

2022-23 Horace Mann PTA Meeting Agenda with Minutes
September 19th, 2022

Agenda Item:	Notes:	Speaker:
<p>Welcome and Introductions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call Meeting to Order/Begin Recording. Welcome and Thank You: <ul style="list-style-type: none"> <input type="checkbox"/> Welcome to our new board members: <ul style="list-style-type: none"> <input type="checkbox"/> Grace Hanson <input type="checkbox"/> Chandra Kilgriff <input type="checkbox"/> Katherine Bliss <input type="checkbox"/> Mark Lindskoog <input type="checkbox"/> Abby Mosher <input type="checkbox"/> Alex Stuart <input type="checkbox"/> Thank you to our returning PTA board members: <ul style="list-style-type: none"> <input type="checkbox"/> Amy Kortuem <input type="checkbox"/> Karen Vander Sanden <input type="checkbox"/> Catherine Guglielmo <input type="checkbox"/> Allison Broughton <input type="checkbox"/> Jen Williams <input type="checkbox"/> President: <ul style="list-style-type: none"> <input type="checkbox"/> Jen Williams <input type="checkbox"/> Email: president@hms-pta.org <input type="checkbox"/> Vice President <ul style="list-style-type: none"> <input type="checkbox"/> Grace Hanson <input type="checkbox"/> Email: president@hms-pta.org <input type="checkbox"/> Treasurers: <ul style="list-style-type: none"> <input type="checkbox"/> Abby Mosher <input type="checkbox"/> Alex Stuart <input type="checkbox"/> Email: treasurer@hms-pta.org <input type="checkbox"/> Teacher Representative: <ul style="list-style-type: none"> <input type="checkbox"/> Amy Kortuem <input type="checkbox"/> Mark Lindskoog <input type="checkbox"/> Email: teacher-rep@hms-pta.org <input type="checkbox"/> Communications: <ul style="list-style-type: none"> <input type="checkbox"/> Karen Vander Sanden <input type="checkbox"/> Katherine Bliss <input type="checkbox"/> Email: communications@hms-pta.org <input type="checkbox"/> Recording Secretary: <ul style="list-style-type: none"> <input type="checkbox"/> Catherine Guglieimo <input type="checkbox"/> Allison Broughton 	<p>Meeting called to order at 6:00pm</p>	<p>Jen</p>

<ul style="list-style-type: none"> <input type="checkbox"/> Email: recorder@hms-pta.org <input type="checkbox"/> Volunteer Coordinators: <ul style="list-style-type: none"> <input type="checkbox"/> Chandra Kilgriff <input type="checkbox"/> Open <input type="checkbox"/> Email: <ul style="list-style-type: none"> volunteer.coordinator@hms-pta.org <input type="checkbox"/> HM PTA Meetings for FY 22-23 <ul style="list-style-type: none"> <input type="checkbox"/> Monday, September 19th - In Person <input type="checkbox"/> Tuesday, October 18th - In Person <input type="checkbox"/> Wednesday, November 9th - Virtual <input type="checkbox"/> Tuesday, January 10th - Virtual <input type="checkbox"/> Tuesday, March 14th - Virtual <input type="checkbox"/> Monday, April 24th - In Person <input type="checkbox"/> Monday, May 22nd - In Person 	<p>Mix of in-person and virtual meetings this year. Intent to bring in guest speakers and teachers (new music teacher and others - suggestions welcome!)</p>	
<p>Ice-Breaker What is the PTA</p>	<p>See enclosed powerpoint slides (which detail mission, bylaws, activities and a general overview of the PTA's role and work).</p>	<p>Grace</p>
<p>New Business</p> <ul style="list-style-type: none"> <input type="checkbox"/> HM PTA Board Election <ul style="list-style-type: none"> <input type="checkbox"/> Mark Lindskoog <input type="checkbox"/> Board Approval Vote 	<p>ACTION ITEM: BOARD MEMBERSHIP A motion was made to add Mark Lindskoog as a second teacher representative to the HMS PTA Board. Attendees voted unanimously to approve.</p>	<p>Allison</p>
<p>Treasurer's Report and Budget Proposal (see below) and presentation. https://docs.google.com/spreadsheets/d/1rVq3couO7sGR90WEk2PeLH0-ZSTct7zPZVd-QNh5LT0/edit#gid=1623520410</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budget Approval <input type="checkbox"/> \$25K for Music Teacher Approval 	<p>See enclosed summary report of major expense and revenue categories. A revised report will be distributed at each meeting, with the full budget spreadsheet available upon request.</p> <p>Alex provided context for the summary report including major sources of revenue and historical data. Expenses do include those associated with in-person fundraising and other events.</p> <p>A preliminary budget is prepared in January of the previous year, in coordination with Mr. Litwin as school budget details for the following year become available.</p> <p>A survey of families was conducted in Spring 2022, which informed spending</p>	<p>Alex/Abby</p>

	<p>priorities for the following year.</p> <p>Funds raised during the 2022-23 school year will support programs and spending in the following year.</p> <p>A surplus of unspent funds during lengthy pauses on usual programs during Covid resulted in changes to typical spending patterns.</p> <p>Clarification was provided that while spirit wear (hats) was provided to all students during Covid, moving forward only kindergarten and incoming new students will receive those items each year.</p> <p>The fiscal year for the PTA runs June - July</p> <p>ACTION ITEM: BUDGET APPROVAL The 2022-23 budget was approved by unanimous vote.</p> <p>ACTION ITEM: AUTHORIZED SIGNATORIES President Jennifer Williams, Vice President Grace Hanson and Co-Treasurers Abby Mosher and Alex Stuart were approved by unanimous vote to serve as official signatories on financial documents on behalf of the Horace Mann School PTA.</p> <p>Abby Mosher has put out a request for a parent volunteer to conduct an independent review the PTA's bank statements at regular intervals.</p>	
<p>News/Updates</p> <ul style="list-style-type: none"> <input type="checkbox"/> HM School Website (see below) <input type="checkbox"/> HM PTA Employer match and Amazon Smile (see below) <input type="checkbox"/> What we have been up to: <ul style="list-style-type: none"> <input type="checkbox"/> Teachers/Staff - 1st week back Treats 	<p>Note that PTA policies prohibit PTA branches from entering into employment contracts. Moving forward beginning with this year, the PTA will provide grants to Horace Mann to continue support for the music program, with Mr. Litwin working through SPPS hiring processes and seeking permission to accept funds as required by the school board.</p>	<p>Katie</p>

- Accelerated Reader (Grade 3-5) - will be renewing
- Back to school/engagement forms - membership form, volunteer form and directory
- Board planning - board members have been doing planning around budget, activities and other general set up for the coming year.
- Vocal Music Update - New Music Instructor
- 5th Grade Ambassadors - Team coming together
- Leadership and Volunteer Opportunities and Updates for 22-23 school year
 - Box tops chair/co-chair 22-23
 - Business partnerships chair/co-chair 22-23
 - Co-lead for PTA board volunteer coordinator

EDL (Extended Day Learning) will begin with Lego Robotics, co-led by two HM alumni parents for interested students in grades 4-5 (with tentative opportunities for 3rd grade student involvement).

There is potential for a return to the band program, with daytime participation on Mondays and afterschool (EDL) band on Mondays and Wednesdays, pending a new hire (search still in process). Band would be available to 4th and 5th grade students.

Chandra is still processing volunteer forms and will be reaching out to match interested individuals with committee chairs.

Ms. Kortuem provided additional details on the Accelerated Reader renewal. This is an online (iPad based) evaluation tool which provides access to e-books on all levels. Students complete brief 10-12 item assessments following each book which measure comprehension and provide other evaluative measures.

5th grade ambassadors provide supervision for younger students and are "hired" by the PTA to perform other tasks in exchange for funds earmarked to support the 5th grade students' annual 5 day trip to Eagle Bluff. Conversations are still in the works to determine if students participating are only raising funds to offset the cost of their own trip or reducing costs across the board for all students.

Principal's Report

- School-wide Discipline Plan

Mr. Litwin provided an overview of the schoolwide discipline plan, which is primarily centered on proactive teaching and modeling methodologies. He reports an overall positive tone in the building at the onset of the school year, with some students adjusting to being in large groups again. Mr. Litwin emphasized that the first 6

Mr. Litwin

	weeks of school are all about practicing those skills.	
<p>Teacher Updates</p> <input type="checkbox"/>	<p>Ms. Kortuem extended a thanks to all in attendance for their engagement and support.</p> <p>She encouraged participation in the directory, and for the organizers to reach out and work with teachers to ensure as comprehensive a list as possible. Carley Odens noted that comparison with the class list was a part of the process, with individual follow up as needed. She added that students may be listed in the PTA's directory without opting to share home address, phone or email. Families are welcome to share as much or as little information as they are comfortable with.</p>	Mrs. Kortuem
Open Forum	Clarification that the Boo Bash is a fundraiser organized by 4th and 5th grade families to support the Eagle Bluff overnight program for 5th grade students, and is not a committee of the PTA (although in recent years, the PTA has provided funding to offset the cost of conducting the event - i.e. candy for last year's Trunk or Treat outdoor event).	Chandra
<p>PTA Team Updates (see below)</p> <input type="checkbox"/> Directory Team <input type="checkbox"/> Read-a-thon <input type="checkbox"/> Scholastic Book Fair <input type="checkbox"/> Silent and Live Auction Team <input type="checkbox"/> Web-site/Google site <input type="checkbox"/> FVS	Committee Updates: See below.	Team Chairs
<p>Action Items:</p> <input type="checkbox"/> Please fill out our back to school engagement form if you haven't done so already. <input type="checkbox"/> All forms are located in hms-pta.org (under forms). Or you can access from Horace Mann Elementary		

dotcom site under Families, scroll down to PTA.		
Adjourn	Meeting adjourned 7:11pm	Jen

HM PTA website: www.hms-pta.org If you have any questions, comments, or suggestions please email web-admin@hms-pta.org

Employer match and Amazon Smile: We also encourage families to check with their employers as many offer a company match to the cash donations made by their employees and if you are an Amazon user, go to <https://smile.amazon.com> and search for “PTA Minnesota Congress 008740 Horace Mann PTA” and designate HM PTA as your charitable organization.

Treasurer’s Report Fiscal Report for 2022-23 School Year:

- **If you are interested in more details of the PTA budget please contact Abby or Alex directly at treasurer@hms-pta.org**

Team Reports:

Directory, Carley Odens:

- The process of completing the Horace Mann PTA Directory forms is going 100% online this year and being combined with volunteer and PTA Membership forms.
- We are working hard to streamline the steps to be an active part of the HMS Community seamlessly.

Read-a-thon, Becky Mayer & Andrea Mayer:

- Theme: Friendship and Belonging
- RAT Dates
 - RAT runs Sun, Oct 30 - Sat, Nov 26 2022
 - Kickoff ceremony is Wed., Oct. 26 in the gym at 9:30.
 - Closing ceremony is Fri., Dec. 9 in the gym at 8:00.
- Books are ordered and in
- Working on marketing items and ceremonies

Scholastic Book Fair, Maureen Hartung & Jeanette Beger:

- Planning for an In Person event this year.
- Scholastic Book Fair no longer offers Virtual Book Fairs.

Silent & Live Auction Team: Allison Broughton:

- In process of securing Woulfe Alumni Hall at UST for Friday, March 3rd
- Intending to continue with OneCause Mobile Bidding software (online bidding allows for virtual and in-person participation on silent auction items + Great Gathering sign-ups) - pending cost of contract renewal

- Volunteer support for planning committee is looking good, but will always welcome new members
- Planning meeting schedule and format (in person/Zoom) TBD

Website/Google Site Coordination, Dan Rausch & Annie Mach:

- Much of the web/Google activities have been transferred from Aaron to Dan & Annie.
- Working with the various committees to update the site with new forms.

FVS, Laura Wilson:

- Team is in the beginning stages of planning.
- Potential FVS Dance a topic of consideration later in the year.

Current Board Members:

President & Vice President: Jen Williams & Grace Hanson president@hms-pta.org

Treasurers: Abby Mosher & Alex Stuart treasurer@hms-pta.org

Teacher Representatives: Amy Kortuem & Mark Lindskoog teacher-rep@hms-pta.org

Communications: Karen Vander Sanden & Katie Bliss communications@hms-pta.org

Recording Secretary: Catherine Guglieimo & Allison Broughton recorder@hms-pta.org

Volunteer Coordinator: Katie Bliss: volunteer.coordinator@hms-pta.org



Horace Mann Parent Teacher Association (PTA)

September 19, 2022 - 1st PTA meeting



Purpose

- *To promote the welfare of children and youth in home, school, places of worship, and throughout the community;*
- *To raise the standards of home life;*
- *To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;*
- *To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth;*
- *To advocate for fiscal responsibility regarding public tax dollars in public education funding.*

– From Minnesota PTA bylaws



Organizational policies

- Organization is noncommercial, nonsectarian, and nonpartisan.
- Works to promote the health and welfare of children and youth and shall seek to promote collaboration among parents, schools, and the community at large
- No part of the net earnings of the organization shall benefit members, directors, trustees, officers, or other private persons
- Organization follows rules of income tax under Section 501 (c) (3)



Major events for the year

September - Sock Hop

[September/October - Readathon - Fall Fundraiser](#)

November - Scholastic Book fair

December - Make It, Take It

February - Family Volunteer Service

[March - Silent & Live Auction - Spring Fundraiser](#)

May - Plant Sale

May/June - School Carnival

Free family fun nights -
typically once a month
ongoing throughout the year



Ongoing activities and support committees

- Art Adventure
- Recognition/Thank you Coordination
- Landscape
- Website/Google Suite Coordination
- PTA Directory
- Spirit Wear
- Teacher Conference Meals Coordination
- Yearbook
- Membership Coordination
- Fifth Grade Ambassador Coordination
- Business Partnerships (ongoing throughout the year)
- Free Family Fun Nights (ongoing throughout the year)
- Box Tops for Education (ongoing throughout the year)



Monthly meetings (6-7pm)

- Monday, September 19th - In Person
- Tuesday, October 18th - In Person
- Wednesday, November 9th - Virtual
- Tuesday, January 10th - Virtual
- Tuesday, March 14th - Virtual
- Monday, April 24th - In Person
- Monday, May 22nd - In Person



2022-23 Funding breakdown

Events - family events for the whole school community	22%
Teacher and staff support - field trips fees, teacher/grade level supplies and supplements	26%
School programs - Band/music instruction	32%
Student/School support - grade level residencies/projects, roller skating, art adventure	10%
Hospitality/recognition - meals and treats for teachers	2%
PTA admin - organization costs, Horace Mann spiritwear	8%



Involvement - Lots of ways to volunteer your time

- Event planning / coordination - involvement with committees
- Sign up to work at events
- Assist with the operations/administration of the PTA

Fill out a volunteer form or contact our volunteer coordinator at volunteer.coordinator@hms-pta.org



Why?

- *Be a part of the solution*
- *Promote public education*
- *Meet parents, students, and teachers in the Horace Mann Community*
- *Learning opportunities*
- *Supporting your student(s) and their friends and families.*

	Pre-COVID Avg. 2016 - 2019	Prior 3yr Avg. 2018 - 2021	Actual 2021 / 2022	Budgeted 2022 / 2023
<u>Revenue</u>				
Silent Auction	\$64,159	\$45,149	\$49,026	\$40,000
Read A Thon	\$27,378	\$21,118	\$25,130	\$25,000
Give to the Max	\$8,745	\$19,670	\$7,502	\$9,000
Plant Sale	\$13,488	\$13,687	\$5,810	\$7,000
Donations	\$577	\$422	\$5,610	\$6,500
Other	\$31,367	\$15,235	\$2,518	\$2,126
Total Revenue	\$145,714	\$115,281	\$95,596	\$89,626
<u>Expenses</u>				
Student Programs	\$44,480	\$33,745	\$22,040	\$56,800
<i>Vocal Music Residency</i>	\$24,386	\$24,572	\$19,952	\$25,000
<i>Band Residency</i>	\$9,467	\$5,138	\$0	\$15,000
<i>Other Student Programs</i>	\$10,627	\$4,036	\$2,088	\$16,800
Classroom Materials	\$20,689	\$13,588	\$18,899	\$13,800
Carnival	\$5,768	\$1,691	\$9,156	\$7,000
Field Trips	\$2,029	\$605	\$7,445	\$7,500
Spiritwear	\$686	\$458	\$6,804	\$2,500
Yearbook and Class Pictures	\$1,906	\$1,474	\$5,929	\$5,500
Other	\$67,071	\$48,972	\$44,198	\$45,572
<i>Fundraising Events</i>	\$22,999	\$17,544	\$22,640	\$22,000
<i>Other Events</i>	\$1,689	\$1,657	\$2,696	\$3,400
Total Expenses	\$142,629	\$100,535	\$114,470	\$138,672
Net Revenue / Spend	\$3,085	\$14,746	-\$18,874	-\$49,046
Cash Balance - Year End	\$70,031	\$94,805	\$102,117	\$53,071