

# QUEEN ANNE ELEMENTARY



QAE PTSA Board Meeting  
June 10, 2020  
Zoom Virtual Meeting

Start: 6:39pm

Attendance: See sign in addendum record to minutes.

## **Welcome: Sandra – Opening Comments**

Sandra started meeting with the priorities of the meeting specific to budget approval and board appointments before the end of the school year.

**Review of the minutes from the October 2019 meeting.** Kelly Essemier motioned to approve the October 2019 meeting minutes. Mark Stewart seconded the motion. No Discussion. All approved. None Opposed. Motion passed.

## **QAE PTSA Board Review, Nominations and Elections: Sandra Nanney**

### **Open Roles: Review of role (not nominations)**

President, Open

Vice President, Brand Casto

Secretary, Open

Treasurer, Cindy Reiner (Nominated)

Communications Director, Open

Communications Director, Open

Social Emotional Learning Director, Kelli Baker, Meg Kelly

Social Emotional Learning/Families of Color Director, Kay Dumlao

Facilities Director, Open

Fundraising Director, Open

Legislative Director, Open

Technology Director, Open

## Budget Overview:

**Staffing Grant Review (~50% of Budget).** Committed to the QAE/SPS in March that PTSA will fund in the following year 2020-2021 based on review and discussions with the Board, BLT, and QAE staff. This was agreed to and committed in March 2020.

- Note: Fixed (.2 Reading Spec/.4 Visual Arts) vs. Variable (Tutors/PS hourly)
- Note: Total Investment/Budget is unique this year with a roll over amount. Rolling ~\$83K into next year's commit. 2020-2021 final commit (less roll over): ~\$30K.

Board review of remainder of budget and allocations: Sandra reviews spreadsheet by line item. [\(Link for budget\).](#)

- FOC and SEL are requesting more funding (a few hours ago).
- Board approved a budget to presented tonight that did not include the incremental budget needs but can be review/approved tonight.
- **Question re; Tutors:** What do we do with distance learning and tutors? **Answer: Janine Roy** shared that when we went into school closure hourly cannot continue. Once we know the Fall options Janine will work with the BLT as to what the teacher's need most. From there, adjustments will be made.

## Budget Call Outs:

- Island Wood: Not allowed to happen in the Fall due to COVID guidelines. Working to re-imagine his since Island Wood is closed for the Fall – for everyone. Budget has been reduced.
- Events/Assemblies: TBD so reduced.
- SEL: Up to \$3,500 (from \$2,000). More trainings. Materials for staff.
- FOC: Thought through the best trainings moving forward. Additional training for teachers. More FOC events. SOC group. Ask: \$5000.00.
- We kept budgets to main categories not subcategories to allow for flexibility.
- Enrichment is handed by Kids Co
- Milk Fund: to ensure all kids have lunch.
- **Fundraising Expenses:** Auction, FD, Jog, Merchant Fees
  - Note: We have a credit with the Collective that will carry forward (\$11K Credit). Expenses will be lower. It is not refundable. If we cannot hold Auction, then extend credit with vendor.
  - Jogathon: Costs are mainly T- shirts (equity thing)
- **Launchpad:** Misc. fund. Bucket that board can draw from. Usually smaller but with all the unknowns we wanted to fund more in LP. Board can be flex and nimble.
- Total Expenses: \$211K | Total Income: \$129K | Deficit: \$82K (but note staffing grant dollars are rolling forward so we do have a deficit). It is important to call out there is a lot of items we are not paying for this year due to COVID that are moving to next year. Spending is down this year. The income is artificially lower.

### **Fundraising Goal Breakdown**

- **Jogathon:** 2019/2020 Goal \$35k (we met goal for 2019/2020). Next year: \$25K.
- **Fund Drive:** 2019/2020 Goal \$35k (2019/2020 raised \$25K). Next year: \$25K.
- **Auction:** 2019/2020 Goal \$120K. Next year: \$75K next year.
- **Recommendation:** For 2020- 2021 - Fundraising pulse with the first 2 events. Historically, we have adjusted/reduced if pacing is lower than expected.

**Review and approve the 2020-2021 QAE PTSA Budget.** Jody Stewart motioned to approve the revised 2020-2021 budget as reviewed in this meeting. Andrea Hildebrandt seconded the motion. No Discussion. All approved. None Opposed. Motion passed.

### **QAE President Year End Comments: Sandra Nanney**

- Thank you to Kelly Essemier!
- Thank you to Sandra!
- Thank you to ALL board members!
- Review of PTSA responsibilities. Accepting nominations for Board members.

**Review and approve the Cindy Reiner for Treasurer.** Sarah Kaiser motioned to approve the nomination of Cindy Reiner to Treasurer for the 2020-2021 school year. Meg Kelly seconded the motion. No Discussion. All approved. None Opposed. Motion passed.

### **Principal Updates: Janine Roy**

- QAE staff is wrapping up this very unusual year. On June 19th there will be an announcement of the Fall plans. Then we start to plan. #1 concern is safety of students, family, staff.
- SPS looks at all schools and enrollment. Original was 10 classes but now 11 classes. 22% up. Will confirm in October. That is standard. And there may be adjustments we have to make.
- NO staff changes at this time. Yay from the crowd!
- Need to ensure continuity with temporary assignments and maternity leave.
- **Student Fees:** The Same YOY. No technology fees.

**FOC Director/Kay Dumlao Comments:** Thank you for the support and the budget. Thanks to Sandra and board. We will do this together!!

**Close: 9:43pm**

**Zoom Attendees:**

Andrea H.  
Christina T.  
Cindy R.  
Gillian J.  
Holly A.  
J. Bennett  
J. Merritt  
K. Calvert  
Kelly Baker  
Lorin Belcher  
Mark Stewart  
Meg Kelly  
R. Sanford  
S. Essemier  
K. Essemier  
V. Ziegler  
Sandra Nanney  
Janine Roy  
Jody Stewart  
Kay Dumlao  
Sarah K.  
Kyle R.  
Brandi Casto  
Charlotte Cashill  
Matt B.