



Clays Mill Elementary

November Board Member PTA Meeting

Clays Mill Elementary PTA

November 14, 2023 | 6:00 pm

Clay Mill Elementary Conference Room

Attendance : Grant Davis, Mallory Wood, Brittany Jacobs, Sarah Zeller, Margaret Reynolds, Amy Terrence, Nikki Ryles, Jennifer Schilling

Call to Order : 6:01 pm

Approval of Minutes : Nikki motioned for approval, Sarah 2nd

Officer's Reports :

Principal's Report :

- Mr. Grant reviewed KY Summative Assessment for our school
 - Accountable for 3rd, 4th and 5th grades
 - Indicator scores increased in all areas (reading and math, science social studies and writing, quality of School Climate Safety) from 2022-2023
 - CME scored Blue (highest level) in all areas

President's Report :

- Hospitality Luncheon was today will plan another in January and then one in March

Treasurer's Report : see attachment

- Grand total for Fall Fun Run: \$31,334.68
- Brittany will submit annual tax form tomorrow
- Brittany will move \$25,000 into 7 month Certificate of Deposit with a yield of 4% later this week
 - Need to check about taxes and how to handle that
- Excess on Fall Fundraiser requires us to revise the budget
 - We have an additional \$3,834.68 to disperse Brittany recommends
 - Increase playground fund by \$2,280
 - Combine Celebrations & Recognition and increase by \$550 (\$2000 to school and \$450 to each grade)
 - \$650 to to MSD program for Community Based Interaction Learning Experiences
 - Add line item for 5th grade event reward (since they won't get to use the new playground) of \$600
 - Increase contingencies \$4.68
 - Add line item for Community Appreciation- thank you gifts for community partners (i.e. ECU professor that arranged 1st grade field trip, ect)
 - Brittany will follow up with the board suggestions and make changes
 - **Changes will need to be voted on during general membership meeting in January 16th**

Communication Report :

- Newsletter went out last week
- Will send out one with Penguin Patch information

Membership Report :

- No new members
- If anyone has questions on committee members Jennifer Schilling can answer them

Fundraising Report :

- Contract was sent from Boosterthon for next year and includes a clause to cancel with new PTA board without penalty
 - Sarah motioned to approve, Becca 2nd with the date of September 9th with the fun run September 20th because we have to option to cancel without penalty
 - Will schedule a meeting with APEX to have them come see us about
- Apparel order with Varsity Printing with online ordering so we can have apparel before Christmas Break

Programs Report:

- Joy Cart request (no Pepsi products)
- Mrs. Theis is working with Mary Queen to have a family night

Unfinished Business :

- MSD- Community Based Instruction
 - Students will work on IEP goals (going grocery shopping, teaching independence)
 - Very highly detailed trip to meet IEP goals
 - Funds would mostly be used for helping offset busing costs
 - February would be the first trip
 - Discussion on creating a separate line item
 - Will look into how other schools PTA funds MSD programs
 - We will vote on in January general membership meeting

New Business :

- Penguin Patch: December 4-8 during Wellness time slot
 - There is a sign-up genius link
 - Becca will check on e-wallet option and a few other things
- 5th Grade request- 60% went on the field trip last year they believe that number will go up; we are all on board with it
- 1st Grade request- Art Gallery Hop request juice and cheese will use their celebration money
- Winter Event- bake sale/clothing drive/hot chocolate bar, snacks, craft in February 10th
 - Saturday or Sunday afternoon
 - Sell wristbands for \$5 includes hot chocolate bar, take home craft, 2 4x6 photos from Photo Booth
 - Will have to pay custodians and maybe police officers
- Brittany suggested Marshall Pediatrics have therapists come to teach during a family engagement night (maybe during Science Fair in January)

Announcements :

- Joy Cart Delivery: December 1st at 7:00 am
- PTA Board Meeting: January 16th at 6:00 pm
- MiniDance Blue Marathon: January 25-26th
- Spring Carnival late April

Adjournment : 7:38 pm

Chatham Boyer

Secretary Name

Clays Mill Elementary PTA

Monthly Treasurer's Report

October 2023

Beginning Balance 10/1/2023				\$63,040.27
Budget Line	Description	Amount	Year To Date	Budget Comp
Apparel	Monthly Total <i>Income- Tees/Blankets 585.00 Expense- Blanket order 863.92</i>	(278.92)	794.77	1.59%
Fall Fun Run	Monthly Total <i>Income - payouts 8,761.35 Expenses- Boosterthon fees (11,177.73)</i>	(2,416.38)	31,334.68	1.14%
Givebacks	Monthly Total <i>Passive Fundraising</i>	6.31	6.31	1%
Interest	Monthly Total <i>Bank Interest</i>	5.71	15.01	.38%
Membership	Membership Total <i>Income- 2x new 10.00 Expense- membership dues (774.50)</i>	(764.50)	280.50	1.17%
Danceblue	Monthly Total <i>T-shirt donations</i>	242.45	242.45	1.21%
Recognition	Monthly Total <i>1st grade gift basket for EKU prof. That arranged field trip</i>	(26.96)	(26.96)	2%
Celebrations	Monthly Total <i>Catsby Awards Table 4th grade A/R Reward</i>	(128.98)	(301.92)	8%
Clubs	Monthly Total <i>Kindness Club- material for quilt Harry Potter Club- misc items</i>	(158.19)	(210.66)	21%
Teacher Requests	Monthly Total <i>1x Reimbursement Requests</i>	(80.00)	(478.57)	13%
Ending Balance 10/31/2023				\$59,440.81

Clays Mill Elementary PTA

Monthly Treasurer's Report

October 2023

Outstanding Checks/Deposits Already Included in Ending Balance (631.13)

Check #	Amount	Check #	Amount
2213	\$3.50	2267	\$80
2289	\$27	2343	\$75
2423	\$51.50	2424	\$113.55
2425	\$80	2427	\$26.96
2428	\$93.63	2429	\$79.99

Budget Concerns, Comments, & Notes

990-N is ready to file. Because our gross receipts exceeded \$50,000 we were unable to do the typical 990 EZ postcard filing. I am 95% confident that I have filled this out correctly. I will be filing it first thing tomorrow morning.

7 Month CD @ Forcht Bank - won't be able to spend any money til June. 4% yield. - moving money on Friday

Our original goal for the fall fundraiser, per the budget, was \$27,500. We exceeded that goal by **\$3,834.68!!** We need to update the budget to disperse the extra money across needed line items. Suggested changes:

- Change fundraising line item to actual Income- \$44,549.40 Expense \$13,214.72 **Net Income: \$31,334.68**
- Increased by **\$2,280** to \$6,280 - this will all go to restricted fund at end of year.
- Change recognition to K and 5th graduations - \$300/each
- Meld Celebrations & Recognition - Increase by **\$550**. \$2000 to school & \$450 to each grade & MSD program
- Add line item for 5th grade event like Book Challenge reward **\$600**
- Increase clubs by **\$100**
- Increase Family Engagement by **\$100**
- Increase contingencies **\$4.68**
- Add line item for Community Appreciation - thank you gifts for community partners **\$200**

Clays Mill Elementary PTA
Monthly Finance Report
October 2023

	October			2023-2024 Tentative Budget			Year to Date - Actual			Remaining
	Income	Expenses	Net Income (Expense)	Income	Expenses	Net Income (Expense)	Income	Expenses	Net Income (Expense)	
	Actual Balance 10/31/2023	59,440.81			36,662.13					
Fundraising										
Spring Event			0.00	8,500.00	(6,000.00)	2,500.00	0.00	0.00	0.00	(2,500.00)
Homeroom Silent Auction			0.00	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00
Apparel	585.00	(863.92)	(278.92)	2,500.00	(2,000.00)	500.00	1,683.68	(888.91)	794.77	294.77
Fall Fundraiser	8,761.35	(11,177.73)	(2,416.38)	42,500.00	(15,000.00)	27,500.00	44,549.40	(13,214.72)	31,334.68	3,834.68
Winter Fundraiser			0.00	6,200.00	(5,600.00)	600.00	0.00	0.00	0.00	(600.00)
Kroger Community Rewards			0.00	3,000.00	0.00	3,000.00	1,609.20	0.00	1,609.20	(1,390.80)
Memberhub Givebacks	6.31		6.31	1,000.00	0.00	1,000.00	6.31	0.00	6.31	(993.69)
Fundraising Total	9,352.66	(12,041.65)	(2,688.99)	101,362.13	(29,600.00)	71,762.13	47,848.59	(14,103.63)	33,744.96	(38,017.17)
Miscellaneous Income										
Miscellaneous Income			0.00	1,000.00		1,000.00	0.00	0.00	0.00	(1,000.00)
Donations/Misc			0.00	250.00		250.00	51.00	0.00	51.00	(199.00)
Interest	5.71		5.71	40.00		40.00	15.01	0.00	15.01	(24.99)
Miscellaneous Income Total	5.71	0.00	5.71	1,290.00	0.00	1,290.00	66.01	0.00	66.01	(1,223.99)
Committees/Programs										
Childcare			0.00		(500.00)	(500.00)	0.00	0.00	0.00	500.00
Environmental/Landscaping			0.00		(2,000.00)	(2,000.00)	0.00	0.00	0.00	2,000.00
Homeroom Party/Supplies			0.00		(1,200.00)	(1,200.00)	0.00	0.00	0.00	1,200.00
Teacher Appreciation			0.00		(3,600.00)	(3,600.00)	0.00	(394.00)	(394.00)	3,206.00
Yearbook			0.00	1,500.00	(1,500.00)	0.00	0.00	0.00	0.00	0.00
Family Resource Center			0.00		(500.00)	(500.00)	0.00	0.00	0.00	500.00
Membership	10.00	(774.50)	(764.50)	1,000.00	(760.00)	240.00	1,060.00	(779.50)	280.50	40.50
Membership Incentives/Supplies			0.00		(490.00)	(490.00)	0.00	(117.51)	(117.51)	372.49
Dance Blue	242.45		242.45		(200.00)	(200.00)	242.45	0.00	242.45	442.45
Back to School Bash			0.00		(2,500.00)	(2,500.00)	0.00	(2,452.97)	(2,452.97)	47.03
Playground Goal			0.00		(4,000.00)	(4,000.00)	0.00	0.00	0.00	4,000.00
Move to Restricted Fund			0.00		(25,000.00)	(25,000.00)	0.00	0.00	0.00	25,000.00
Committees/Programs Total	252.45	(774.50)	(522.05)	2,500.00	(42,250.00)	(39,750.00)	1,302.45	(3,743.98)	(2,441.53)	37,308.47
Student Activities										
Recognition		(26.96)	(26.96)		(1,200.00)	(1,200.00)	0.00	(26.96)	(26.96)	1,173.04
Academic Team			0.00		(100.00)	(100.00)	0.00	0.00	0.00	100.00
Celebrations		(128.98)	(128.98)		(4,000.00)	(4,000.00)	0.00	(301.92)	(301.92)	3,698.08
Clubs		(158.19)	(158.19)		(1,000.00)	(1,000.00)	0.00	(210.66)	(210.66)	789.34
Field Day			0.00		(750.00)	(750.00)	0.00	0.00	0.00	750.00
Family Nights			0.00		(500.00)	(500.00)	0.00	0.00	0.00	500.00
Science Fair			0.00		(100.00)	(100.00)	0.00	0.00	0.00	100.00
Student Activities Total	0.00	(314.13)	(314.13)	0.00	(7,650.00)	(7,650.00)	0.00	(539.54)	(539.54)	7,110.46
Administrative/Other										
Bank & Card Processing Fees			0.00		(20.00)	(20.00)	0.00	(10.00)	(10.00)	10.00
Software (AR, STAR)			0.00		(6,680.00)	(6,680.00)	0.00	(6,680.00)	(6,680.00)	0.00
Contingencies			0.00		(1,162.13)	(1,162.13)	0.00	0.00	0.00	1,162.13
Leadership Development			0.00		(400.00)	(400.00)	0.00	0.00	0.00	400.00
Liability Insurance			0.00		(320.00)	(320.00)	0.00	(320.00)	(320.00)	0.00
Miscellaneous/Supplies			0.00		(450.00)	(450.00)	0.00	(562.65)	(562.65)	(112.65)
Teacher Requests		(80.00)	(80.00)		(3,600.00)	(3,600.00)	0.00	(478.57)	(478.57)	3,121.43
Start-up Funds			0.00		(13,020.00)	(13,020.00)	0.00	0.00	0.00	13,020.00
Administrative/Other Total	0.00	(80.00)	(80.00)	0.00	(25,652.13)	(25,652.13)	0.00	(8,051.22)	(8,051.22)	17,600.91
Grand Total	9,610.82	(13,210.28)	(3,599.46)	105,152.13	(105,152.13)	0.00	49,217.05	(26,438.37)	22,778.68	22,778.68
Bank Account Balance	36,662.13								59,440.81	
	Beginning								Ending Balance	
	7/1/2023								10/31/2023	
	<small>Outstanding Transactions: Included in Current Balance - \$631.13</small>									