

**Waitsfield Elementary School
Parent Teachers Association (PTA)**

October 9, 2018

6:00 -6:50 pm

School Library

Welcome and Introductions-Welcome and Sign In: Attendance: Erin Koch, Elizabeth Schwartz, Kaiya Korb

- 1) Treasurer Report- Reviewed the Budget vs Actuals; reviewed the budget line items.

To give the full picture of PTA finances, we will ask the treasurer to also report the balances of the various bank accounts (checking/money market/ s & S) in the future.

Elizabeth shared about the meeting that Erin, Ryan and Elizabeth had about the monies and how much could be allocated for future spending.

We agreed that we would keep a full year's operating budget in the money market account as back-up. After making that decision we were able to work backwards to determine the amount available for additional spending for this year. (\$11K)

This agreement (maintain a full year's budget balance as "rainy day") will go into the treasurer's job description.

- 2) Capital Project Updates and Allocation of Funds

- There is about \$11,000 to be spent after setting aside money for Outdoor Classroom(still deciding if this best use of \$), sound system, sidewalk and full operating budget.
- Kaiya will continue to research the sound system and move forward with purchase
- Kaiya will get estimates on garden work and move forward on getting that started
- We will look in spring to pricing out a new basketball court
- We also put in the \$500.00 into a line item to be spent on playground equipment.

- 3) Update on School Directory-they should be here this week and Kasara will attach a Ski and Skate note onto it.

- 4) Childcare Coordinator position-establish person to coordinate the babysitters-point of contact, making sure they are paid, checking in. Childcare is needed at conferences, town meeting day, speakers. Elizabeth/Kaiya will address with a possible candidate.

- 5) Ski and Skate Updates- Judi Gross and Allison Reilly will meet tomorrow to coordinate the accounting for ski and skate. Elizabeth and Kaiya are working to buy a hard drive to store ski and skate sale information.

- 6) Welcome Letter- Elizabeth will share a letter with Erin and she will write a letter so that new families know about our organization, and the purpose the PTA.