

**Stevens Creek Elementary School  
PTO Preliminary Budget Meeting  
July 22, 2009**

B O A R D M E M B E R S			
X	<i>PRESIDENT</i> Julie Van Gelder		<i>TREASURER</i> Gia Morris
X	<i>PRESIDENT</i> Louise Schie	X	<i>TREASURER</i> David Morris
	<i>VP FUND RAISING</i> Leslie Reid	X	<i>CHECKS</i> Cathy Wood
	<i>VP GRANTS/WISHLISTS</i> Sangeeta Peris	X	<i>SECRETARY</i> Aena Prakash
	<i>HEALTH &amp; SAFETY</i> Meera Ramanathan		<i>ROOM PARENT COORD</i> Denise Franklin
	<i>HEALTH &amp; SAFETY</i> Eman Hamwi		<i>ROOM PARENT COORD</i> Kim Ploshay
X	<i>AUDITOR</i> Rick Haller		<i>PRINCIPAL</i> Vivian Franklin
2008 – 2009 Members			
X	Jyoti Bhargava	X	Linda Orvick
X	Brain Franklin		

7:07 pm – Meeting called to order by Jyoti Bhargava.

There was no Audit Report because the books had not closed. Once the books close around the 2<sup>nd</sup> or 3<sup>rd</sup> week of August, it will take another week or so to prepare the report.

**Review of Budget Line Items** for the School Year 2009- 2010. The preliminary budget was covered in detail. The following changes were discussed:

**Income and Fundraisers:**

- Scholastic Book Fair reduced from \$5,000 to \$0 because it is not a PTO issue
- Yearbook increased from \$6,200 to \$8,000; this can be done with increased advertising, personal notes and/or coupons from local businesses, and should also reduce the cost of purchase for parents
- Interest may increase from \$2,500 to \$3,000
- Ice Cream Social increased from \$500 to \$700
- Tech Lab to be removed from Income
- Add new item Health & Fitness (Running Club) to be supported by Pizza My Heart

**Expenses:**

- Personnel increased from \$110,000 to \$125,000
- Teacher Allowance was agreed by all present to reduce overall from \$10,350 to \$7,400. This works out to be \$13 per student, or \$270 per classroom for lower grades, and \$450 per classroom for KG and upper grades
- Pumpkin Panic reduced from \$11,000 to \$10,000
- Scholastic Book Fair reduced from \$5,000 to \$0 because it is not a PTO issue
- Room Parents will now be required to submit receipts; they will be given training; lower grade classroom will get \$150 and KG/upper grades will get \$120

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- Photocopying reduced from \$3,500 to \$3,000; Jyoti suggested that a photocopy person be used to make all PTO copies on the school copier and pay the school for ink or toner; it would be much cheaper than outside; this could be a task assigned to the Volunteer Coordinator
- Art supplies reduced from \$2,000 to \$1,500
- CEEF reduced from \$1,200 to \$1,000
- Books and Beyond name changed to Superstar Reading Program
- President's Fund reduced from \$600 to \$500
- Web Hosting increased from \$100 to \$300 because of past years' bills and increase in cost
- Bank charges reduced from \$800 to \$600
- After School Coop reduced from \$100 to \$50
- Tech Lab will remain same, but it was discussed that the management of money for the lab should not be undertaken by PTO
- Add new item Health & Fitness (Running Club) to be supported by Pizza My Heart

Extra Programs:

- Mini Grants will continue to receive funding of \$15,000 in the event the budget is met via direct donations and fundraisers
- Science Fair is another new item which will get \$50 for photocopying

Other Business:

- Julie and Louise brought up the requirement of having a PTO Historian, a committee position, as stated in the by-laws. There has been no historian for the past 3 years
- Julie and Louise also brought up the position of the Library Volunteer Coordinator, who is currently under the Librarian, but could be combined with the Superstar Reading Program Coordinator
- Code of Ethics: A clear policy must be followed by all organizers and volunteers for every PTO event or activity

Back To School Night is August 20<sup>th</sup>. Next meeting will be September 10<sup>th</sup> at 7pm. The Audit Report should be available at the end of August or early September.

Meeting adjourned at 9:15pm.

Respectfully submitted by,

Aena Prakash, PTO Secretary