

## Linwood Howe PTA MEETING

June 6, 2024

**Present:** Anna Dembs, Kim Sadler, Lucy Berlin, Jen Chyi, Parrish Walsh, Rachel Ferkel, Rachel Martin, Emily Sacchetti, Joshua Cohen, Elaine Delacruz, Clare Norris-Bell, Kristen Cruise, Lauren Wood, Fei Krelle, Sarah Wechsler, Katie McNayr, Ruth Ann Arbuckle, Marion Cueva, Hedi Hunter, Amy Lines, Emma Smizik, Ian McCullen, Casey Chabola, Wendy Natoli

### Excused absences:

**1. Call to Order:** The meeting was called to order at 6:05pm. President Anna Dembs presiding.

**2. Approval of Minutes:** The minutes from May 2, 2024 were approved.

### 3. Principal's Report: Mr. Chabola

- Summer is almost here! Thank you all for your support all year. It has been a great year.
- It was fun to have some parents on campus this week for Olympic Week.
- Mr. McCullen will be splitting his time between El Rincon and Linwood Howe next school year.

### 4. Teacher's Report: Ms. Natoli

- Thank you for teacher appreciation week and everything else this school year!

### 5. President's Report: Anna Dembs

- Thank you Jen and Amy for Beautification Day!
- Thank you to Katie and Angela for staff appreciation week!
- The HSA awards were held on 5/17 - congrats again to our recipients!
- The year book turned out great - thank you to Lucy (and Anna)!
- The Lin Howe PTA gave out \$2,000 in scholarship money to Lin Howe grads. Jen and Emily reviewed 20 applications and awarded the money to three Lin Howe graduates - all very deserving, all three are first generation college students.

### 6. Financial Reports/Budget Discussion and Approval for the 2024-2025 School Year - Kim

#### TREASURER'S REPORT

The Treasurer's Report was run from 05/02/2024 to 06/05/2024, the opening balance of account ending #6970 was **\$53,071.42**.

There were deposits for the spring book fair, yearbook sales, the clothing bin out in front and spirit wear sales for **\$10,563.06**. There was one transfer and adjustment from account ending #1494 to this account for **\$6,887** for the 5th grade committee and breast cancer awareness t-shirts from the PayPal account (thank you for taking care of that, Anna!) There were disbursements for **\$33,139** consisting primarily of teacher reimbursements for around \$14k, Literati Book Fair \$8,600, 5th grade committee sweatshirts and legacy gifts for a little over \$2,300, Scholarship Fund for \$2k, and Taiko performance for \$1,650. With total deposits and disbursements, the closing balance as of 06/05/2024 is **\$37,382.62**. The May 2024 bank reconciliation for account ending #6970 has been reconciled.

The opening balance of account ending #1494 was **\$129,990.08**. There was one deposit / transfer made from PayPal as mentioned before to this account for \$6,887.35. The ending balance as of 06/05/2024 is **\$129,991.08** and the May 2024 bank reconciliation for account ending #1494 has been reconciled.

#### BUDGET TO ACTUAL

The Budget to Actuals report was run from 07/01/2023 to 06/30/2024 yesterday. There was an increase from \$300 to \$8,746.93 for the Fifth Grade committee income line item and an increase on the expense side from \$300 to \$9,060.79. Big thanks to Emily for tracking it all! We are \$11k over the income budget.

Regarding expenses, there has been \$128,598 of the \$215,535 spent, but the items that have the most leftover in the budget are:

- Classroom Enrichment for \$17,518
- Teacher Reimbursement for \$5,151
- Field Trips for \$10,000
- Staff Support & Appreciation for \$7,891 however I know there are more receipts coming
- Family Fun Night for \$5,100
  
- Garden Relocation for \$2,500 however that balance will transfer over to the next year's budget

The net gain for this year was \$33,385.63.

### **2024-2025 BUDGET**

Anna, Josh, myself and Mr. Chabola went through the budget line by line and he approved it. The following changes were made from the 2023-2024 budget to the 2024-2025 budget.

Here are the income line items:

- Amazon Smile decreased from \$1,000 to zero dollars as that program is no longer available.
- Farm Fresh to You decreased from \$2,500 to \$2,000
- Fifth Grade Committee will start at \$2,000
- The Joey Taylor Memorial Bench will no longer be receiving funds.
- Increasing Membership from \$1,000 to \$1,800 based on actuals
- Increasing Raise Craze by \$5,000 to an even \$100,000

Here are the expense line items:

- Fifth Grade Committee will start at \$2,000
- 2024-2025 Raise Craze Teacher Reimbursement increased from \$10,000 to \$11,300 based on actuals from last year
- 2023-2024 Raise Craze Teacher Reimbursement decreased from \$8,000 to \$7,500 based on actuals.
- Field Trip T-Shirts decreased by \$1,000 as a bulk of them (or all of them) were purchased this year.
- The Front Office now has an expense line item at \$600 as it looks like they didn't have one for this year.
- Garden Relocation increased from \$2,500 to \$5,000 as it will be relocated during this next year.
- Tax Preparation decreased from \$1,500 to \$1,000 based on actuals.

### **MOTION**

Kim moved to approve checks #2398 through #2446 for a total of \$33,139.21. Motion was approved.

Kim moved to allow herself to write checks until the next PTA meeting. Motion was approved.

Kim moved to increase the library books expense from \$4,000 to \$11,624.73 due to one more invoice coming from the district via Follett Content Solutions. This Follett invoice is dated 03/22/2024 and Leslie and Kim are waiting to hear back from the district's AP clerk. The expense was already over budget by \$3,624.73 due to timing of when the invoice was received. Motion was approved.

Kim moved to approve the 2024/2025 budget. Motion was approved.

### 7. Calendar Discussion and Approval for the 2024-2025 School Year

- Anna went through the calendar for 2024-2025. The calendar is available on the school website - <https://linhowe.ccusd.org/apps/events/>. The calendar for the 2024-2025 school year was approved.

### 8. Vote on Slate for Next Year - Lucy

President - Anna Dembs  
Executive Vice President - Josh Cohen  
VP Communications - Emily Sacchetti  
Treasurer - Kim Sadler  
Secretary - Emma Smizik  
VP Membership - Rachel Ferkel  
Parliamentarian - Lucy Berlin  
Corresponding Secretary - Fei Krelle  
Financial Secretary - Jen Chyi  
Auditor - Sara Jones  
Historian - Sarah Wechsler

Motion was approved for the 2024-2025 slate.

### 9. Committee Announcements

- **Equity Committee (Clare)** - The committee sponsored many events this year, including music in the morning through the end of this school year. The committee also just started a library with equity related books for staff to borrow. The committee is looking for a chair for next year. Please reach out to Clare if you are interested. Fei expressed interest in co-chairing the committee with another parent. Clare will get the contact info for another parent who may be interested in co-chairing and will connect with her and Fei.
- **Special Education Committee (Hedi)** - The committee is looking for a co-chair for the committee for next year.

### 10. Announcements/New Business

- **Spanish Language Classes** - Kristen spoke to the committee about bringing a Spanish language program back to Lin Howe in the fall. A survey went out and approximately 150 families expressed interest in a Spanish program. A teacher has been found that is open to providing Spanish classes. In the past, it was paid for by Boosters and teachers volunteered their time, but now the class could be part of Cornucopia or a separate class. Cost would be approximately \$15 per lesson per student. The group would like to offer a small program in the fall for 12-16 students in the fall. Mornings seem to be better for students - students are fresh and the campus is less busy. The PTA can't fund scholarships because PTA funds need to be used for all students, but PTA members suggested asking for additional funds from parents during registration to cover scholarships for students in need.

**11. Adjournment:** The meeting was adjourned at 6:49pm.

Emma Smizik  
Secretary

\_\_\_\_\_ date adopted as printed

\_\_\_\_\_ date adopted as corrected