

Claypit Hill School PTO

Annual Report

May 20, 2009

Dear Parents & Staff:

The Annual Meeting of the Claypit Hill PTO is Thursday, June 4, 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 4 votes at this meeting. Each is explained below.

It is important to note that due to the economic challenges that our families and country are facing, the total amount that the PTO raised this year was approximately 30% less than our budgeted goal for 2008-2009. In light of this, the PTO Board recommends reducing the 2009-2010 operating budget by 17% or approximately \$10,000. We also recommend spending approximately \$8,400 from the Claypit Hill School PTO reserves. These figures are represented in the 2009-2010 Proposed Budget below.

I thought it would be helpful for you to know more about the PTO reserves when reviewing the below information. After each budget year, any money that is not spent from the budget is added to the Claypit Hill PTO budget reserves. Our reserves currently total approximately \$28,000. Although the board is advocating spending approximately \$8,400 from our reserves this year, we expect to add approximately \$3,500 back to our reserves at the end of this budget year (2008-2009). Thus, it is expected that the net deficit to the reserves will be approximately \$4,900.

Also included is 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 and please contact me if you have any questions.

Jennifer Murray
Claypit Hill PTO President
(508) 358-2991 or jbm723@comcast.net

REVIEW OF 2008-2009:

At the beginning of the 2008/09 school year, the Claypit Hill PTO was allocated approximately \$63,000 that the PTO spent in the following ways:

- The PTO provided the **sole funds** for the following programs:
 - ✓ Grade Level Enrichments (\$1,800 per grade)
 - ✓ Staff Grants (funding for conferences)
 - ✓ Cultural Enrichment Programs
 - ✓ 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 \$300-\$500 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
 - ✓ Shrubs for Secret Garden
 - ✓ Chalk/Dry erase boards
 - ✓ Dry erase chalkboard compass
 - ✓ Reader's Theater sets
 - ✓ White board clocks and marker refills
 - ✓ Phonic centers
 - ✓ Digital video cameras
 - ✓ Electric stapler
 - ✓ Lunch buckets
 - ✓ Boardmaker software
 - ✓ Reading A-Z
 - ✓ Symphony and Orchestra stands
 - ✓ Geokits
 - ✓ Historical maps
 - ✓ Delta Science kits
 - ✓ Epson Powerlite projector and cart
 - ✓ Mouse trap game
 - ✓ Microphone

To maintain these contributions for next year, we offered many fundraising events this year. The Elementary Schools' PTO raised approximately \$95,000.

- Some of the **fundraising events** that we offered this year included:
 - ✓ The Elementary Schools Dinner Auction
 - ✓ Fall and Spring Book Fairs
 - ✓ Greenraising
 - ✓ School pictures & Family Picture Day
 - ✓ Art to Remember
 - ✓ Apparel
 - ✓ NSTAR Fundraiser

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

Based on the distribution formula, the Claypit Hill PTO should expect to receive approximately \$44,000 to spend during the 2009/10 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 Bearse, Debbie Besso, Stephanie Dines, Brian O'Donnell, Deane Coady, Barb Bertram, Sue Oliver, and Sharon Postma, Jen Murray, Maura McInerney, Deb Stubeda and a Special Education representative.
3. Wish list applications are solicited, received and reviewed. This year's Committee met twice to review the wish list items.
4. The PTO Board met and voted on the recommended budget and wish list items.
5. 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.

It is important to note that due to the economic challenges that our families and country are facing, the total amount that the PTO raised this year was approximately 30% less than our budgeted goal for 2008-2009. In light of this, the PTO Board recommends reducing the 2009-2010 operating budget by 17% or approximately \$10,000. We also recommend spending approximately \$8,400 from the Claypit Hill School PTO reserves. These figures are represented in the 2009-2010 Proposed Budget below.

I thought it would be helpful for you to know more about the PTO reserves when reviewing the below information. After each budget year, any money that is not spent from the budget is added to the Claypit Hill PTO budget reserves. Our reserves currently total approximately \$28,000. Although the board is advocating spending approximately \$8,400 from our reserves this year, we expect to add approximately \$3,500 back to our reserves at the end of this budget year (2008-2009). Thus, it is expected that the net deficit to the reserves will be approximately \$4,900.

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 proposes the following candidates for the Executive Board for the next school year, 2009/10

President:	Maura McInerney
Vice President:	Peg Trentini
Secretary:	Jennifer Murray
Treasurer:	Deb Stubeda
Ways and Means:	Liza Knapp

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: Jennifer Murray

Item#4: Bylaw change for Town-wide PTO to vote:

Section VI. Member Organizations, will be changed to read:

"A. Member Organizations shall include the Claypit Hill School PTO, the Happy Hollow/Loker School Combined PTO, the Wayland Middle School PTO, **and the Wayland High School Parent Organization (WHSP0).** "

WHSP0 meets all the criteria for joining our corporation, according to our bylaws,

"B. Other Member Organizations may be added, by vote of the Voting Directors, provided they meet the following criteria:

1. The purpose of the Member Organization must be consistent with the purposes of the Corporation.
2. The membership of the Member Organization must be open to any individual making an annual donation of time or money.
3. The bylaws and governance of the Member Organization must be consistent with those of the Corporation.
4. The executive officers of the Member Organization shall be elected from the general membership of the Member Organization at a duly called meeting.
5. The general membership of the Member Organization must vote to approve joining the Corporation, and must agree to the Bylaws of the Corporation. All assets and bank accounts of the Member Organization must be turned over to the Treasurer of the Corporation."

BUDGET FOR 2009/10

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 authors/illustrators 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 line item can also be used to lower the cost of bus fees associated with field trips. This item is budgeted at \$1,400 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. This line item will not be funded in the 2009-2010 budget.
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 for two years. 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.
15. Student Support Fund: Scholarship fund that will be available to eligible families to help defray the costs of the Elementary Music Program fee.

Community Programs:

16. 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. This year we added \$500 to this line item to help fund costs associated with the Boston Student/Teacher Mentor Program and scholarships for participation in a Boston Social program.
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. Literacy Math Bags, 1st Grade
22. Massachusetts State Maps (5), 3rd Grade
23. 150 Chair pouches/pockets, 4th Grade
24. Primary Source Readers, Early America, 5th Grade
25. Two Stand Up Station Carts, 5th Grade
26. 1 classroom Art Table for the Art Classroom.
27. 2 Sandwich Boards to Promote PTO & School Events
28. Portable Cassette Tape Recorder for speech therapy
29. Portable CD Players for Special Education
30. Epson Color Multi Function Copier and Printer for use by Special Education
31. Dual Headphone Adaptors for Special Education
32. \$2,500 for Technology for the 1st and 2nd grade as needed
33. \$500 for storage of orchestra instruments
34. \$250 for Memorial shrub

Claypit PTO
Proposed Expenditure Budget
September 1, 2009 through August 31, 2010

Date: May 4, 2009

	Sep 07 - Aug 08 Actual	Sep 08 - Apr 09 Actual to date	Sep 08 - Aug 09 Budget	Sep 09 - Aug 10 Budget
Expense				
6100 · Educational Programs				
6108 · Art Show	322.00	0.00	600.00	400.00
6110 · Author/Illustrator Visit	930.00	1,200.00	1,200.00	1,000.00
6112 · Building and Grounds	1,152.00	182.15	850.00	750.00
6114 · Cultural Enrichment	3,300.00	4,100.00	4,100.00	4,100.00
6116 · Grade Level Activities	1,490.00	0.00	1,200.00	1,000.00
6118 · Grade Level Enrichment	5,882.00	2,585.00	9,000.00	7,000.00
6124 · Performing Arts Activities	404.00	0.00	800.00	500.00
6132 · Residency	1,995.00	0.00	2,000.00	-
6190 · Curriculum Mat'ls (Book Fair)	5,000.00	0.00	5,000.00	4,000.00
Total 6100 · Educational Programs	20,475.00	8,067.15	24,750.00	18,750.00
6200 · Staff Support Programs				
6210 · Teacher's Supplies	10,664.00	13,880.00	14,000.00	13,500.00
6220 · Staff/House Grants	2,429.00	798.00	4,000.00	2,000.00
6240 · Staff Appreciation	673.00	624.84	750.00	750.00
6244 · Team Building	1,177.00	403.50	2,000.00	1,000.00
6280 · Principal's Discretionary Fund	4,000.00	4,000.00	4,000.00	3,500.00
6282 · Student Support Fund	300.00	500.00	500.00	800.00
Total 6200 · Staff Support Programs	19,243.00	20,206.34	25,250.00	21,550.00
6400 · Community Programs				
6420 · METCO Program	1,440.00	1,750.00	1,750.00	2,250.00
6422 · Community Service	184.00	0.00	200.00	-
Family Events	-270.00			-
6460 · PTO Speakers	600.00	125.00	600.00	200.00
Total 6400 · Community Programs	1,954.00	1,875.00	2,550.00	2,450.00
6500 · Operating Expenses				
6502 · Directory	649.00	575.00	600.00	600.00
6508 · Hospitality	76.00	281.47	500.00	400.00
6580 · Operating Expenses	416.00	145.25	500.00	500.00
Total 6500 · Operating Expenses	1,141.00	1,001.72	1,600.00	1,500.00
6800 · Wish List/Capital Items	9,387.00	7,094.23	8,625.00	8,439.99
Total Expense	52,200.00	38,244.44	62,775.00	52,689.99
2009/2010 Budget				44,313.00
Reserves Used to Balance Budget				(8,376.99)

**Claypit PTO
Wish List
September 1, 2009 through August 31, 2010**

Submitter	Description	Amount
1st Grade	Literacy Math Bags (5)	\$179.99
3rd Grade	Massachusetts State Map (5)	\$995.00
4th Grade	150 Chair pouches/pockets	\$1,500.00
5th Grade	Two Stand Up Station Carts	\$567.00
5th Grade	Primary Source Readers: Early America	\$499.99
Building/Grounds	New shrubs for secret/front garden	\$250.00
Art	1 Art classroom table	\$818.20
PTO	2 Sandwich Boards	\$350.00
Speech and Language	Portable Cassette Tape Recorder	\$30.00
Special Ed:	Portable CD players	\$159.92
Special Ed:	Epson Stylus Color Multi Function Prtr/Copier/Scanner	\$69.99
Special Ed:	Duel Headphone Adapters	\$19.90
Music	Install Wooden Pegs to hold musical instruments	\$500.00
Technology	Placeholder for technology grants	\$2,500.00
		\$8,439.99

**Wayland Public Schools PTO
Fundraising Budget Overview
September 1, 2009 through August 31, 2010**

Description	Amount
Book fair	\$7,500.00
Directory/Calendar	\$1,500.00
School pictures	\$7,000.00
School choice	\$1,500.00
Gift your child (1)	\$75,000.00
Our kids Win	\$5,000.00
Community event	\$1,500.00
Spring event	\$30,000.00
Total	\$129,000.00