Dailard School Foundation

DSF Summer Board Meeting

July 10, 2023 5:30pm

Elvy’s house

6789 Caminito Del Greco

San Diego 92120

**Call to Order: 6:25 p.m.**

**Roll Call**

| **Beverly Fitzpatrick** | **Sara Hanau- absent** | **Robyn Russell** |
| --- | --- | --- |
| **Jon Whitwer** | **Crystal Foley** |  |
| **Carlee Yanagi**  | **Jennifer Green** |  |
| **Lorie McKee** | **Courtney Ware** |  |
| **Yuri Aguilar- absent** | **Elvy Morey** |  |
| **Jennifer Wan** | **Megan Secviar** |  |

**Principal Update:**

Nothing to report today that did not fall under budget line items.

**Agenda**

* Set Budget for 2023-2024 Calendar year
* Team went line by line based on last year’s budget
* Jon mentioned that he regrouped some things for ease

DSF Activities/Events/Fundraisers

5th Grade Promotion

* What is DSF actually covering if we have a 5th grade fundraising committee?
* team mentioned the fundraising goes toward all 5th grade activities, not only Promotion
* 5th grade has $5,000 in account still so no need to raise DSF budget

Assemblies

* Increase so we can add at least one more for the year
* added $1,000

Fall Festival/Trunk or Treat

* no change

Family Dances

* no change

Friday Nights Lights

* projector rental was expensive last year because cheaper guy was booked- more expensive than normal due to last minute rental
* will make sure to plan better in advance for next year- contact projector guy earlier
* no change

Game Night

* no change

Grands and Grahams

* adding another week of it to break up numbers and allow for more comfort
* will need fresh food for extra week, etc.
* adding $500 to budget

Holiday Bazaar

* no change
* many things and decorations are left over
* last year we had to go out and buy more wrapping bags to account for extra items purchased from Dollar Tree but we have leftovers so budget should be sufficient

Kinder BBQ

* no change

Kinder Mixer

* no change

Open House

* no change

Parents and Pastries

* increases by $1,000 because now combining Donuts with Dads and Muffins with Moms and food costs are going up

Spring Social

* increasing by $5,000 because anticipated numbers are 200
* so expense is $15,000, anticipated income is $15,000- goal is to break even, not a money making event, never has been the goal of the event in the past

Track Meet/Academic Decathlon

* scratching this from budget
* no longer doing this since the teacher who organized it all has left, Jog-a-Thon is similar

Variety Show

* no change

Clubs

Gardens

* 5th grade helped with this budget last year so we will need to up budget for this year
* anticipated more students
* $2,000

Robotics

* in the past they had their own sponsors, Bev paid for it and sponsors paid her back (sometimes) but she didn’t mind because she really wanted them to have the experience
* will not come from DSF (like it is now) but need to continue to run their money through DSF- self-sustaining program

Run Club

* increasing by $1,000 to account for prize cost increase and t-shirts, $2000 total
* find volunteer(s) to run this program at Recess
* Action Item: Courtney is reaching out to a friend who may be interested in taking the lead

Fundraisers

Amazon Smile

* Amazon is moving in a new direction so no more for Dailard
* any more income that many come in from this will go to miscellaneous
* scratching line item from budget

Box Tops

* dropping this because it is too difficult to run with very little revenue
* any more income will go to miscellaneous
* scratching line item from budget

Spirit Wear/Dailard T Shirt Sales

* increasing by $1,000

Jogathon

* no change

Pledge Drive

* no change

Restaurant Fundraiser / Dining for Dollars

* no change
* 5th grade receiving half of this next year?- was this way in the past but seems to have stopped and we aren’t sure why or who is in charge of that detail
* Action Item: Jon, once the 5th grade committee is set for next year, can you discuss this with them?

Scrip / Raise Right

* seems to be a lot of work for what we raise
* some schools raise a lot of money using this program however at some schools the parents are required to buy gift cards because it is private school and they can do that
* there are a lot of transactions in and out and room for error
* no change for now- will see how this goes next year, will try to promote more

Hospitality

Hospitality

* increasing by $1,600 to $3,000 due to reflection from last year

Staff Appreciation

* increasing by $500 to account for different diets and higher food costs

Welcome Back Luncheon

* new line item added to budget so it isn’t lumped with Staff Appreciation
* allotting $1,000

Volunteer Appreciation

* no change

Miscellaneous

Kindness Bracelets

* renaming this category to “Kindness Week” because it involves more than just bracelets
* increasing to $600 from $310 (number was odd and we aren’t sure where it came from- maybe exact cost of bracelet order in the past?)

Miscellaneous Unplanned

* no budget for this
* this is often where random donations go and then unplanned/last minute expenses come out of

Yearbooks

* orders pay for the yearbook costs
* budget accounts for fifth graders who do not have one purchased by their family
* $300 to account for 10-15 extras needed

Grants, Consultants, Supplies, Equipment, etc.

Consultants

Art Consultant

* DSF pays a portion of this salary
* increase by $6,000 to account for at least a 15% salary increase, $18,000 total

Librarian Consultant

* DSF pays a portion of this salary
* $1,500 increase to account for at least a 15% salary increase

PE Consultant

* relabel this line item “PE Equipment” since the SPARKS program is now in place
* may need another equipment shed
* will have access to program videos for a few more years but by then teachers will know the games and won’t need them any longer- will need to mentor possible new teachers though
* allowing $5,000 for new equipment and shed (other shed was $900 last year)

Grants

Beautification

* increasing slightly to $500
* need to promote this community help day better
* Action Item: Ms. Fitzpatrick- discuss with Mac and let the community know this clean up date now so families can get it on the summer calendar

Special Project

* Bench project- TBD, would be really nice to have several in the courtyard at school so students and families can have places to sit together
* Gage has many that are welcoming and beautiful
* Action Item: Mrs. McKee- is going to ask Gage secretary about this

Character Enrichment/Community Service

* no change

Custodial Grant

* Mac has requested more
* increasing by $500
* Action Item: Ms. Fitzpatrick- ask Mac about the extra shed he has been mentioning for a while now

Educational Experience (field trips)

* based on $20/student
* no change

Educational Programs (software)

* interest in Lexia but district has said no for now- hoping for next year
* may not use RazPlus- kinder is still deciding
* no change for now

Librarian Grant

* no change

Music Grant

* increasing by $500 due to needs like piano tuning, etc.

Principal Fund & Copiers

* Ms. Fitzpatrick pays $5,000 out of her budget for her copy machines because they are on school grounds
* She also covers little expenses here and there that are needed for school like lunch duty, kinder assessments, etc.
* money carries over, so DSF drops $5,000 in every year for copy machines
* so new budget amount- added $5,000 to existing (roll over) number

Professional Development/Team Building

* resident visiting teachers are going away (RVTs) so might use this money for that instead
* discussion was about using this off site for conferences, or on site for grade level curriculum development (which was most helpful for developing writing rubrics this year)
* will let the principal and teachers decide how best to use these funds- covering sub fees or cost of PD, or both is all fine with DSF

Resource Teacher Grant

* no change

Supplies

4th/5th Grade Planners

* need to be ordered asap to have for school start date
* order 200
* Action Item: Ms. Fitzpatrick- will talk to Miss K in the morning, she can order what she wants and DSF will reimburse
* \*\*\*\*Action taken on planners (July 11, 2023) Elvy ordered planners via Amazon and verified the order for 200 planners with Mrs. Fitzpatrick.
* bumping up to $1,000

Art Supplies for Buildings

* no change

Art Supplies for Consultant

* Action Item- Ms. Fitzpatrick and Elementary Teachers- tell Ms. Stegman that she has a budget asap (she may not have known last year)
* no change

Copier Supplies for Buildings

* DSF buys some paper for school
* k-2 has to run all their own writing paper through copier because district paper is cheap and breaks
* DSF buys 1 pallet of paper for year for $2,500
* Action Item- Elvy will check out Costco Business and place order to be delivered at start of school year

Recess Equipment

* increasing by $100 per grade level due to cost increases

Schoolwide Recess Equipment

* no change

STEAM Room Supplies

* district is now paying for this so deleting line item

Intervention Consultant

* new category/need, adding line item
* 6 weeks of pay M/T/Th/F- $7,500
* can be split up amongst all grade levels
* pay for intervention teachers to come in for students based on individual needs

Teachers

Teacher Grants

* no new teachers predicted for 23/24
* no teachers moving more than one grade level
* $60/student worked well so we will stay with this number for now
* Action Item: Room Parents- should quietly communicate to families that certain brand items for back to school classroom supplies are preferred

Foundation Costs

DSF Expenses

Bank Fees & Service Charges

* no change
* only there as a safety measure should an issue arise

Director’s Insurance

* no change
* Action Item: Elvy- will double check current price

Foundation Supplies/Paper

* no change

General Insurance

* no change
* Action Item: Elvy- will check on the price for next year

Misc. Unplanned

* deleting line item because we account for this elsewhere in the budget

Office Equipment

* eliminating line item since budgeted elsewhere

Printing Costs

* $100- specific to general outreach info for DSF (flyers, posterboards, etc.)
* not for budget of activities/events/fundraisers

Tax Filings & Fees

* no change

Websites & Zoom

* no change

**Comments/Announcements:**

* Some general concern about the Staff Appreciation budget- added line item for Welcome Back Luncheon with its own budget and suggested lead reaches out to the community for help with food prep to keep costs down

Motion to Approve the Budget: Elvy Morey

Second: Lori McKee

**Meeting Adjournment: 8:50 p.m.**