9,000
 - Contractor support category
 - Choir - meeting with Bethanne next Friday to get more details
 - Cant add it to our specials schedule but will find times to tuck it into the schedule like drum line, music & band
 - Educational category
 - Staff number for next year is increasing to 87 (Dr. B confirming number)

4/3 Board Budget Meeting Minutes

- Facilities category
 - Increase school line to \$10,000 (for rugs & other common areas spots)
- Meetings & events category
 - Keep line item the same but cut Back to School night event costs (don't provide any more food & drink)
- Student activities category
 - Extra Curricular category
 - Reviewed each line item & modified amounts based on discussion
 - Deleted line for Lafayette birthday costs
 - Graduating class fund changed to 5th grade promotion ceremony (keep at \$500)
 - School to School Initiative approved to be added at \$2,500
 - Scholarship fund
 - Shannon will double check how much was given in scholarships last year (want to be sure there is enough funds for next year)
 - Raise the Paddle
 - Laura to spend some of these funds this year to purchase supplies
 - Add \$2,000 to pay for a grant writer to apply for garden grant (one Laura applied for in past) & PE grant (include this under the contractor support category)

Next Steps

- Budget over \$17,000. Spent time looking for how to bring down the difference.
 - Increase Fall Festival budget to increase expense line so we can add extra entertainment/games/etc.
 - Murch 5k idea
 - Exploring idea to do this during Pi Day
 - Discussed how to fund something science related
 - Dr. B expressed concerns about how to incorporate this into the day.
 - Laura talked about how to connect the garden to math, science & literacy & explore things like the Food Print program possible expansion
 - Add a STEM line for \$15,000 and quickly create a committee to determine how to use the funds
 - Consider "Project Leads the Way" curriculum program that Mr. King supports. He will reach out to his contact about kits.
- Voted to approve moving forward with presenting a budget to parents.
 - Sarah proposed
 - Stephen King seconded
 - Board approved
- Adjourned at 9:35pm

4/3 Board Budget Meeting Minutes

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