

2022-23 Horace Mann PTA Meeting Agenda

Monday, May 22nd, 2023 (In Person)

6:00-7pm

Agenda Item:	Who:	Notes:
<p>Welcome and Introductions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call Meeting to Order/Begin Recording. Welcome and Thank You <input type="checkbox"/> Approval of the Minutes: PTA meeting notes- April 24, 2023 – Horace Mann School PTA (hms-pta.org) <p>Last meeting of the year!</p>		<p>ACTION ITEM: Minutes of the April 24, 2023 meeting were approved as drafted by unanimous vote.</p>
<p>Principal's Report</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update on hiring for 23-24 school year 	Mr. Litwin	<p>Mr. Litwin is at Eagle Bluff with the 5th graders and provided the following report by email: “we have hired 6 of the 9 open positions for next year. We have filled Kindergarten, Grade 1, Library, Special Education, Counselor, and Grade 4-5 Academic Support (half-time). We still have to fill Music (Half-time), Special Ed TA, and Regular Ed TA.”</p> <p>The internal applicant pool must be considered first and then searches for open positions can be opened to external candidates. There is no confirmed band instructor for the fall at this time.</p>
<p>Teacher updates</p>	Mr. Lindskoog/Ms. Kortuem	<p>End of year testing is wrapping up. Several field trips, including the all-school zoo trip (sponsored by a grant from Cargill).</p>
<p>Treasurer's Report</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preview of 23-24 Budget <input type="checkbox"/> Pre-Approval FY23-24 Budget - for Aug/Sept 	Alex/Abby	<p>See Appendix A. at the end of this document for revenue and status to date and preliminary 2023-24 school year budget.</p> <p>Notes re: Status Report: Plant sale revenue, carnival sponsorships and great gathering revenue needs to be added. We are currently \$20K over the originally established revenue goal.</p> <p>Yearbook, field trip and other end of year expenses will add to the spending to date once end of year activities conclude.</p>

Next year's budget will not be officially set until next September. A preliminary budget was shared (see Appendix A, page 2) and will be posted to the PTA website for review and discussion.

Over the past few years, the PTA has spent more than in previous years due to the surplus created during Covid when many activities were on hold.

Make-it, Take-it has been combined with free family fun night vs. past categorization as a fundraiser. We are lacking a family volunteer service Chair for 2023-24. There are committed chairs for free family fun nights.

Spiritwear budget currently assumes winter hats and shirts. This item will need additional discussion on whether the PTA will continue to provide both items for all students, or cut the hats. Another open question is logistics around ordering larger size shirts for older students as they outgrow the kindergarten sizes, and whether or not the shirts will be used for field trips, assemblies and concerts as had been the case in the past.

The School directory print run will be more limited, and moving to a print-on-demand system where parents desiring a paper copy must pick up from the office. Directory Chairs are needed (2) for 2023-24.

SPPS will be providing funding for a music teacher for 2023-24. Funds allocated for residencies through the PTA budget are now freed up to be utilized for other purposes. This could change in future years depending on school district budgets. We will be increasing PTA support for library, books, field trips, specialist classroom supplies and other enrichment-related line items. This will free up money in the school's budget to be applied to support teaching assistants for the classrooms.

Ms. Kortuem encouraged transparency and equal access to any supply or other discretionary funds available to teachers across all staff.

		<p>ACTION ITEM: Treasurers have requested approval of a preliminary August/Sept start of the year budget (see Appendix C. at the end of this document) to allow for authorization for expenses occurring prior to official adoption of the budget at the September meeting. The start of the year budget was approved by unanimous vote.</p>
<p>Approval / Election of new Board members:</p> <ul style="list-style-type: none"> ● President - Grace Hanson ● Vice President - Gina Corradi ● Recorder – Andrea Gleckner <p>Returning members:</p> <ul style="list-style-type: none"> ● Teacher rep - Mr. Lindskoog, Ms. Kortuem ● Volunteer rep - Chandra Kilgriff ● Communications - Katie Bliss ● Treasurers - Abby Mosher and Alex Stuart <p>Thank you to exiting Board members - Jen Williams, Allison Broughton, Karen VanderSanden, Catherine Guglielmo</p>		<p>ACTION ITEM: Grace Hanson (President); Gina Corradi (Vice President); Andrea Gleckner (Recorder) were elected to serve on the board beginning with the 2023-24 school year by unanimous vote.</p> <p>Returning and exiting members of this year’s board were thanked for their volunteer service to the board.</p>
<p>PTA Team Updates (see below)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Auction Team - Great Gatherings <input type="checkbox"/> Free Family Nights - Ice Cream Social May 26 <input type="checkbox"/> Yearbook <input type="checkbox"/> Plant Sale <input type="checkbox"/> Carnival - June 9 Volunteers needed - lots of options 	<p>Team Chairs</p>	<p>Plant sale: Sale went well; all extra plants were sold in the days following the pickup.</p> <p>Carnival: needs volunteers to run games. The committee encourages those interested to sign up early and will continue to communicate the need through social media, Perspectives, flyers and posters. The event website established to collect donations from families will also include a link to sign up to volunteer.</p>
<p>PTA and Volunteer Open Positions and updates</p> <ul style="list-style-type: none"> <input type="checkbox"/> PTA Board <ul style="list-style-type: none"> <input type="checkbox"/> Co-Volunteer Coordinator <input type="checkbox"/> Co-Recorders (1 open) <input type="checkbox"/> Committees (leads and participants) <ul style="list-style-type: none"> <input type="checkbox"/> Student directory Chair <input type="checkbox"/> Family Volunteer Service Chair <input type="checkbox"/> 5th Grade Ambassador Coordination <input type="checkbox"/> Read-a-thon Committee Members 		<p>Additional board and committee chair volunteer roles are still available. Attendees are encouraged to consider these roles and spread the word.</p>

News/Updates <input type="checkbox"/> HM School Website (see below) <input type="checkbox"/> HM PTA Employer match <input type="checkbox"/> Horace Mann Spiritwear Store: https://shop.game-one.com/minnesota/saint-paul/horace-mann-school		
Open Forum/Action Items:		
Adjourn HAVE A GREAT SUMMER		

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

Employer match: We also encourage families to check with their employers as many offer a company match to the cash donations made by their employees

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:

Great Gatherings that are not yet at capacity are [still available for purchase through the auction site](#) (and will remain so until sold out!).

<https://one.bidpal.net/allaboardhoracemann/browse/featured>

Free Family Fun nights - This Friday, May 26

The last Free Family Fun night of the year is this coming Friday, May 26 from 6-7 with a Free Ice Cream social at the school. Thank you to **Kristan Nolan and Meghan Rodriguez** for chairing the committee this year and for the whole team that has put on these community nights every month during the school year.

Carnival

Carnival is in need of volunteers. Please recruit grandparents, aunts, uncles, etc., to help out and sign up for a volunteer shift (or two!) [HERE](#). We really can't do this without more help; if we don't get enough volunteers, we will have to eliminate some of the fun activities! We also need donations of prize items for the Cake Walk (store-bought or homemade) and the Grand Prize Game (bottles of sports drinks, juice, sparkling water, etc. - no caffeine please). Please place items in the donation boxes inside of the Horace Mann office through June 8! Questions? Contact Christina.Connelly@gmail.com or 952-221-3602.

This year the event will be FREE - but families are encouraged to donate on the [Carnival Website](#) prior to or at the event.

Special thanks to Carnival Committee for their work planning: **Christina Connelly, Jennifer Duda Butwinick, Molly Mons, Emily Sevig**. Thank you to **Allison Broughton** for working on the website and getting Carnival sponsors.

Art Adventure

We had a wonderful and educational year with Art Adventure. Each classroom had a chance to take a field trip to the Minneapolis Institute of Art to view some of the pieces they learned about from the parent volunteers in the classroom. It was wonderful to hear all the astute comments from the students both in the classroom and at the museum. I am continually impressed with their insights and always learn something new from them. I would like to thank all of the volunteers and teachers for the support with this program. We are looking forward to another year of Art Adventure. Thank you to **Sam Goblirsch** for chairing the group this year.

Spring Plant Sale

Thank you to those that purchased plants as part of the plant sale on May 13. Thank you to **Maya Missaghi** who organized and coordinated the sale.

Spring Garden Clean Up

On May 6th Horace Mann Community members gathered for the annual spring garden clean up at the school. Thank you to all those who came out to help with the clean up!

Yearbook

Yearbooks are currently in production and will be delivered to classrooms last week or May/first week of June. Thank you to all who submitted pictures and to **Delina Ferfon** for all her work in designing and putting it together.

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 Lindscoog 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: Chandra Kilgriff: volunteer.coordinator@hms-pta.org

	Actual FY 2021 / 2022	Budget FY 2022 / 2023	Actual YTD 2022 / 2023
<u>Revenue</u>			
Silent Auction	\$49,026	\$40,000	\$63,439
Read A Thon	25,130	25,000	24,255
Give to the Max	7,502	9,000	16,121
Plant Sale	5,810	7,000	2,477
Donations	5,610	6,500	783
Other	2,518	2,126	3,066
Total Revenue	\$95,596	\$89,626	\$110,141
<u>Expenses</u>			
Student Programs	33,004	64,222	37,239
<i>Music and Band</i>	19,952	40,000	31,500
<i>Recurring Programs</i>	5,378	16,800	1,400
<i>School and Student Support</i>	7,675	7,422	4,339
Classroom Materials	19,425	26,500	16,229
Carnival	9,441	7,000	2,818
Field Trips	7,445	7,500	0
Spiritwear	6,804	2,500	1,937
Yearbook and Class Pictures	5,929	5,500	2,418
Other	38,077	38,150	28,595
<i>Fundraising Events</i>	22,640	22,000	18,664
<i>Other Events</i>	2,998	3,400	873
Total Expenses	\$120,124	\$151,372	\$89,236
Net Revenue / (Spend)	(24,528)	(61,746)	20,905
Cash Balance	\$96,462	\$34,716	\$117,368

Horace Mann PTA 2023-24 Budget	Preliminary 23-24 Budget	Approved 22-23 Budget	22-23 Projected Year-End	Notes
Revenue				
Read a thon	25,000	25,000	24,255	Net \$22k vs. \$19.5k in '22-23
Give to the Max/Employer Match	15,000	9,000	16,121	
Silent Auction	55,000	40,000	63,439	Net \$40k vs. \$48k in '22-23
Plant Sale	8,000	7,000	7,000	Net \$4.5k (TBD in '22-23)
Big G Box Tops	100	100	94	
Donations - cash	1,000	6,500	783	
Membership Dues (\$7.5/member)	1,700	1,800	1,702	
Other	200	226	435	Amazon Smile ends in '23
Total Revenue	106,000	89,626	113,829	
Fundraising Expenses				
Read a thon	3,000	3,500	4,737	Return closer to pre-COVID expense
Silent Auction	15,000	15,000	15,000	'22-23 likely under budget
Plant Sale	3,500	3,500	3,500	
Membership Dues	800	1,250	782	
Other	-	400	0	Book fair has no expenses
Total Fundraising Expense	22,300	23,650	24,019	
Net Revenue	83,700	65,976	89,810	
Community Events/Spirit Expense				
Carnival	4,000	7,000	7,000	Expense net of sponsorships
Family Fun Nights/MITI	1,500	3,000	1,526	
Family Volunteer Service Cmte	1,300	1,500	1,288	
5th Grade Graduation	700	700	700	
Yearbook and Class Pictures	5,500	5,500	5,500	
Spiritwear	2,000	2,500	1,937	
Student Directory	500	1,900	1,150	Print on demand strategy
Total Community Events/Spirit Expense	15,500	22,100	19,101	
Residencies/Enrichment				
Music Residency	0	25,000	25,000	District funding a music teacher
Band Residency	15,000	15,000	11,520	'22-23 started late
Other Grade-Level Residencies	5,000	8,400	5,550	
Field Trips	8,585	7,500	1,000	Incl. \$7.74k requested by Mr. Litwin
Roller Skating	4,500	4,400	4,000	
Art Adventure	4,000	4,000	3,900	
Accelerated Reader	1,800	2,272	1,639	More students in grades 3-5
Math Masters/Lego Robotics	500	500	1,300	Don't appear to occur in same year
Eagle Bluff	2,750	0	2,750	Return to pre-COVID typical support
Extracurriculars	5,865	0	0	Incl. \$5.865k requested by Mr. Litwin
Total Residencies/Enrichment Expense	48,000	67,072	56,659	
Classroom and School Support				
Classroom Materials & Libraries	17,000	16,500	15,249	No composites - more classrooms
Specialist Classroom	15,500	10,000	6,227	Incl. \$7.629k requested by Mr. Litwin
Library Books	5,000	1,250	1,250	Incl. \$3.87k requested by Mr. Litwin
Landscaping	500	500	500	
Teacher Appreciation and Volunteer	4,500	4,500	4,500	
Total Classroom and School Support	42,500	32,750	27,726	
PTA Administration	4,500	5,800	3,609	Postage, audit, speakers, hospitality
Total Expenses	132,800	151,372	131,114	
Net Revenue / (Spend)	(26,800)	(61,746)	(17,285)	
Starting Balance	79,177	96,462	96,462	
Ending Balance	52,377	34,716	79,177	

Appendix B.

Horace Mann PTA - August/September Budget

May 2023

Read a thon	3,000	
Silent Auction	1,500	
Family Fun Nights	250	
Spirit Wear	2,000	
Student Directory	500	
Teacher Appreciation	400	
PTA Administration	1,200	
Classroom Teacher Supplies	5,100	300 per 17 teachers
Specialist Supplies	6,000	250 per 4 teachers, 1000 per 5 teachers
Library Books/Supplies	1,050	
Extracurriculars	3,000	Half annual budget, rounded up
	<u>24,000</u>	