



# Join us for the first monthly Lake Street School PTO MEETING!



## “A Taste of PTO”

**Tuesday, September 9<sup>th</sup>, 2008 at 7:00 pm**  
in the Lake Street School Cafeteria

### AGENDA ITEMS

- 🐾 Welcome!
- 🐾 Mr. Testa – the Principal’s Report
- 🐾 **“A Taste of PTO”** - Committee descriptions and information
- 🐾 Treasurer’s Report
- 🐾 Passing of the June 2008 PTO meeting minutes
- 🐾 Upcoming Events
- 🐾 Other business

#### **PLEASE NOTE ON THE BACK OF THIS AGENDA:**

- | <u>Document</u>                               | <u>Action Requested</u>                                  |
|---|--|
| • June 9 <sup>th</sup> , 2008 meeting minutes | • Please review for accuracy and/or for your information |

**Childcare will be available in the library or gymnasium,  
and light refreshments will be served. We look forward to seeing you there!**

For any additions or updates to the agenda, please call Michelle Spadaccini at 875-5759

**PTO Meeting Minutes**  
**Monday, June 9<sup>th</sup>, 2008**

The meeting was called to order at 7:06 p.m.

**1. Introductions**

Introductions were made and followed by the presentation of a plaque to the school to commemorate the playscape and to Julie M. in recognition of her tireless efforts in making the playscape a reality.

**2. May Minutes**

The minutes of the March meeting were passed.

**3. Principal's Report**

Construction: This was moving along well and was on schedule.

Boston Trip: Mr. Testa went on the trip and reported that it was a big success, with great planning by the teachers and the students were well-behaved.

Excessive heat: An early dismissal occurred on Monday, June 9<sup>th</sup>, which resulted in some issues around the notification of parents. A process improvement will see parents given the option to be contacted via email in the new school year for such instances. There will also be an added section on the contact forms: "In case of an emergency, my child will do this....."

**4. Treasurer's Report**

Cash Accounting: All budget items need to be given to treasurer by end of June.

2008/09 Budget: Was scaled back to reflect the economic climate.

United Way: Monies pledged in Fall 2007 will start to show in 2008/09 budget.

Year Book: It was decided that there would be a \$2 charge for the yearbook – the decision will be revisited in April when more information on the efforts of the fundraisers will be known.

Fundraisers: The greeting card fundraiser will be tried again this year with students designing them in art class (thanks to Mr. Giard). It is anticipated that a set of cards (20 x color or 50 x black & white) would cost \$20.

Family Fun Nights: It was agreed that the budget for these evenings would be raised however, there is a concern that over the last few years this event has seen less participation in terms of chair-people and volunteers to run the event. So far no one has volunteered to do these events for the upcoming school year. It was suggested that there could be multiple chair-persons who could individually be in charge of decorations, food, events etc.

Silent Auction: Jennifer Werner kindly offered to chair this event.

The budget was passed unanimously.

**5. 5<sup>th</sup> Grade Recognition**

Scheduled for Thursday, June 12. T-shirts were bought and worn on the trip to Boston. Food was donated by 5<sup>th</sup> Grade parents and 4<sup>th</sup> grade parents helped set up.

**6. High School Project Graduation**

This yearly event needs chaperones to help out at this substance free party that takes place from 9:30 p.m. to about 4:00 a.m. This year's party was scheduled for Thursday, June 12<sup>th</sup>. Any adult can volunteer to help.

**7. Playscape Update**

The retaining walls and stairs needs to be finished. Mulch was scheduled to be delivered and the grading on the hill and landscaping also needed to be completed. Plants were being donated. The rubber pathway was out to bid from Town money. Julie M. and Jen D. were applying for further grants and it was expected that the final pieces would be in by the fall. There was a \$650 buffer from UW pledges for the playscape.

John and Christine were recognized for helping with donations of building equipment to enable the building of the playscape.

**8. Other Business**

**New Audio System**: It was acknowledged that the school needed a new audio system, but this was not on the horizon given the difficult economic climate.

The meeting was adjourned at 7:58 p.m.



## Lake Street School PTO 2008 Treasurer's Report and 2009 Budget

The following pages include both the end of year treasurer's report for the 2007-08 fiscal year (last year) and the budget for 2008-09 fiscal year (this year) that was passed by the PTO general membership at the June meeting.

### **2007-2008**

The PTO ended the year with a surplus of \$2,841 in the operating account. Total expenses were \$824 less than projected and the total income was \$2017 more than projected. Please refer to the following pages for the details.

### **2008-2009**

This budget maintains the current level of programs we provide to our students and the Lake Street School community while recognizing the current economic climate. We anticipate there will be a decrease in revenues from the current fund raisers and have proposed the following to compensate:

- We have gained an additional source of income from those folks who designated the PTO as the beneficiary of their United Way contributions. Please note that the amount budgeted reflects money already pledged in the fall 2007 campaign.
- Student designed gift cards. Each student can create their own artwork, which is then printed on greeting cards. This program was run a couple of years ago and was very popular in its own right and has the additional benefit of producing some revenue for the PTO.
- The PTO will no longer be able to absorb the entire cost of the yearbooks. Although the PTO will cover the majority of the cost, we are proposing a modest charge of \$2 per student for their yearbook.

The proposed funding for most of the programs stays at the current level, with some minor adjustments. We have proposed an increase for the Family Fun Nights, our most popular program and one that is for the entire school community.

### **NOTE:**

- A line for the Science Fair has been added to correct an oversight from last year's budget.
- Last year \$4,400 was budgeted for general field trips and the fifth grade trip, this year we are splitting this into two lines, though the total amount has not changed (\$3,700 for general field trips and \$700 for the fifth grade trip).

## Lake Street School PTO 2008 Treasurer's Report and 2009 Budget

**2007-2008 (Last Year)**

**2008-2009 (This Year)**

**Budget**

**End of Year Actual Totals**

**Budget**

<b>General Income</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>
Bolles Motor		\$ 700	\$ 700	\$ -	\$ 640	\$ 640		\$ 600	600
Book Fair - Fall	1,580	2,900	1,320	1,743	2,977	1,234	1,665	2,665	1,000
Book Fair - Spring	2,860	3,300	440	2,554	2,550	(4)	1,850	2,250	400
Box tops / Tysons / Fast Fixin'	45	1,000	955	70	1,135	1,065	50	1,000	950
Butterbraids	2,120	3,800	1,680	2,144	3,830	1,686	2,120	3,800	1,680
Donations General		850	850		20	20		-	-
Donations United Way					358	358		1,340	1,340
Donations PTO Fall Solicitation				4	1,178	1,174		1,000	1,000
Fall Fundraiser - Meadow Farms	5,500	11,000	5,500	5,934	11,721	5,787	5,400	10,500	5,100
Interest - Operating		700	700		360	360		225	225
Munsons	1,875	3,100	1,225	1,595	2,586	991	1,375	2,230	855
Electronic Rebate		835	835		1,624	1,624		800	800
Shopping Card Program	48,175	50,550	2,375	47,603	49,958	2,355	42,000	44,000	2,000
Silent Auction	75	1,275	1,200		2,192	2,192	50	1,650	1,600
Toners		120	120		50	50		50	50
Student Designed Greeting Cards							1,400	2,000	600
Other Fundraisers			-			-			-
<b>Total</b>	<b>\$ 62,230</b>	<b>\$ 80,130</b>	<b>\$ 17,900</b>	<b>\$ 61,648</b>	<b>\$ 81,181</b>	<b>\$ 19,534</b>	<b>\$ 55,910</b>	<b>\$ 74,110</b>	<b>18,200</b>

<b>Student Programs</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>
5th Grade Recognition	\$ 500		\$ (500)	\$ 533	\$ -	\$ (533)	\$ 500		(500)
Birthday Board	100		(100)	17		(17)	50		(50)
Field Trips General	4,400		(4,400)	4,400		(4,400)	3,700		(3,700)
Field Trips - 5th grade trip	-		-			-	700		(700)
Paws to Read	800		(800)	694		(694)	700		(700)
Programs and Assemblies	5,000		(5,000)	5,176	1,035	(4,141)	6,000	1,000	(5,000)
Project Graduation	100		(100)	100		(100)	100		(100)
Snowflake Fair	2,350	2,350	-	2,152	1,997	(155)	1,900	1,900	-
Science Fair	-	-	-	70		(70)	100		(100)
Yearbook	2,020		(2,020)	2,154		(2,154)	2,200	500	(1,700)
Other Student Program Expenses						-			-
<b>Total</b>	<b>\$ 15,270</b>	<b>\$ 2,350</b>	<b>\$ (12,920)</b>	<b>\$ 15,297</b>	<b>\$ 3,032</b>	<b>\$ (12,265)</b>	<b>\$ 15,950</b>	<b>\$ 3,400</b>	<b>(12,550)</b>

Lake Street School PTO 2008 Treasurer's Report and 2009 Budget

2007-2008 (Last Year)

2008-2009 (This Year)

Budget

End of Year Actual Totals

Budget

School Programs
Books of Honor
Recess Equipment
Other School Program Expenses
<b>Total</b>

Costs	Income	Net
400	400	-
200		(200)
		-
<b>\$ 600</b>	<b>\$ 400</b>	<b>\$ (200)</b>

Costs	Income	Net
\$ 400	\$ 411	\$ 11
174		(174)
16		(16)
<b>\$ 590</b>	<b>\$ 411</b>	<b>\$ (179)</b>

Costs	Income	Net
400	400	-
200		(200)
		-
<b>\$ 600</b>	<b>\$ 400</b>	<b>(200)</b>

Family Programs
Family Fun Nights
Ice Cream / Pizza Social
Welcome Back Social
Other Family Program Expenses
<b>Total</b>

Costs	Income	Net
1,225		\$ (1,225)
350	400	50
225	112	(113)
		-
<b>\$ 1,800</b>	<b>\$ 512</b>	<b>\$ (1,288)</b>

Costs	Income	Net
\$ 1,209	\$ 12	\$ (1,196)
572	588	16
307	150	(157)
		-
<b>\$ 2,088</b>	<b>\$ 751</b>	<b>\$ (1,338)</b>

Costs	Income	Net
1,500		(1,500)
550	550	-
250	125	(125)
		-
<b>\$ 2,300</b>	<b>\$ 675</b>	<b>(1,625)</b>

Staff and Teacher Programs
Retirement / Birth / Other
Secretaries' Day
Staff Appreciation Day Luncheon
Staff Holiday Breakfast
Teacher classroom supplies
Staff Back to School Luncheon
Other Staff and Teacher Program Expenses
<b>Total</b>

Costs	Income	Net
300		(300)
50		(50)
80		(80)
230		(230)
1,800		(1,800)
80		(80)
		-
<b>\$ 2,540</b>	<b>\$ -</b>	<b>\$ (2,540)</b>

Costs	Income	Net
\$ 197	\$ -	\$ (197)
15		(15)
158		(158)
246		(246)
1,158		(1,158)
93		(93)
		-
<b>\$ 1,868</b>	<b>\$ -</b>	<b>\$ (1,868)</b>

Costs	Income	Net
300		(300)
50		(50)
175		(175)
250		(250)
1,875		(1,875)
100		(100)
		-
<b>\$ 2,750</b>	<b>\$ -</b>	<b>(2,750)</b>

Administrative Expenses
Administrative Costs
Change of Officers and Directors
Insurance
Printing Expenses
PTO Childcare
PTO Conference
PTO Meetings
PTO Plus Membership
PTO Website
Returned Checks
Yearly State Filings
<b>Total</b>

Costs	Income	Net
50		(50)
10		(10)
290		(290)
70		(70)
72		(72)
10		(10)
125		(125)
150		(150)
100		(100)
50		(50)
25		(25)
<b>\$ 952</b>	<b>\$ -</b>	<b>\$ (952)</b>

Costs	Income	Net
267	35	(232)
20		(20)
290		(290)
56		(56)
56		(56)
10		(10)
100		(100)
149		(149)
95		(95)
		-
35		(35)
<b>\$ 1,078</b>	<b>\$ 35</b>	<b>\$ (1,043)</b>

Costs	Income	Net
100		(100)
20		(20)
290		(290)
150		(150)
100		(100)
10		(10)
80		(80)
150		(150)
100		(100)
50		(50)
25		(25)
<b>\$ 1,075</b>	<b>\$ -</b>	<b>(1,075)</b>

**Total General Operating  
Income and Expenses**

<b>\$ 83,392</b>	<b>\$ 83,392</b>	<b>\$ -</b>
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<b>\$ 82,568</b>	<b>\$ 85,409</b>	<b>\$ 2,841</b>
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<b>\$ 78,585</b>	<b>\$ 78,585</b>	<b>-</b>
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## Lake Street School PTO 2008 Treasurer's Report and 2009 Budget

### 2007-2008 (Last Year) Budget                      End of Year Actual Totals

### 2008-2009 (This Year) Budget

<b>Scholarship</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>
Scholarship	\$ 1,000		\$ (1,000)	\$ 1,000	\$ -	\$ (1,000)
Scholarship Expenses	40		(40)	29		(29)
Interest - Scholarship		1,600	1,600		1,956	1,956
<b>Total</b>	<b>\$ 1,040</b>	<b>\$ 1,600</b>	<b>\$ 560</b>	<b>\$ 1,029</b>	<b>\$ 1,956</b>	<b>\$ 927</b>

<b>Costs</b>	<b>Income</b>	<b>Net</b>
\$ 1,000		(1,000)
40		(40)
	1,045	1,045
<b>\$ 1,040</b>	<b>\$ 1,045</b>	<b>5</b>

<b>Playscape</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>
Interest Playscape	\$ -	\$ 326	\$ 326	\$ -	\$ 324	\$ 324
Other Grants		10,000	10,000		10,000	10,000
Playscape Construction and Equipment	49,308	54	(49,254)	48,460	54	(48,406)
Playscape Donations		1,437	1,437		1,232	1,232
Playscape Fundraiser		1,382	1,382		692	692
<b>Total</b>	<b>\$ 49,308</b>	<b>\$ 13,199</b>	<b>\$ (36,109)</b>	<b>\$ 48,460</b>	<b>\$ 12,302</b>	<b>\$ (36,157)</b>

<b>Costs</b>	<b>Income</b>	<b>Net</b>
		-
		-
1,250		(1,250)
	650	650
		-
<b>\$ 1,250</b>	<b>\$ 650</b>	<b>(600)</b>

### Cash Accounts 6/30/08

<b>Accounts</b>	<b>Actual 2007-2008</b>				<b>Budget 2007-2008</b>			
	<b>Beg Balance</b>	<b>Net Income/ Costs</b>	<b>Transfers</b>	<b>End Balance</b>	<b>Beg Balance</b>	<b>Net Income/ Costs</b>	<b>Transfers</b>	<b>End Balance</b>
Operating	\$ 17,870	2,741	(10,286)	\$ 10,325.04	\$ 17,870		-10,000	\$ 7,870
Playscape	\$ 26,424	(36,109)	10,286	\$ 600.71	\$ 26,424	-35,915	10,000	\$ 509
Scholarship	\$ 39,423	927		\$ 40,350.51	\$ 39,423	560	0	\$ 39,983

Lake Street School -Treasurer's Report through 8/31/08

Actual YTD 2008-2009

Budget 2008-2009

<b>General Income</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>
Bolles Motor			\$ -		\$ 600	600
Book Fair - Fall			-	1665	2,665	1,000
Book Fair - Spring		928	928	1850	2,250	400
Box tops / Tysons / Fast Fixin'			-	50	1,000	950
Butterbraids			-	2120	3,800	1,680
Donations General			-		-	-
Donations United Way		686	686		1,340	1,340
Donations PTO Fall Solicitation			-		1,000	1,000
Fall Fundraiser - Meadow Farms			-	5400	10,500	5,100
Interest - Operating		43	43		225	225
Munsons			-	1375	2,230	855
Electronic Rebate		131	131		800	800
Shopping Card Program			-	42000	44,000	2,000
Silent Auction			-	50	1,650	1,600
Toners		16	16		50	50
Student Designed Greeting Cards			-	1400	2,000	600
Other Fundraisers			-			-
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,805</b>	<b>\$ 1,805</b>	<b>\$ 55,910</b>	<b>\$ 74,110</b>	<b>18,200</b>

<b>Student Programs</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>
5th Grade Recognition			\$ -	\$ 500		(500)
Birthday Board			-	50		(50)
Field Trips General			-	3,700		(3,700)
Field Trips - 5th grade trip			-	700		(700)
Paws to Read			-	700		(700)
Programs and Assemblies			-	6,000	1,000	(5,000)
Project Graduation			-	100		(100)
Snowflake Fair			-	1,900	1,900	-
Science Fair			-	100		(100)
Yearbook			-	2,200	500	(1,700)
Other Student Program Expenses			-			-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,950</b>	<b>\$ 3,400</b>	<b>(12,550)</b>

<b>School Programs</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>
Books of Honor			-	400	400	-
Recess Equipment			-	200		(200)
Other School Program Expenses			-			-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600</b>	<b>\$ 400</b>	<b>(200)</b>

<b>Family Programs</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>	<b>Costs</b>	<b>Income</b>	<b>Net</b>
Family Fun Nights			\$ -	1,500		(1,500)
Ice Cream / Pizza Social			-	550	550	-
Welcome Back Social			-	250	125	(125)
Other Family Program Expenses			-			-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,300</b>	<b>\$ 675</b>	<b>(1,625)</b>

Lake Street School -Treasurer's Report through 8/31/08

Staff and Teacher Programs	Actual YTD 2008-2009			Budget 2008-2009		
	Costs	Income	Net	Costs	Income	Net
Retirement / Birth / Other	50		\$ (50)	300		(300)
Secretaries' Day			-	50		(50)
Staff Appreciation Day Luncheon			-	175		(175)
Staff Holiday Breakfast			-	250		(250)
Teacher classroom supplies			-	1,875		(1,875)
Staff Back to School Luncheon			-	100		(100)
Other Staff and Teacher Program Expenses			-			-
<b>Total</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ (50)</b>	<b>\$ 2,750</b>	<b>\$ -</b>	<b>(2,750)</b>

Administrative Expenses	Actual YTD 2008-2009			Budget 2008-2009		
	Costs	Income	Net	Costs	Income	Net
Administrative Costs			\$ -	100		(100)
Change of Officers and Directors			-	20		(20)
Insurance	310		(310)	290		(290)
Printing Expenses			-	150		(150)
PTO Childcare			-	100		(100)
PTO Conference			-	10		(10)
PTO Meetings			-	80		(80)
PTO Plus Membership			-	150		(150)
PTO Website	30	-	(30)	100		(100)
Returned Checks			-	50		(50)
Yearly State Filings			-	25		(25)
<b>Total</b>	<b>\$ 340</b>	<b>\$ -</b>	<b>\$ (340)</b>	<b>\$ 1,075</b>	<b>\$ -</b>	<b>(1,075)</b>

**Total General Operating  
Income and Expenses**

<b>\$ 390</b>	<b>\$ 1,805</b>	<b>\$ 1,414.59</b>
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<b>\$ 78,585</b>	<b>\$ 78,585</b>	<b>-</b>
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Scholarship	Actual YTD 2008-2009			Budget 2008-2009		
	Costs	Income	Net	Costs	Income	Net
Scholarship			\$ -	\$ 1,000		(1,000)
Scholarship Expenses			-	40		(40)
Interest - Scholarship		232	232		1,045	1,045
<b>Total</b>	<b>\$ -</b>	<b>\$ 232</b>	<b>\$ 231.92</b>	<b>\$ 1,040</b>	<b>\$ 1,045</b>	<b>5</b>

Playscape	Actual YTD 2008-2009			Budget 2008-2009		
	Costs	Income	Net	Costs	Income	Net
Interest Playscape		\$ 2	\$ 2			-
Other Grants			-			-
Playscape Construction and Equipment	891	66	(825)	1,250		(1,250)
Playscape Donations		159	159		650	650
Playscape Fundraiser			-			-
<b>Total</b>	<b>\$ 891</b>	<b>\$ 228</b>	<b>\$ (663.84)</b>	<b>\$ 1,250</b>	<b>\$ 650</b>	<b>(600)</b>

**Cash Accounts 8/31/08**

Actual 2008-2009				
Accounts	Beg Balance	Net Income/ Costs	Transfers	End Balance
Operating	\$ 10,325	1,414.59		\$ 11,739.63
Playscape	\$ 601	(663.84)		\$ (63.13)
Scholarship	\$ 40,351	231.92		\$ 40,582.43

Budget 2008-2009			
Beg Balance	Net Income/ Costs	Transfers	End Balance
\$ 10,325	0	0	\$ 10,325
\$ 601	-600	0	\$ 1
\$ 40,351	5	0	\$ 40,356