



PTA General Meeting

3/21/2024



Agenda

Lawton Elementary School PTA General Membership Meeting

March 21st, 2024, 6-7 pm

Lawton Library

6:00 pm	Welcome and Announcements	Birgit Saalfeld & Melanie Nel
6:10 pm	Budget Review: <ul style="list-style-type: none">● Revised FY2023● Proposed FY2024	Christine Huber
6:40pm	Teacher's perspective	Ms. Gallegos
6:50pm	Questions	
7:00 pm	Adjourned	

WELCOME



- Board Members:
 - Co-Presidents: Birgit Saalfeld and Melanie Nel
 - VP- Events: Nicole Patel
 - VP - Room Parents: Elly Egli
 - Secretary: Sheena Nikolaus
 - Treasurer: Christine Huber
 - Fundraising Chairs: Vanessa Harding and Ania Tchistiakova
 - Membership: Gina Wassyng
 - Advocacy: Mary Beth Abel
 - Website: Julie Shockley
 - Communication/Newsletter: Melanthia Peterman

- Not a member?
 - Visit our website to join the PTA: <https://lawtonpta.org/join-the-pta/>
 - Only PTA members can vote on budgets, elections, standing rules, etc.

- How can you help?
 - Join the PTA Nominating Committee and help fill open board positions for next year.
 - Open Positions:
 - Co-President
 - Treasurer
 - Advocacy
 - Communication/Newsletter
 - Website

- Curious about board positions and volunteering?
 - Join us on April 23rd for Career and Volunteer Appreciation Night. The PTA Board will be available to discuss the various board roles and volunteer opportunities.



Direct Drive Numbers

	Lawton	Bailey Gatzert	Total
Family Donations	\$72,700	\$7,250.00	\$79,950
Company Matches	\$16,500	\$2,750.00	\$19,250
TOTAL	\$89,200	\$10,000	\$99,200

- Direct Drive net target budget was \$108,000
- The PTA has ~\$2725 in outstanding company matches.
- The PTA still needs to distribute the Bailey Gatzert direct drive donation
- Direct Drive earned ~\$13k less for Lawton than last year.
- Direct Drive earned Bailey Gatzert \$2500 more than last year.



FY 2023 (2023-2024) Revised Budget Overview

	Budgeted Income	Budgeted Expenses	Budget Net	Projected Account Balance on 6/30/2024	*Required Reserves
Approved FY 2023	\$150,425.00	(\$150,425.00)	\$0.0	\$235,981.88	\$113,000.00
Revised FY 2023	\$143,295.17	(\$143,965.17)	(\$-670)	\$235,311.88	\$108,000.00

- *The PTA needs to maintain a nine month reserve of the budget
- YTD Income \$111K
- YTD Expense \$75K
- The revised negative net budget is due to carry over funds used for Islandwood scholarships.

Revised Budget for FY 2023 (School Year 2023-2024)



- **Budget Revision Highlights as recommended by the PTA Board:**
 - Updated applicable line items to actuals
 - Updated the Direct Drive for Lawton and Bailey Gatzert to actuals
 - Removed Community Outreach, \$6K
 - Increased Staff Appreciation by \$1500. This is to cover gift card costs for non classroom staff as room parents no longer request this donation.
 - Increased Lunchroom/Playground Monitors expense by \$4500
 - Removed Evening Performance, \$3,000

- **Target is to raise \$29K for the Spring Fundraiser (Move-A-thon). The last Move-A-Thon in 2021 raised \$30K.**

- **If the PTA cannot meet the budget expenses, the board recommendation would be to utilize the surplus to cover the deficit.**

Lawton PTA FY 2023

Budget Report

School Year: 2023-2024

11/30, CH- Updated budget lines items: Carry Over - Ulmer fund (\$1400) and Carry Over Outdoor Education (\$500) to reflect that there is not actual income for these budgets, but the money was reserved by previous boards for these purposes and carry over to be spent. Updated income to \$0 to reflect that there is not income in FY2023 for these items only carry over so the total budget is accurate.

12/12/2023, CH: Updated Budget Line Items to reflect fundraising efforts. Moved FY2022 Librarian Cert and Playground Supervisors from Carry Over to School Ask since we fundraise for these line items in FY2023 and do not carry over money from previous years. Removed Counselor in School Ask and Carry Over, as the PTA is not funding a Counselor this year. Removed Safety Patrol from School Ask as PTA is not funding this line item in FY2023.

Funds available at beginning of financial year (07/01/2023)			\$235,981.88
1 Direct Revenue Sources	Budgeted Income	Budgeted Expenses	Budget Net
Direct Donations	-	-	-
Investment Interest Income	\$5,000.00	-	\$5,000.00
Passive Fundraising-Loyalty Program/Spirit Wear/Other	\$2,450.00	-	\$2,450.00
Passive Fundraising-Restaurants	\$2,000.00	-	\$2,000.00
1 Direct Revenue Sources Totals	\$9,450.00	-	\$9,450.00
2 Fundraising Events	Budgeted Income	Budgeted Expenses	Budget Net
Bake Sales	\$2,500.00	-\$500.00	\$2,000.00
Direct Drive - Decreased to reflect actuals	\$100,000.00	-\$3,000.00	\$97,000.00
Direct Drive - Bailey Gatzert Donation - updated to actuals	-	-\$10,000.00	-\$10,000.00
Fundraising Event-TBD	-	-	-
Spring Fundraiser - Increased from \$25,625 to new target	\$28,345.17	-\$1,000.00	\$27,345.17
2 Fundraising Events Totals	\$130,845.17	-\$14,500.00	\$116,345.17
3 PTA Priority Community Events/Programs	Budgeted Income	Budgeted Expenses	Budget Net
Appreciation - Staff - Increased from \$2000 to \$3500	-	-\$3,500.00	-\$3,500.00
Appreciation - Volunteer	-	-\$250.00	-\$250.00
Cmmnty-Kindergarten New Fam/Popcicles	-	-\$50.00	-\$50.00
Cmmnty-Kindergarten Social	-	-\$150.00	-\$150.00
Cmmnty-Kindergarten Tours/Open House - Decreased from \$200 to \$0	-	-	-
Community - Community Outreach - Decreased from \$6000 to \$0	-	-	-
Day Event - Field Day	-	-\$6,500.00	-\$6,500.00
Day Event - Move-A-Thon - Decreased from \$800 to \$0 as the expense in the Move-a-thon	-	-	-
Enrichment - Art Docent	-	-\$2,000.00	-\$2,000.00
Enrichment - Playground Equipment	-	-\$1,000.00	-\$1,000.00
Enrichment - Science/STEM Week	-	-\$3,500.00	-\$3,500.00
Enrichment - Visiting Artist	-	-\$8,000.00	-\$8,000.00
Enrichment - Visiting Author	-	-\$2,000.00	-\$2,000.00
Enrichment-Performing Arts/Assem - Decreased from \$3500 to \$1100 (actuals)	-	-\$1,100.00	-\$1,100.00
Evening Evnt - Building Rentals - Decreased from \$500 to \$0 (only use building during building staff hours)	-	-	-

3 PTA Priority Community Events/Programs	Budgeted Income	Budgeted Expenses	Budget Net
Evening Evnt - Fall Festival	-	-\$500.00	-\$500.00
Evening Evnt - Spring - Bingo	-	-\$500.00	-\$500.00
Evening Evnt-Back to School Bash	-	-\$500.00	-\$500.00
Evening Evnt-Fifth Grade Promotion	-	-\$400.00	-\$400.00
Evening Evnt-Movie Night	-	-\$500.00	-\$500.00
Maint - Fundraising Prog Site Lic	-	-\$1,000.00	-\$1,000.00
Maint. - Playground Structure - Decreased from \$700 to \$0, SPS responsible	-	-	-
Maint. - Safety Patrol Maintenance	-	-\$250.00	-\$250.00
Maint. - Website	-	-\$450.00	-\$450.00
Operations - Bank Fees	-	-\$100.00	-\$100.00
Operations - Childcare	-	-\$500.00	-\$500.00
Operations - Office Supplies	-	-\$400.00	-\$400.00
Priority Fund-Lawton PTA General	-	-\$3,000.00	-\$3,000.00
PTA - Insurance - Decreased from \$600 to \$555	-	-\$555.00	-\$555.00
PTA - Licenses	-	-\$400.00	-\$400.00
PTA - Membership	\$3,000.00	-\$2,300.00	\$700.00
PTA - Tax Preparation & Audit	-	-\$2,000.00	-\$2,000.00
PTA Sponsored Speakers	-	-\$400.00	-\$400.00
Tuition Support-ASP Prog Assistance	-	-\$2,000.00	-\$2,000.00
Tuition Support-Islandwood Scholarship	-	-\$500.00	-\$500.00
3 PTA Priority Community Events/Programs Totals	\$3,000.00	-\$44,305.00	-\$41,305.00
4a School Ask	Budgeted Income	Budgeted Expenses	Budget Net
Librarian Cert (.2) FY2022 4th Quarter - Decreased from \$7400 to actuals	-	-\$6,397.38	-\$6,397.38
Librarian Cert (.2) - FY2023 1st-3rd Quarter	-	-\$28,125.00	-\$28,125.00
Playground/Lunchroom Supervision FY2022 4th Quarter - Increased from \$2200 to actuals	-	-\$2,716.14	-\$2,716.14
Playground/Lunchroom Supervision - FY2023 1st-3rd Quarter - Increased from \$18K	-	-\$22,500.00	-\$22,500.00
Teacher Stipend - Evening Events (Includes Music Performances) - Decreased from \$3k to \$0	-	-	-
4a School Ask Totals	-	-\$59,738.52	-\$59,738.52
4b School Ask - Curriculum/Progr	Budgeted Income	Budgeted Expenses	Budget Net
Curricular Site Lic/Subsc/Resource Materials - Decreased \$6200 to actuals	-	-\$5,651.65	-\$5,651.65
Maintenance Library	-	-\$3,500.00	-\$3,500.00
Maintenance Music Program	-	-\$3,500.00	-\$3,500.00
Maintenance PE Program	-	-\$3,500.00	-\$3,500.00
Classroom Supplies(\$300/cert teacher)	-	-\$6,300.00	-\$6,300.00
4b School Ask - Curriculum/Progr Totals	-	-\$22,451.65	-\$22,451.65
4c School Ask - Committee Suppor	Budgeted Income	Budgeted Expenses	Budget Net
General Committee Support (WAVE, Race &Equity, MTSS, etc.)	-	-\$1,000.00	-\$1,000.00

4c School Ask - Committee Support	Budgeted Income	Budgeted Expenses	Budget Net
4c School Ask - Committee Support Totals	-	-\$1,000.00	-\$1,000.00
5 Other Non-Discretionary & Grant	Budgeted Income	Budgeted Expenses	Budget Net
After School Programs	-	-	-
Spirit Wear	-	-	-
Yearbooks	-	-\$1,300.00	-\$1,300.00
5 Other Non-Discretionary & Grant Totals	-	-\$1,300.00	-\$1,300.00
6 Carry-Over - Not included in fundraising for FY2023	Budgeted Income	Budgeted Expenses	Budget Net
Carry over 2020/2021 - Outdoor Education (\$500)	-	-\$500.00	-\$500.00
Ulmer Memorial Carryover Fund from 2020-21 (\$1400) - decreased to actual of \$170	-	-\$170.00	-\$170.00
6 Carry-Over - Not included in fundraising for FY2023 Totals	-	-\$670.00	-\$670.00
Grand Totals			
	\$143,295.17	-\$143,965.17	-\$670.00
Projected bank balance if on budget			\$235,311.88

FY2024 Proposed Budget Highlights



- **Proposed Budget Expenses \$ 149,200**
- **Required Minimum Reserve: \$ 112,000**
- **Projected Available Funds on 7/1/2024: \$ 235,311.88**
- **Projected Available Funds on 6/30/2025: \$ 234,081.90**

- **School Ask: Staff (~50% of budget)**
 - .3 Staff for 4th and 5th grade support
 - 2 Lunchroom/Playground Monitors
 - .2 Librarian from Q4 FY2023
 - Jump Start program (eliminated from SPS budget)
 - This program supports incoming kindergartners to get acquainted with their new school, classmates and teachers. It helps teachers determine best classroom fit.

- **School Support**
 - PE, Music, Library support
 - Classroom Supplies
 - Curriculum Site Licenses (IXL, BrainPop, Raz-Kids)

- **Enrichment**
 - STEAM Week
 - Art Docent
 - Visiting Author
 - Performing Arts/Assembly
 - Field Day

- **Community**
 - Staff/Volunteer Appreciation
 - Evening Events
 - Kindergarten Open House/New Family Social
 - Sunshine Committee
 - Tuition Support - After School Program and Islandwood

Lawton PTA FY 2024

Budget Report

FY2024

School Year 2024-2025

Funds available at beginning of financial year (07/01/2024)			\$0.00
1 Direct Revenue Source	Budgeted Income	Budgeted Expenses	Budget Net
Direct Donations	-	-	-
Investment Interest Income	\$5,000.00	-	\$5,000.00
1 Direct Revenue Source Totals	\$5,000.00	-	\$5,000.00
2 Fundraising Events	Budgeted Income	Budgeted Expenses	Budget Net
Direct Drive - Lawton	\$103,000.00	-\$3,000.00	\$100,000.00
Direct Drive - Bailey Gatzert Donation (Income accounted for on DD Lawton line)	-	-\$10,000.00	-\$10,000.00
Spring Fundraiser-Move-A-Thon	\$27,370.00	-\$1,000.00	\$26,370.00
Bake Sales	\$2,500.00	-\$500.00	\$2,000.00
Passive Fundraising-Restaurants	\$2,100.00	-	\$2,100.00
Passive Fundraising-Loyalty Program/Spirit Wear/Sporting events/other	\$3,000.00	-	\$3,000.00
Yearbooks	\$2,000.00	-	\$2,000.00
2 Fundraising Events Totals	\$139,970.00	-\$14,500.00	\$125,470.00
3 PTA Priority Community Events/Programs	Budgeted Income	Budgeted Expenses	Budget Net
Appreciation - Staff	-	-\$3,500.00	-\$3,500.00
Appreciation - Volunteer	-	-\$250.00	-\$250.00
Community - Community Outreach	-	-	-
Community - Sunshine Committee	-	-\$250.00	-\$250.00
Community -Kindergarten New Fam/Popcicles	-	-\$50.00	-\$50.00
Community -Kindergarten Tours/Open House	-	-\$50.00	-\$50.00
Community-Kindergarten Social	-	-\$150.00	-\$150.00
Day Event - Field Day	-	-\$6,500.00	-\$6,500.00
Day Event - Move-A-Thon	-	-	-
Enrichment - Art Docent	-	-\$2,000.00	-\$2,000.00
Enrichment - Playground Equipment	-	-\$1,000.00	-\$1,000.00
Enrichment - Science/STEM Week	-	-\$3,500.00	-\$3,500.00
Enrichment - Visiting Artist - \$0 for FY2024 as Lawton has a grant for the arts.	-	-	-
Enrichment - Visiting Author	-	-\$2,000.00	-\$2,000.00
Enrichment-Performing Arts/Assembly	-	-\$2,000.00	-\$2,000.00
Evening Evnt - Fall Festival	-	-\$500.00	-\$500.00
Evening Evnt - Spring - Bingo	-	-\$500.00	-\$500.00
Evening Evnt- End of Year Celebration	-	-\$500.00	-\$500.00
Evening Evnt-Back to School Bash	-	-\$500.00	-\$500.00

3 PTA Priority Community Events/Programs	Budgeted Income	Budgeted Expenses	Budget Net
Evening Evnt-Fifth Grade Promotion	-	-\$400.00	-\$400.00
Evening Evnt-Movie Night (includes license)	-	-\$700.00	-\$700.00
Maint - Fundraising Prog Site Lic	-	-\$1,000.00	-\$1,000.00
Maint. - Safety Patrol Maintenance	-	-\$250.00	-\$250.00
Maint. - Websites (MoneyMinder, MailChimp)	-	-\$470.00	-\$470.00
Operations - Bank Fees	-	-\$100.00	-\$100.00
Operations - Childcare	-	-\$500.00	-\$500.00
Operations - Office Supplies (checks,etc)	-	-\$600.00	-\$600.00
Priority Fund-Lawton PTA General	-	-\$3,000.00	-\$3,000.00
PTA - Insurance	-	-\$600.00	-\$600.00
PTA - Licenses	-	-\$400.00	-\$400.00
PTA - Membership	\$3,000.00	-\$2,300.00	\$700.00
PTA - Tax Preparation & Audit	-	-\$2,000.00	-\$2,000.00
PTA Sponsored Speakers	-	-\$400.00	-\$400.00
Tuition Support: After School Program Scholarships	-	-\$2,000.00	-\$2,000.00
Tuition Support: Islandwood, Ulmer Memorial Fund will cover scholarships for FY2024	-	-	-
3 PTA Priority Community Events/Programs Totals	\$3,000.00	-\$37,970.00	-\$34,970.00
4a School Ask	Budgeted Income	Budgeted Expenses	Budget Net
Librarian Cert (.2) FY2023 4th Quarter	-	-\$7,400.00	-\$7,400.00
Staff Teacher Cert (.3) - FY2024 1st-3rd Quarter	-	-\$35,000.00	-\$35,000.00
Playground/Lunchroom Supervision FY2023 4th Quarter	-	-\$2,100.00	-\$2,100.00
Playground/Lunchroom Supervision - FY2024 1st-3rd Quarter	-	-\$23,500.00	-\$23,500.00
Jump Start (3 days, Aug 2024)	-	-\$3,500.00	-\$3,500.00
4a School Ask Totals	-	-\$71,500.00	-\$71,500.00
4b School Ask - Curriculum/Program	Budgeted Income	Budgeted Expenses	Budget Net
Curricular Site Lic/Subsc/Resource Materials	-	-\$6,200.00	-\$6,200.00
Maintenance Library	-	-\$3,500.00	-\$3,500.00
Maintenance Music Program	-	-\$3,500.00	-\$3,500.00
Maintenance PE Program	-	-\$3,500.00	-\$3,500.00
Classroom Supplies(\$300/cert teacher)	-	-\$6,300.00	-\$6,300.00
4b School Ask - Curriculum/Program Totals	-	-\$23,000.00	-\$23,000.00
4c School Ask - Committee Support	Budgeted Income	Budgeted Expenses	Budget Net
General Committee Support (WAVE, Race &Equity, MTSS, etc.)	-	-\$1,000.00	-\$1,000.00
4c School Ask - Committee Support Totals	-	-\$1,000.00	-\$1,000.00
6 Carry-Over	Budgeted Income	Budgeted Expenses	Budget Net
Ulmer Memorial Fund from 2020-21 (\$1230 carries over, not part of fundraising)	-	-\$1,230.00	-\$1,230.00
6 Carry-Over Totals	-	-\$1,230.00	-\$1,230.00
Grand Totals	\$147,970.00	-\$149,200.00	-\$1,230.00
Projected bank balance if on budget			-\$1,230.00

Next Steps



➤ Questions?

➤ Week of 3/25/2024

○ Members will receive an email to vote on:

■ Revised FY2023 Budget

■ Proposed FY2024 Budget

■ Revised Standing Rules

○ General questions: Birgit Saalfeld and
Melanie Nel

presidents@lawtonelementary.org

○ Budget questions: Christine Huber

treasurer@lawtonelementary.org

○ Volunteer Opportunities: Nicole Patel

vicepresidents@lawtonelementary.org