Carlton Home and School Club Board Meeting
August 7, 2017

Present:
President: Brandi Mincey, Co-Vice Presidents: Missy Romero, Scott Conners,
Treasurer: Jennifer Michaelsen, Fundraising Chair: Rachel Zanger,
Programs Chair: Mary Clinton, Secretary: Euli Oh
Regrets: Community Chair: Kulwinder Sandhu

Meeting to Called to Order by Brandi Mincey at 7:33PM

Financial Update: We reviewed the end of the year balances as of June 30, 2017. We decreased our surplus per the community's request.

- Assets: Combined cash in the bank (checking and savings) is $94,466.09.
- After allocating funds for field trips and yearbook, the general fund has $88, 466.09.
- We decreased our surplus by $56,956.
- We received $109,162 which was $2,148 less than we expected to come in.
- We spent $166,118 which was $29,752 less than we expected to spend.

Budget for this year:

- Board members have discussed each line item in the budget. We plan on decreasing the surplus again this year. Our income is far less than expected expenses. This is the last year we will be able to spend more than we bring in. We will need to increase fundraising or cut items next year.
- The absolute minimum fundraising goal is $110,000. This amount includes our contracts (music, PE, crossing guards) which total $73,000 and absolute commitments (art vistas, clay, Cornerstone, Garden Club) as well as tax prep and website costs. Items we would like to pay for but are not included in this goal are: capital expenses, field day, Teacher allocations.
    - Expenses are increasing at a higher rate than income. One factor is due to the increase in cost of our PE program, Recess 101. Carlton was the first school to join the Recess 101 program, and we received introductory good pricing. This has expired and now our rate is the same as other schools.

Income:

- Our main source of income is Walkathon. Our new goal is $75,000 this year. This is less than last year because Walkathon has decided to help out with 5th grade fundraising. 50% of the money each 5th grader brings in will be allocated for Science Camp and 50% will go to Walkathon. Luckily, this information was

already being tracked. We hope this increases the 5th grade Walkathon participation to balance out the difference.
    - Science camp will be separated out in its own category. Pool party and CCD (field trips and class projects) will be combined with left over amount from previous year and 4th grade Cookies and Cocoa.
        - Last year the 5th grade Pool party went over budget of $4,500. Teachers will be notified to keep the cap at $4,500.
- Our current budget does not include the Auction fundraiser.
- Volunteers needed for the following programs: Chef's Night Out, Box Tops, auditor, CCD and deposits, copy room, Auction. We will set up a sign up volunteer table at Boo Hoo breakfast to offer volunteer opportunities.
    - Chef's Night Out- We have until November to find someone since Jennifer Michaelsen (last year's CNO lead and current year Treasurer) set us up and already booked events for September and October. Thank you for setting this up, Jennifer!
    - Auction- We might need to take a break from this event if we can't find a lead. Some possible changes would be to switch to a casual attire Auction, or simply taking a year to plan for next year's event.
- CCD: Not sure if we are going to collect CCD if we can get My School Anywhere set up soon.

Expenses:

- Art Vistas budget is the same as last year.
- Assembly cost needs to be evaluated with interim principal, Dr. Stark; Bridge the Gap did not pay for RTI- instead it stocked the copy room $18,000.
- Clay program requested more funds to cover several one time cost items: kiln repair or replacement, a Cink (a wheeled cart that captures all the clay to be cleaned and deposits it into an easy to clean receptacle) and more shelves. Basket Bingo items will move into the shed so Clay can use the closet instead which will need the new shelves.
- Gardening club budget is the same as last year.
- Library budget is the same as last year.
- Music budget is the same but the cost went up for the program because grades 1-5 will be part of the CMSA program and TK & K will have a private instructor. Carlton Site funds will be used to pay for the difference per L. Lorona.
- PE's budget is the same as last year, but the program costs more this year. Recess 101 prices went up because the introductory rate has expired and we have to pay what other schools pay now. A total of $9,000 of Carlton's site funds will cover

the difference: TK & K's PE program is $5650 and the increase in cost for grades 1-5 is $3350.

- Cornerstone budget is increased to $1000 to include a donation to the YMCA for their annual giving campaign.
- STEAM TOSA budget is increased to $2000 to be on par with other schools.
- 5th grade science camp bus budget is the same as last year. This needs to be confirmed.
- 5th grade promotion stage rental is $735. Last year was the first time we used a stage outdoors. Carlton site budget pays half, and HSC will pay half.
- 5th grade Ball wall costs $200 to paint each year. We need to evaluate if this should be a yearly event, and if this should be included in the CCD amount. 5th grade CCD current amount is $30. Maybe we should increase the CCD amount to $35.
- Capital expense budget is reduced to $2000. We are considering a possible system for posters in halls after the school re-painted.
- CCD Supplement reduced to $500 because we have had 100% CCD participation in previous years. We are keeping this in the budget in case the CCD doesn't collect enough this year.
- Class supplies budget is removed because the previous year we tried to pay for all school supplies but sorting and delivery to classrooms was too difficult.
- Crossing Guard budget is increased to $11,300 because last year was only a partial year payment since we hired the crossing guards late in the year.
- Dancefest DJ budget is $700. This is a new expense because we stopped using Jeff Warner. This was previously free because J. Warner agreed to work Dancefest if we booked our Walkathon event during the same calendar year.
- Multicultural night budget is increased to $2850 to include a stage rental $450 and an increased the allowance for each country from $60 to $100. The event is growing rapidly and the team is evaluating possible changes for this year's event. Possible changes: relocating the event away from lunch tables to the front lawn or secondary playground and selling food and water like Basket Bingo. We need to ask the team to find prices for renting tables if relocating away from lunch tables. Euli will reach out to Multiculturals lead to re-evaluate the budget.
- Principal's Allocation is the same at $2000. Dr. Stark will use this for staff development & hospitality gifts.
- Special grant requests budget is $3000. $500 TK&K; $500 each grade 1-5. We need to consider if we still need this.
- Teacher Allocations budget is the same as last year- $25 per student.
- Student Leadership budget is removed because it wasn't used it last year.
- Adding a line under gifts for March Madness Teacher - $50.

- Grandparent's day is $200 this year. This event is hosted every other year.
- Website Costs is $800 for MySchool Anywhere. We are switching to a new website to be a central hub for the school Directory, emails, merchandise and sign-ups. We need to consider the credit card fees.
- Teacher treat days will be monthly by grade level instead of each classroom. This will be organized through the Room Mom Coordinator. We will start treat day in September by having 5th grade host first. We will skip treat days during the month of November and December due to the holidays.

Financial summary for this year: We are spending $65,000 more than what we are expected to bring in. Next year we need to cut expenses and increase income.

Meeting adjourned at 9:29PM