



Clays Mill Elementary

General Membership PTA Meeting

Clays Mill Elementary PTA

January 23, 2024 | 6:00 pm

Clay Mill Elementary Conference Room

Attendance: Mr. Davis, Mallory Wood, Becca Rightmeyer, Sarah Zeller, Brittany Jacobs, Nikki Ryles, Sarah Newman, Mr. Abrams

Call to Order: 6:03 pm

Approval of Minutes: Sarah Zeller motioned and Brittany 2nd

Officer's Reports:

Principal's Report:

- Penguin Patch was a success, students really enjoyed
- DanceBlue week started today- Blow pops sales end tomorrow
- Map Data for Winter: Improved in every single area and grew in both subjects

President's Report:

- Purchased glow sticks for DanceBlue
- Look at Louisville company for alternate to Penguin Patch
- Plan for another teacher appreciation luncheon later in February

Treasurer's Report: see attachment

- Made a little more on Penguin Patch this year compared to last year
- PTA did make the shirts for DanceBlue but all money used for that was donated
- Money put aside for Playground fund was moved to a restricted CD account
- Parents and teachers did not submit receipts to be reimbursed for Holiday parties (they are eligible for \$25 for each party)
- Brittany reviewed surpluses at mid-year- vote to amend budget could not happen because there were not enough members present
 - Discussion on how to improve engagement with general membership
 - Sarah N. Suggested using text notifications to invite general membership to meetings; we have that ability to in Givebacks; Mallory will look back into using that feature
 - Mr. Abram's suggested using first two meetings of semester to "plan" and then use additional meetings to detail
 - Decided to table but want to really boost engagement
- Brittany emphasized importance of spending the money fundraised in the fiscal year it is raised

Communication Report:

- Yearbook
 - Highlight each year's special event- try to figure out how to collect more pictures from teachers during the year
 - Goal is to get information about yearbook out earlier

Membership Report:

- Three new members

Fundraising Report :

- Need to decide about spring carnival; still have time
- Becca would like to pass the torch to someone for next year

Programs Report:

- PBIS Monthly Celebration
- Harry Potter Club thanked us for help with their event
- Special Education Support Group meeting

Committee Chair Reports:

- Winter Wonderland Cultural Event: Reschedule or cancel; not enough volunteers
 - Set up membership table-

Unfinished Business:

- Communicating how to make get more engagement
 - Maybe offer childcare- hire from CATS club
 - Potentially offer snacks
 - Maybe do hybrid- KY State PTA offers zoom option
 - How can we get staff more involved as well

New Business:

- 2024 Budget Review -cancelled not enough members present to meet quorum (need at least 10) will do at next meeting
- 2024 Standing Rules- Becca moved to accept all changes and Nikki 2nd
 - Standing Rule 13. Returned check amount equal or exceeding \$10.00
- Coffee Bar Request from faculty and staff- we will purchase for the entire remainder of the year and Mr. Davis is responsible to ration out

Announcements:

- **Mini dance Blue Marathon: January 25-25, 2024**
- **JoyCart Delivery: February 2, 2024**
- **Winter Wonderland Cultural Event: February 3, 2024 1:00-4:00 pm**
- **PTA General Membership Meeting: February 13, 2024 6:00 pm**

On the Horizon:

- **Spring Carnival: late April**
- **Teacher Appreciation Week May 6-10 2024**

Adjournment: 7:29 pm

Chatham Boyer

Secretary Name

Clays Mill Elementary PTA

Monthly Treasurer's Report

November/ December 2023

Beginning Balance 11/1/2023		\$59,440.81
Budget Line	Description	Amount
Winter Fundraiser	Penguin Patch Income- \$7,814.21 Expense- (\$7,060.04)	754.17
Kroger Rewards	Passive income	783.90
Givebacks	Passive Income	6.98
Interest	Bank Interest	7.04
Homeroom Party	2x Class Parties	-50.00
Membership	3x New Members - Dues Income- \$10 Dues- (\$13.25)	1.75
Dance Blue T Shirts	T Shirt Donation for Dance Blue Donations- \$2,373.05 Cost of Tees- (\$2,78.37)	(375.32)
Move to Restricted	Playground to 7 month CD with 4% Interst	(25,000)
Celebrations	1st Grade Art Gallery	(271.50)
Bank Fees	Check Return Fee	(10.00)
Teacher Request	2x Teacher Reimbursement	(160.00)
Ending Balance 12/31/2023		\$35,127.83

Clays Mill Elementary PTA

Monthly Treasurer's Report

November/December 2023

Outstanding Checks/Deposits Already Included in Ending Balance (2,292.22)

Check #	Amount	Check #	Amount
2213	\$3.50	2267	\$80
2289	\$27	2343	\$75
2423	\$51.50	Deposit	\$793.90
2432	\$100	2436	\$.75
Dance Blue	\$2,748.37		

Budget Concerns, Comments, Notes

Budget comparison is the percent of the total budget. Please remember, many of these may reflect ONLY an income or expense this month, this does NOT tell the whole picture!

Overall, we are in really good shape.

- Barely any room parents or teachers requested refunds for their holiday parties. A total of 4 so far.
- We still have \$3200 left in the Teacher Appreciation budget, which is great because they have asked us to fund their k cups and coffee cups through the remainder of the year which will be around \$400-\$500.
- We have an excess of \$372.49 in membership incentives. We can use this to purchase new membership gifts and can also use it for goodies at a future PTA meeting to help drive members to come. Or could pay for dinner at our June meeting...
- Most grade levels still have plenty of money left to have celebrations before the end of the year too. If the grades themselves aren't doing fun events for the whole class, we need to plan some fun activities.
- Only 8 teachers have submitted their \$80 reimbursement request. We have \$2,961.43 remaining. I propose, if we still have a significant amount left over in April, we should purchase a small gift for every staff member.

Clays Mill Elementary PTA
2023 - 2024
Budget Revision Draft

Summary: We are increasing the projected income for the year by \$3,034.68, so we get to disburse that amongst our expense accounts. Proposed disbursement amongst the playground, 5 & 5th grade promotions, celebration & recognition, 5th grade events, miscellaneous learning opportunities, contingencies, and community appreciation. I want to note that we have no received anything in the miscellaneous income line or much in donation. We will want to review that for next years budget.

	Current 2023-2024 Budget			DRAFT 2023-2024 Budget Revision			Notes
	Income	Expenses	Net Income (Expense)	Income	Expenses	Net Income (Expense)	
Bank Balance as of June 30th	36,662.13			36,662.13			
Fundraising							
Spring Event	8,500.00	(6,000.00)	2,500.00	8,500.00	(6,000.00)	2,500.00	
Homeroom Silent Auction	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	0.00	
Apparel	2,500.00	(2,000.00)	500.00	2,500.00	(2,000.00)	500.00	
Fall Fundraiser	42,500.00	(15,000.00)	27,500.00	44,549.40	(13,214.72)	31,334.68	Change to actual +3,834.68 - Additional \$3,834.68 to disperse
Winter Fundraiser	6,200.00	(5,600.00)	600.00	6,200.00	(5,600.00)	600.00	
Winter Event/Fundraiser	0.00	0.00	0.00	400.00	(400.00)	0.00	New Line Item - For Winter Event/Fundraiser
Kroger Community Rewards	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	
Memberhub Givebacks	1,000.00	0.00	1,000.00	200.00	0.00	200.00	Reduced Line -800 - we are not receiving much in donations here at all
Fundraising Total	101,362.13	(29,600.00)	71,762.13	103,011.53	(28,214.72)	74,796.81	
Miscellaneous Income							
Miscellaneous Income	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	
Donations/Misc	250.00	0.00	250.00	250.00	0.00	250.00	
Interest	40.00	0.00	40.00	40.00	0.00	40.00	
Miscellaneous Income Total	1,290.00	0.00	1,290.00	1,290.00	0.00	1,290.00	
Committees/Programs							
Childcare		(500.00)	(500.00)		(500.00)	(500.00)	
Environmental/Landscaping		(2,000.00)	(2,000.00)		(2,000.00)	(2,000.00)	
Homeroom Party/Supplies		(1,200.00)	(1,200.00)		(1,200.00)	(1,200.00)	
Teacher Appreciation		(3,600.00)	(3,600.00)		(3,600.00)	(3,600.00)	
Yearbook	1,500.00	(1,500.00)	0.00	1,500.00	(1,500.00)	0.00	
Family Resource Center		(500.00)	(500.00)		(500.00)	(500.00)	
Membership	1,000.00	(760.00)	240.00	1,000.00	(760.00)	240.00	
Membership Incentives/Supplies	0.00	(490.00)	(490.00)	0.00	(490.00)	(490.00)	
Back to School Bash	0.00	(2,500.00)	(2,500.00)	0.00	(2,500.00)	(2,500.00)	
Dance Blue	0.00	(200.00)	(200.00)	0.00	(200.00)	(200.00)	
Playground	0.00	(4,000.00)	(4,000.00)	0.00	(5,480.00)	(5,480.00)	Increase Line by \$1480
Move to Restricted Fund	0.00	(25,000.00)	(25,000.00)	0.00	(25,000.00)	(25,000.00)	
Committees/Programs Total	2,500.00	(42,250.00)	(39,750.00)	2,500.00	(43,730.00)	(41,230.00)	
Student Activities							
Recognition		(1,200.00)	(1,200.00)		0.00	0.00	Removing Line- Moving to Promotions and Celebrations/Recognition
K & 5th Promotions					(600.00)	(600.00)	Changing Line- recognition to Promotions for 5 and 5th. Move \$600 to Celebrations/Recognitions
Academic Team/Academic Challenge		(100.00)	(100.00)		(100.00)	(100.00)	
Celebrations & Recognition		(4,000.00)	(4,000.00)		(4,700.00)	(4,700.00)	Increasing Line- increased by \$600 from "recognitions" increased by \$100 from excess fundraising \$2,000 to school / \$450 to each grade
5th Grade Events		0.00	0.00		(600.00)	(600.00)	New Line Item + 600 5th grade events like Book Challenge Reward
Clubs		(1,000.00)	(1,000.00)		(1,000.00)	(1,000.00)	
Field Day		(750.00)	(750.00)		(750.00)	(750.00)	
Family Engagement Programs		(500.00)	(500.00)		(500.00)	(500.00)	
Misc. Learning Opportunities	0.00	0.00	0.00		(650.00)	(650.00)	New Line Item +650 - learning opportunities & experiences
Science Fair		(100.00)	(100.00)		(100.00)	(100.00)	
Student Activities Total	0.00	(7,650.00)	(6,350.00)	0.00	(9,000.00)	(9,000.00)	
Administrative/Other							
Bank & Card Processing Fees	0.00	(20.00)	(20.00)	0.00	(20.00)	(20.00)	
Software (AR, STAR)	0.00	(6,680.00)	(6,680.00)	0.00	(6,680.00)	(6,680.00)	
Contingencies	0.00	(1,162.13)	(1,162.13)	0.00	(1,166.81)	(1,166.81)	Increasing Line +\$4.68
Leadership Development	0.00	(400.00)	(400.00)	0.00	(400.00)	(400.00)	
Liability Insurance	0.00	(320.00)	(320.00)	0.00	(320.00)	(320.00)	
Miscellaneous/Supplies	0.00	(450.00)	(450.00)	0.00	(450.00)	(450.00)	
Teacher Requests	0.00	(3,600.00)	(3,600.00)	0.00	(3,600.00)	(3,600.00)	
Community Appreciation		(200.00)	(200.00)		(200.00)	(200.00)	Add Line Item +200 - thank you baskets/gifts for community partners
Start-up Funds		(13,020.00)	(13,020.00)	0.00	(13,020.00)	(13,020.00)	
Administrative/Other Total	105,152.13	(25,852.13)	(25,852.13)	0.00	(25,856.81)	(25,856.81)	
Grand Total		(105,352.13)	105,152.13	106,801.53	(106,801.53)	0.00	