

Claypit Hill School PTO

Annual Report

May 15, 2008

Dear Parents & Staff:

The Annual Meeting of the Claypit Hill PTO is Tuesday, June 3, at 9:00 AM in the cafeteria. This is an opportunity for us to review the year, talk about plans for next year, and vote on the budget and officers for the upcoming school year.

As our bylaws require, included you will find the package of information about the votes we will take at this meeting. All members of the PTO may come and vote. PTO members include parents and guardians of Claypit Hill students and all staff members of the school. We must have at least 10 members in attendance to have a quorum. We will take six votes at this meeting. Each is explained below.

I have also included a brief review of the past year, including spending and fundraising results. I encourage you to attend this meeting to learn more about the PTO and how it benefits our school. Thank you for your support.

Lisa Seferian
Claypit Hill PTO President
(508) 358-2725 or lseferian@comcast.net.

REVIEW OF 2007-2008:

At the beginning of the 2007/08 school year, the Claypit Hill PTO was allocated approximately \$60,000, which the PTO spent in the following ways:

- The PTO provided the **sole funds** for the following programs:
 - √ Grade Level Enrichments (\$900 per grade)
 - √ Staff Grants (funding for conferences)
 - √ Cultural Enrichment Programs
 - √ Residency Program
 - √ Joint PTO Speakers
 - √ Staff Appreciation Activities
 - √ Fifth Grade End of Year Performance
 - √ Student Directory

- Our PTO **contributed** to the following annual expenses:
 - √ Classroom Teacher Support (providing \$225-\$350 for use in every classroom)
 - √ Art Show and Musical Activities
 - √ METCO Late Bus and After School Programs
 - √ Building and Grounds Beautification
 - √ Community Outreach
 - √ Refreshments and Babysitting at PTO Meetings
 - √ Staff Teambuilding and the Principal's Discretionary Fund

- The PTO also **funded one-time requests** that add value to our schools. Examples this year at Claypit Hill included the purchase of:
 - √ Quiet chair foot covers
 - √ New plants for school grounds
 - √ Chalk/Dry erase boards
 - √ Dry/erase chalkboard compass
 - √ Reader's Theater sets
 - √ White board clocks and marker refills
 - √ Phonic centers
 - √ Digital video cameras
 - √ Electric staplers
 - √ Lunch buckets
 - √ Boardmaker software
 - √ Reading A-Z subscriptions
 - √ Symphony and orchestral stands
 - √ Geokits
 - √ Historical maps
 - √ Delta Science Kits Simple machines
 - √ Epson projector and cart
 - √ Mouse Trap games
 - √ Microphone

To maintain these contributions for next year, we offered many fundraising events this year. The Elementary Schools' PTOs raised approximately \$134,000 which is more than previous years.

- Some of the **fundraising events** that we offered this year included:
 - √ The Elementary Schools Dinner Auction
 - √ Fall and Spring Book Fairs
 - √ Wrapping Paper sale
 - √ School pictures
 - √ Art to Remember
 - √ Apparel
 - √ Ever so humble pies

- We also organized several **social activities** throughout the year to promote a sense of community, including:
 - √ School Picnic
 - √ New family coffees
 - √ 5th Grade Roller Kingdom Social

Based on the distribution formula, the Claypit Hill PTO should expect to receive almost \$70,000 to spend during the 2008/09 school year.

VOTES TO BE TAKEN AT ANNUAL MEETING:

ITEM #1: Budget for 2008/09

After each year of fundraising, we plan for the following year's spending. All elementary PTO fundraising is pooled town-wide, and the proceeds are divided among the three schools based on a formula that takes into account the number of students, classrooms, etc.

The steps in our budget process include:

1. President and Treasurer draft a preliminary budget for recurring line items.
2. The Wish List Committee is formed. This year's Committee included Debbie Besso, Bonnie Lieberman, Brian O'Donnell, Mark Owen, Ginette Coffey, Debbie Bearse, Katy Walther, Jen Murray and Deb Stubeda.
3. Wish list applications are solicited, received and reviewed. This year's Committee met twice to review and approve the wish list items.
4. The recommended budget is then presented to the PTO at the Annual Meeting for approval or modification.

The attached spreadsheet shows the proposed budget including the approved wish list items for next year. Each line item is described on the pages following the budget.

ITEM # 2: Proposed Slate of Claypit Hill PTO Officers 2008-2009

The PTO Board oversees the appointment of committee heads, the work of the committees, and the expenditure of funds based on the approved budget. The Board can only vote to spend money that is left over in the budget, to cover an overrun for an approved item, or to carry over money from the previous year. Any other allocation of funds must be approved at a general PTO meeting.

This year's nominating committee, led by Jeanne Downs, proposes the following candidates for the Executive Board for the next school year, 2008/09

President:	Jen Murray
Vice President:	TBA
Secretary:	Lisa Seferian
Treasurer:	Deb Stubeda
Ways and Means:	Karen Munsey

ITEM #3: Electing a Claypit Hill Representative to the Wayland Public Schools PTO

The Wayland Public Schools PTO is governed by a town-wide Board, which will consist of the President of each PTO plus one other elected representative from each school. This year's nominating committee proposes the following candidate for the Wayland Public Schools PTO Board for the next school year, 2008/09:

Claypit Hill Representative: Tracy Davlin

Item#4: Bylaw change to vote:

Section V.B.4 Voting Directors shall consist of the current president and one other elected representative from each Member Organization, who shall be chosen by such Member Organization. . The Happy Hollow /Loker School PTO shall elect one additional representative for Kindergarten

. **Section VI.A.** Member Organizations shall include the Claypit Hill School PTO, the Happy Hollow/Loker School PTO, and the Wayland Middle School.

Section IX.6 Allocations of fundraising proceeds for the elementary schools shall be calculated after the general fund allocation is complete, and shall be based on the following formula:

- a. Forty-five percent of the net proceeds shall be split as follows: Claypit Hill 5/12ths, Happy Hollow 5/12ths and Loker 1/6th.
- b. The remaining fifty-five percent shall be allocated based on the number of students each school at the time the budgets are developed.

Item#5: Loker Budget

ITEM # 6: Loker (K) Townwide Representative

BUDGET FOR 2008/09

Recurring Line Items

Educational Programs:

1. Art Show: These funds pay for the supplies needed to mount and display the students' pieces of artwork for the annual Art Show.
2. Author/Illustrator Visit: Every year, we plan for an author/illustrator to come to school and visit each classroom.
3. Building and Grounds: This money supplements our allocation from the town's budget for grounds maintenance and pays for flowers and plantings around the school (all of which are maintained through the labor of PTO volunteers). Funding for this account includes the front gardens/planters and the Secret Garden.
4. Cultural Enrichment: This program pays for visits by groups providing additional cultural experiences. It is administered by a town-wide committee that includes representatives from all schools.
5. Grade Level Activities: These funds supplement the grade level contributions and help ensure that every fifth grader can participate in activities and receive mementos. It also includes funds for the 5th Grade End of Year Performance and field day.
6. Grade Level Enrichment: Like Cultural Enrichment, these funds are typically spent for outside groups to come into the school. For this line item, the teachers at each grade level can plan something specifically for their grade that might tie in more closely with the curriculum or be more age appropriate. This item is budgeted at \$800 per grade.
7. Performing Arts Activities: funds for all musical performances by the music teacher except 5th grade.
8. Residency: This program is used to bring in an artist, scientist or similar residency program for a longer term. Typically a residency occurs every other year.
9. Curriculum Supplies: This line item will fund books and related curriculum supplies that are requested by the staff throughout the year.

Staff Support:

10. Teachers' Supplies: This line item is used to reimburse teachers and staff for classroom materials for which they typically spend their own money. Our formula provides \$300 per teacher and \$500 per new teacher or new to grade. These funds are provided uniformly across the two and a half elementary schools.
11. Staff Grants: These grants support professional development for teachers and supplement the funding provided by the district.
12. Staff Appreciation: These funds allow us to supplement parent donations for ongoing events for our staff.
13. Team Building: This line item covers the expense of one staff development/team building function for all Claypit Hill staff.
14. Principal's Discretionary Fund: These funds are given to the principal and typically used for such things as field trip costs for students who cannot pay, extra materials and supplies requested by the staff or other unexpected expenses. This year we have added a scholarship fund that will be available to eligible families to help defray the costs of the Elementary Music Program fee.

Community Programs:

15. METCO Late Bus: Each elementary school contributes to the METCO Late Bus fund. This fund provides after school buses for Boston students to allow them to participate in after school activities.
16. Community Service: This item will provide reimbursement for any expenditures associated with the Goodwill Party and gift collection, and monthly collection of goods that we provide to Parmenter.
17. Joint PTO Meetings: Each of the three elementary schools contributes toward bringing in speakers of interest to elementary school parents.

Operating Expenses:

18. Directory: This covers the cost of the Claypit Hill Student Directory.
19. Hospitality: This account is used for refreshments, babysitting, paper supplies and decorations for all PTO meetings during the year.
20. PTO Operating Expenses: This line item covers the cost of supplies and materials, postage, etc.

One-Time Requests

Wish List Requests:

21. Quiet chair foot covers: helps create noise free room for second grade transitions
22. Shrubs for Secret Garden: replace diseased shrubs
23. Chalk/Dry erase Board s: To enhance the 4th grade math curriculum.
24. Dry/erase chalkboard compass: To enhance the 4th grade math curriculum
25. Reader's Theater sets: helps first graders build fluent reading skills through books and cd's.
26. White Board Clocks and marker refills: Essential part of Everyday math practice first grade time telling.
27. Phonic Centers: Practice of phonemic awareness and core literacy skills 1st grade
28. Digital video cameras: will provide Tech dept. with more multi media projects for the children
29. Electric stapler: replace broken one
30. Lunch Baskets: to replace all classroom lunch buckets
31. Boardmaker Software: useful for sped assistants and classroom teachers.
32. Reading A-Z: Online reading program with printable teacher materials, download books and lesson plans
33. Symphony and Orchestral stands: enhance music department
34. Geokits: National Geographic multi media kits for 5th grade curriculum
35. Historical Maps: To be used for Fifth Grade history.
36. Delta Science Kits: to enhance science curriculum "simple machines".
37. Epson Powelite projector and cart: in need of one more
38. Mouse Trap game: fun hands on experience working with simple machines and 5th grade science
39. Microphone: enhance music curriculum

Claypit PTO
Proposed Expenditure Budget
September 1, 2008 through August 31, 2009

	<u>2006-07 Actual Spending</u>	<u>2007-08 Spending to Date</u>	<u>2007-08 Budget</u>	<u>2008-09 Proposed Budget</u>
Income				
4900 · Prior Year Income				
4910 · Prior Year Income (Memo)	56,856.98	51,448.33	53,604.00	70,500.00
Total 4900 · Prior Year Income	<u>56,856.98</u>	<u>51,448.33</u>	<u>53,604.00</u>	<u>70,500.00</u>
Total Income	56,856.98	51,448.33	53,604.00	70,500.00
Expense				
6100 · Educational Programs				
6108 · Art Show	647.07	322.12	400.00	600.00
6110 · Author/Illustrator Visit	0.00	930.00	1,000.00	1,200.00
6112 · Building and Grounds	862.23	465.23	750.00	850.00
6114 · Cultural Enrichment	3,300.00	3,300.00	3,300.00	4,100.00
6116 · Grade Level Activities	2,018.65	890.00	1,890.00	1,200.00
6118 · Grade Level Enrichment	3,783.00	2,947.00	7,000.00	9,000.00
6124 · Performing Arts Activities	400.00	0.00	400.00	800.00
6132 · Residency	0.00	1,995.00	2,000.00	2,000.00
6190 · Curriculum Mat'ls (Book Fair)	5,500.00	5,000.00	5,000.00	5,000.00
Total 6100 · Educational Programs	<u>16,510.95</u>	<u>15,849.35</u>	<u>21,740.00</u>	<u>24,750.00</u>
6200 · Staff Support Programs				
6210 · Teacher's Supplies	12,185.04	10,664.00	10,500.00	14,000.00
6220 · Staff/House Grants	537.55	930.00	4,000.00	4,000.00
6240 · Staff Appreciation	324.00	248.52	750.00	750.00
6244 · Team Building	1,326.19	688.00	2,000.00	2,000.00
6280 · Principal's Discretionary Fund	3,785.00	4,000.00	4,000.00	4,000.00
6282 · Student Support Fund	0.00	300.00	1,000.00	500.00
Total 6200 · Staff Support Programs	<u>18,157.78</u>	<u>16,830.52</u>	<u>22,250.00</u>	<u>25,250.00</u>
6400 · Community Programs				
6420 · METCO Program	1,440.00	1,440.00	1,440.00	1,750.00
6422 · Community Service	145.94	184.66	200.00	200.00
6460 · PTO Speakers	400.00	600.00	600.00	600.00
Total 6400 · Community Programs	<u>1,985.94</u>	<u>2,224.66</u>	<u>2,240.00</u>	<u>2,550.00</u>
6500 · Operating Expenses				
6502 · Directory	309.96	649.00	600.00	600.00
6508 · Hospitality	106.64	0.00	500.00	500.00
6580 · Operating Expenses	218.54	429.27	500.00	500.00
Total 6500 · Operating Expenses	<u>635.14</u>	<u>1,078.27</u>	<u>1,600.00</u>	<u>1,600.00</u>
6800 · Wish List/Capital Items				
	9,690.24	7,877.02	12,861.00	8,625.00
Total Expense	<u>46,980.05</u>	<u>43,859.82</u>	<u>60,691.00</u>	<u>62,775.00</u>
Net Income	<u>9,876.93</u>	<u>7,588.51</u>	<u>-7,087.00</u>	<u>7,725.00</u>
Wish List requests				
quiet chair foot covers (2nd)				1,050.00
new shrubs for secret garden				250.00

Claypit PTO
Proposed Expenditure Budget
September 1, 2008 through August 31, 2009

	<u>2006-07 Actual</u> <u>Spending</u>	<u>2007-08</u> <u>Spending to</u> <u>Date</u>	<u>2007-08 Budget</u>	<u>2008-09</u> <u>Proposed</u> <u>Budget</u>
chalk/dry erase board set (4th)				200.00
dry erase chalkboard compass (4th)				90.00
readers theater set (1st)				325.00
white board clocks and markers (1st)				400.00
phonics center (1st)				225.00
2 digital video cameras (tech)				1,180.00
electric stapler				160.00
lunch buckets				155.00
board maker software (sped)				315.00
reading A-Z.com (1st - 2nd)				720.00
symphony and orchestral stands				845.00
Geo Kits (5th)				800.00
historical maps (5th)				400.00
Delta Science Kit simple machines (5th)				420.00
Epson projector and cart				750.00
12 Mouse Trap games (5th)				215.00
Microphone				125.00
TOTAL				8,625.00

Wayland Public Schools PTO Fundraising Budget Overview September 2009 through August 2010

	<u>Joint Elementary (Elementary)</u> <u>Sep '09 - Aug 10</u>	<u>Total Elementary</u> <u>Sep '09 - Aug 10</u>	<u>TOTAL</u> <u>Sep '09 - Aug 10</u>
Income			
4100 · Sales			
4110 · Apparel	4,500.00	4,500.00	4,500.00
4120 · Book Fair	10,000.00	10,000.00	10,000.00
4130 · Calendars	2,000.00	2,000.00	2,000.00
4160 · School Pictures	7,500.00	7,500.00	7,500.00
4182 · Spring Choice (formerly art)	5,000.00	5,000.00	5,000.00
4190 · Wrapping Paper	7,500.00	7,500.00	7,500.00
4195 · Other Sales Income	3,500.00	3,500.00	3,500.00
Total 4100 · Sales	<u>40,000.00</u>	<u>40,000.00</u>	<u>40,000.00</u>
4200 · Contributions			
4220 · Dues	6,000.00	6,000.00	6,000.00
Total 4200 · Contributions	<u>6,000.00</u>	<u>6,000.00</u>	<u>6,000.00</u>
4300 · Events			
4400 · Auction	75,000.00	75,000.00	75,000.00
4600 · Social Events	5,000.00	5,000.00	5,000.00
Total 4300 · Events	<u>80,000.00</u>	<u>80,000.00</u>	<u>80,000.00</u>
Total Income	126,000.00	126,000.00	126,000.00
Expense			0.00
Net Income	<u>126,000.00</u>	<u>126,000.00</u>	<u>126,000.00</u>

Expenditure Budget Overview

September 1, 2008 through August 31, 2009

	<u>Budget 08-09</u>
Income	
4850 · Joint Elementary Distribution	20,300.00
Total Income	<u>20,300.00</u>
Expense	
6100 · Educational Programs	
6108 · Art Show	0.00
6110 · Author/Illustrator Visit	0.00
6112 · Building and Grounds	300.00
6114 · Cultural Enrichment	1,800.00
6116 · Grade Level Activities	0.00
6118 · Grade Level Enrichment	2,500.00
6122 · MCAS	0.00
6124 · Performing Arts Activities	0.00
6132 · Residency	0.00
6190 · Curriculum Mat'ls (Book Fair)	2,000.00
Total 6100 · Educational Programs	<u>6,600.00</u>
6200 · Staff Support Programs	
6210 · Teacher's Supplies	3,600.00
6220 · Staff/House Grants	500.00
6240 · Staff Appreciation	500.00
6244 · Team Building	250.00
6280 · Principal's Discretionary Fund	1,000.00
6282 · Student Support Fund	0.00
Total 6200 · Staff Support Programs	<u>5,850.00</u>
6400 · Community Programs	
6420 · METCO Program	500.00
6422 · Community Service	0.00
6460 · PTO Speakers	200.00
6468 · Family Events	500.00
Total 6400 · Community Programs	<u>1,200.00</u>
6500 · Operating Expenses	
6502 · Directory	250.00
6508 · Hospitality	150.00
6540 · Newsletter	0.00
6580 · Operating Expenses	150.00
Total 6500 · Operating Expenses	<u>550.00</u>
6800 · Wish List/Capital Items	3,500.00
Total Expense	<u>17,700.00</u>
Net Income	<u>2,600.00</u>