

PTO GENERAL MEETING
 May 19, 2020
 Zoom Webinar

Hosted By:
 Kaarin Jeanson
 Ashley Cook
 Susan Giulietti
 Kim Kuhn

7:00 Greeting and Explanation of the Format of the Meeting (Kaarin)

- Due COVID, all Spring Events were cancelled.
- Meeting will solely focus on the Budget set forth prior to COVID and school closure
- There will be no questions answered about how school will be run in the Fall
- People can ask questions during the meeting in the Q&A format via the chat and we will answer them as they come in and if they apply.

This meeting was held virtually. During the call participants were able to submit questions to those hosting the meeting (see above).

7:05 Approval of January General Meeting Minutes (Kaarin)

Meeting minutes were approved.

7:10 Treasurer Report (Kim)

Please see May 2020 Treasurer's Report.

Red Raven refunding deposit paid for canceled spring event.

Final payment to AB schools being paid by June 1st.

7:20: Budget (Ashley)

Douglas School PTO		
		BUDGET
		2020-2021
Summary of Revenues		
Fun Run		\$ 20,000
Annual Giving		\$ 10,000
Douglas Spring Social/Auction		\$ 5,000
Snack Cart		\$ 4,000
Ice Cream Social		\$ 2,000
Book Fair		\$ 2,000
Photo Day		\$ 1,250
Eagle Shopping Rewards		\$ 1,000
Interest Income		\$ 1,000
Miscellaneous (Profit Sharing, Lowell Spinners)		\$ 1,000

Douglas Directory	\$	550
Spiritwear	\$	-
Total Revenues	\$	47,800
Annual Expenses		
Funding of Each Classroom Assistant for 2 hr/wk Above District Allotment*	\$	23,764
Funding for Educational Non-Administrative Assistant Positions*	\$	23,340
Cultural Enrichment	\$	6,000
Bank Fees	\$	1,000
Tax Preparation Fees (Professional Fee)	\$	850
Douglas Day	\$	750
Digital Communications	\$	500
Insurance	\$	350
Hospitality (Kindergarten events - info night, tours, screening)	\$	350
Festival of Cultures	\$	300
Sixth Grade Graduation	\$	250
Playground Equipment	\$	200
PTO Copying	\$	200
Gardening	\$	150
Veteran's Day	\$	100
Nature Walks	\$	100
Newcomers' Orientation	\$	100
Yahoo-Boohoo Kindergarten Welcome	\$	100
Emergency Fund	\$	400
Miscellaneous	\$	500
Sub-Total Annual Expenses	\$	59,304
Discretionary Expenses		
Teachers' Classroom Expense Fund	\$	3,000
Sixth Grade Yearbook	\$	2,000
Staff Appreciation	\$	1,200
Hygiene Supplies	\$	600
High School Scholarship Fund	\$	500
March Reading Challenge	\$	250
PTO Discretionary Fund	\$	1,000
Sub-Total Discretionary Expense	\$	8,550
Total Expenses Approved	\$	67,854
Net Income	\$	(20,054)

*The PTO provides funding for assistants, as requested by the school.

*The budget committee met and drafted this budget on March 11, 2020 prior to the closure of school.

The 2020-21 budget was approved.

7:50 Committee and Chair Members (Ashley)

PTO OFFICERS		2020-2021
Senior Co-chair		Ashley Cook
Junior Co-chair		Susan Giulietti
Treasurer		Kim Kuhn
Secretary		Kaarin Jeanson
PTO BOARD MEMBERS		
Assistant Treasurer		Carol Buysse DeSchepper
Cultural Enrichment	<i>Coordinator</i>	Kim Beaulieu
	<i>Coordinator</i>	Jana Cataldo
	<i>Coordinator</i>	Emily Richmond
Douglas Digest Editors	<i>Layout/Editing</i>	Jill Maxwell
	<i>Scheduling</i>	OPEN
Gardening Committee	<i>Coordinator</i>	Hayley Reynolds
Health & Safety	<i>Coordinator</i>	Stephanie Krantz
Hospitality	<i>Coordinator</i>	Claire Draper
Playground Committee	<i>Coordinator</i>	Sandy Wellinghoff
Snack Cart	<i>Scheduler</i>	Tina Leonard
	<i>Volunteer Coordination</i>	Megan Kivela
Technology Secretary	<i>Weekly Email Content</i>	Julie Zeller/Cristina Sousa
	<i>Weekly Email Formatting</i>	Julie Zeller/Cristina Sousa
Volunteer Coordinator	<i>Technical</i>	OPEN
Webmaster	<i>Technical</i>	Sandy Wellinghoff
	<i>Content</i>	Holly Fitzgerald

The 2020-21 board was approved.

8:00 Questions & Comments (submitted via online forum)

Q: Is the PTO refunding spring events/experiences (from online auction) that have been canceled?

A: Spring events will be rescheduled at a later date.

9:00 Adjourn

There were no further questions or discussion and meeting was adjourned.