

Dixon Parent Teacher Council

10-15-2018 | 6:30pm | RMS Cafeteria

Meeting Minutes

Meeting called to order by PTC President Crystal Hall at 6:34pm.

All in attendance: Crystal Hall (President), Michael Robillard (Vice President), Fran Khawaja (Treasurer), Val Smith (Secretary), Andy Bullock, Brandy Cover, Margo Empen, Gretchen Fulton, Rachael Gehlbach, Tina Georgieva, Jeff Gould, Jackie Greve, Victoria Ledou, Jeannie Pottinger, Amy Scott, Stacia Staples, Sarah Stithem, Crystal Sublett, Joey Segal, Crystal Thorpe. There were 20 in attendance a quorum was reached.

Call to vote to accept minutes from 9.17.18 PTC meeting by Crystal Hall

- ✓ All in favor- Passed
 - Reminder secretary report can be found on DPS website, Remind App, and Dixon PTC Facebook page.

Introductions

- PTC board, principals, parents and teachers all introduced themselves.

Principals Report

- Jeff Gould (Washington School)
 - Thank you for the luncheon. Teachers and staffed appreciated it very much.
- Joey Segal (Madison School)
 - Thank you for luncheon, everybody liked the chicken. Very appreciated.
- Crystal Thorpe (Jefferson School)
 - Jefferson picture re-take is Wednesday (10.17.18)
 - Appreciate the luncheon, thank you.
- Margo Empen (Superintendent)
 - Has information on a new possible fundraiser called Chip-in. Option to Donate directly to cause with local merchants, low set up cost, and low processing fees.

- Easier for out of state donors to donate
- PTC will look into this as a possible fund raising option.
- Applying for Illinois Safe Route to School Grant.
 - Intersection of Division and Galena, make it safer for students to cross.
 - Doing surveys at school asking students how they get to school
 - Parent survey online, paper copies will be available at district/schools if no access to internet.
 - The grant would fund improvements made to this intersection for safety of the crosswalk.

Treasurer Report (Fran Khawaja)

- Crystal Thorpe informed PTC that an anonymous donor has offered to pay for interested schools to Rockford Dance Company
 - We have in budget for our 2nd and 3rd grade field trips for Coronado.
 - Crystal Thorpe proposed that the money saved go towards the buses to transport the students to Rockford.
- **Call to Vote** for \$1025 of field trip to Coronado in budget to pay for buses by Crystal Hall
 - ✓ All in favor, passed
- All in budget has been approved on in past budget votes.
- **Call to Vote** to approve Treasurer Report
 - ✓ All in favor, passed.

Fundraiser Report (Crystal Hall)

- Selling Cherrydale. Kids turn in packets by Wednesday October 17th. Packets will be picked up 9:00am Friday October 19th.
- Dates for selling are Wednesday September 26th-October 17th. Pick up is Thursday November 15th 1:30-6:00pm.
- Cash donation option is going well.
- See attached treasurer report.

Old Business

- Budget passed approving all budgeted field trips and assemblies for amounts listed on the budget.
- Book Fair for RMS and Madison schools started today (10.15.18)

New Business (Crystal Hall)

- Reading the bylaws and proposed bylaws to be voted on:

1. Current

ARTICLE III - MEMBERSHIP & DUES

Section 5 – A member in good standing is defined as a member who has attended at least 50% of general meetings and has submitted a membership form.

Proposed

ARTICLE III - MEMBERSHIP & DUES

Section 5 – A member in good standing is defined as a member that has submitted a membership form and meets one of these Qualifications:

1. Has attended 30% of general meetings to date since August 1st of the current school year.
2. Has attended 40% of a special committee's meetings since August 1st of the current school year.
3. Holds a volunteer position within the PTC.

- **Call to Vote** to approve proposed membership and dues bylaws
 - ✓ All in favor, passed

2.

Article VI Section 3- Recording Secretary - Duties

Add letter o. Receive and review the monthly bank statement before giving to the Treasurer or President.

- **Call to Vote** to approve adding letter o. to Secretary duties
 - ✓ All in favor, passed.

3. Current Article VI section 5 Treasurer Duties

- a. Pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by (2) two persons. Checks shall be signed by the treasurer and the president.

Proposed

- a. Pay out funds in accordance with the budget as approved by the membership and authorized by properly signed requests for all field trips, assemblies, and personnel requests. Issue payment for any unbudgeted expense not exceeding \$100 pending the request is approved by a majority of the executive board. Pay reasonable bank fees as

needed. Requests must be signed by (2) persons. Checks must be signed by the president and treasurer.

➤ **Call to Vote to approve Article VI Treasurer Duties**

- ✓ All in favor, passed

4. Current: Article VI section 5 Treasurer Duties

g. Provide the checkbook, all bank statements, cancelled and voided checks, deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the audit committee.

Proposed

g. Provide the checkbook, all bank statements, cancelled and voided checks, deposit slips, treasurer's record book and receipt book, **requests** and invoices for all disbursements to the audit committee.

➤ **Call to Vote to approve the word from vouchers to requests in Article VI**

- ✓ All in favor, passed

➤ **Leydig Meals**

- PTC in past has provided meals to Leydig Center and built a good relationship with the charity. They help provide schools with clothes for children
- This would consist of making a meal to drop off on a Saturday for volunteers, contact Racheal Gehlbach if interested in helping.

➤ **2nd Grade Discovery Center field trip came in under budget.**

➤ **Halloween Parties are October 31st at 1:00**

➤ **Need help counting money from fundraiser October 20th 8:00-12:00 at Sauk Valley Bank next to Walmart.**

➤ **Crystal Thorpe was contacted and received samples of popcorn from Goodies Factory.**

- \$2, \$10, \$15 size bags
- **PTC offered to donate \$100 extra to add to the Veteran's Day Program at Jefferson School.**
 - Possible breakfast, donuts, coffee, juice. Looking at possible option/donations (After 10.15.18 meeting took place, this is no longer happening)

- Adjourn to Committee discussion 7:07pm

Committees (Crystal Hall)

- **Health & Safety Committee** (Jackie Greve)
 - Members: Jackie Greve (Co-chair), Crystal Sublett (Co-chair), Fatina Elbzour, Wafa Qaddoura, Fran Khawaja, Tina Georgieva, Jessica Benyo, Stacie Staples, Karla Belzer, Sara Leisner, Sue Nag, Tabitha Bushman, Chelsea Moore, Sarah Brown, Liz Detig, Lindsey Kerley, Megan Dempsey Courtney Bond
 - **Goal:** Promote overall general wellness and safety for all students and staff
 - Sub-goals-
 - ❖ Bullying-bus, school yard, extra-curricular activities/sports
 - Start an anti-bullying club
 - Buddy system/buddy bench
 - Changing students around in classroom to help familiarize them with other students
 - ❖ Lunches
 - Need more choices-fruit and vegetable with each lunch-not one or the other
 - Allergy issues
 - Staff attitudes and bullying
 - Length of time to eat
 - Dressed to go outside during lunch
 - Incentive to eat well or finish meals if hurry
 - Snack bar choices-healthier, limit daily spending, mark choices that are acceptable
 - ❖ Poverty
 - Need for donated socks, underwear, coats, gloves...ect
 - Hygiene products available for use in bathrooms/showers/take home
 - ❖ Hygiene
 - Longer faucet run times in bathrooms
 - Sanitizers available
 - ❖ Safety
 - Visitor sign-in at parties, who checks
 - Protocols for sign in, fire alarms...ect
 - ❖ Education
 - Monthly student and parent educational seminar/speaker program
 - Internet safety
 - Drugs/alcohol
 - Bullying
 - Safe touch
 - Anxiety/depression
 - Sports safety

- School success/motivation
- **Call to board to vote** for committee to move forward on goals of the Health and Safety committee
- ✓ All in favor, passed
- **Accelerated Parent Committee** (Gretchen Fulton Co-Chair)
 - **Goal:** To increase awareness of both Federal & State laws in accordance with DPS 170 policies and how they all relate to the recommendations of the NAGC (National Association of Gifted Children)
 - ❖ Informing the community about new laws and current laws. Get a speaker in to inform the public. Community type event.
- **Call to vote to board** for Committee to move forward with their goal.
- ✓ All in favor- Passed

Next Meeting will be November 19th @ 6:30 at RMS Cafeteria at 6:30pm
Pizza with Principals at RMS Cafeteria at 5:30pm

Motion to adjourn by Crystal Hall 7:39pm

Meeting Minutes prepared by Val Smith, PTC Secretary

Reagan Middle School

10/15/2018

REPORTS : Account Transactions

This report provides you a list of the transactions by bank account, for a date range you specify. It can be extracted for just one bank account, or for all bank accounts.

You can access the details behind any transaction by clicking on the corresponding REFERENCE. You cannot change the transaction details from this view.

To show all results, leave following criteria blank and click on the "Search" button.

Account Transactions		
Account Name :	* Start Date :	* End Date :
PTC	1 Jul 2018	15 Oct 2018
<input checked="" type="checkbox"/> Show All Accounts		
<input type="checkbox"/> Include Reversed Transactions		
Reference Number :		

PTC						
Transaction Date	Reference	Payee/Payor	Cleared?	Cash Out	Cash In	Balance
						\$0.00
27 Aug 2018	<u>0001</u>	PTOToday	No	\$564.00		(\$564.00)
27 Aug 2018	<u>0002</u>	PTOToday	No	\$109.00		(\$673.00)
27 Aug 2018	<u>Charitable contribution form Dixon PTO</u>	Dixon Public Schools	Yes		\$38,596.20	\$37,923.20
31 Aug 2018	<u>deposit</u>	spirit wear	Yes		\$1,752.00	\$39,675.20
31 Aug 2018	<u>deposit</u>	spirit wear	No		\$84.00	\$39,759.20
4 Sep 2018	<u>deposit</u>	spirit wear	No		\$90.00	\$39,849.20
5 Sep 2018	<u>0003</u>	Books On First	No	\$1,992.00		\$37,857.20
13 Sep 2018	<u>deposit</u>	spirit wear	No		\$12.00	\$37,869.20
17 Sep 2018	<u>1001</u>	Rockford Dance Company	No	\$975.00		\$36,894.20
21 Sep 2018	<u>1002</u>	Drury Lane Theater	No	\$295.00		\$36,599.20
21 Sep 2018	<u>1003</u>	Jonomac Orchard	No	\$1,200.00		\$35,399.20
21 Sep 2018	<u>1004</u>	Wiersema Charter Services	No	\$6,000.00		\$29,399.20
21 Sep 2018	<u>1005</u>	Lincoln Presidential Museum	No	\$800.00		\$28,599.20
21 Sep 2018	<u>1006</u>	Rockford dance Company	No	\$1,025.00		\$27,574.20
21 Sep 2018	<u>1007</u>	Chana Schooll Museum	No	\$1,025.00		\$26,549.20
21 Sep 2018	<u>1008</u>	Family Museum	No	\$780.00		\$25,769.20
21 Sep 2018	<u>1009</u>	Green River Lines	No	\$2,500.00		\$23,269.20
21 Sep 2018	<u>1010</u>	Prints & Stitches	No	\$1,938.00		\$21,331.20
9 Oct 2018	<u>1011</u>	Mama Cimino's	No	\$275.00		\$21,056.20
			Totals	\$19,478.00	\$40,534.20	

BUDGET

Use the fields below to create your yearly budget. Before creating a budget, you must first create accounts and categories within the "Administration" area. Budgets can be edited any time during the year. To create a budget for the new year, make sure to close the previous year.

Income	2 year historical: closed on 30 Jun 2017		Last year closed on 30 Jun 2018		Current Year started on 1 Jul 2018		Action
	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D	
Donations							
Cash Donations	\$0.00		\$0.00		\$0.00	\$0.00	Details
District charitable donation	\$0.00		\$0.00		\$38,596.20	\$38,596.20	Details
Donations Total	\$0.00	\$0.00	\$0.00	\$0.00	\$38,596.20	\$38,596.20	
Fundraising							
Fall (Cherrydale)	\$0.00		\$0.00		\$21,940.00	\$0.00	Details
Spring (Cherrydale)	\$0.00		\$0.00		\$11,000.00	\$0.00	Details
Fundraising Total	\$0.00	\$0.00	\$0.00	\$0.00	\$32,940.00	\$0.00	
Grants							
Grants	\$0.00		\$0.00		\$0.00	\$0.00	Details
Grants Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Spirit Wear							
Fall t-shirt orders	\$0.00		\$0.00		\$1,800.00	\$1,938.00	Details
Spirit Wear Total	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,938.00	
Income Total	\$0.00	\$0.00	\$0.00	\$0.00	\$73,336.20	\$40,534.20	
Expense	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D	Action
Activities							
Battle of the Books	\$0.00		\$0.00		\$2,000.00	\$1,992.00	Details
Dance	\$0.00		\$0.00		\$750.00	\$0.00	Details
Veterans Day	\$0.00		\$0.00		\$100.00	\$0.00	Details
Activities Total	\$0.00	\$0.00	\$0.00	\$0.00	\$2,850.00	\$1,992.00	
Carry forward							
Next year (7/1/19-6/30/20) carry forward	\$0.00		\$0.00		\$29,979.76	\$0.00	Details
Carry forward Total	\$0.00	\$0.00	\$0.00	\$0.00	\$29,979.76	\$0.00	
Fall fieldtrips							
Chana Schoolhouse	\$0.00		\$0.00		\$1,876.28	\$1,025.00	Details
Coronado-Cinderella 3rd grade	\$0.00		\$0.00		\$1,005.00	\$1,025.00	Details

	2 year historical: closed on 30 Jun 2017		Last year closed on 30 Jun 2018		Current Year started on 1 Jul 2018		
Coronado-Nutcracker 2nd grade	\$0.00		\$0.00		\$950.00	\$975.00	Details
Jonomac Orchard	\$0.00		\$0.00		\$2,490.00	\$1,200.00	Details
Stewardship day	\$0.00		\$0.00		\$860.00	\$0.00	Details
Fall fieldtrips Total	\$0.00	\$0.00	\$0.00	\$0.00	\$7,181.28	\$4,225.00	
Operational expenses							
Accounting Software	\$0.00		\$0.00		\$110.00	\$109.00	Details
Bank fees	\$0.00		\$0.00		\$30.00	\$0.00	Details
Illinois License Fee	\$0.00		\$0.00		\$35.00	\$0.00	Details
Parent Booster Fee	\$0.00		\$0.00		\$345.00	\$0.00	Details
PTO Insurance	\$0.00		\$0.00		\$564.00	\$564.00	Details
Supplies	\$0.00		\$0.00		\$200.00	\$0.00	Details
Operational expenses Total	\$0.00	\$0.00	\$0.00	\$0.00	\$1,284.00	\$673.00	
Personnel requests							
School Personnel Requests	\$0.00		\$0.00		\$5,000.00	\$0.00	Details
Personnel requests Total	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	
Reserve							
Reserve	\$0.00		\$0.00		\$3,000.00	\$0.00	Details
Reserve Total	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	
Spirit Wear expense							
Fall t-shirt orders purchase	\$0.00		\$0.00		\$1,800.00	\$1,938.00	Details
Spirit Wear expense Total	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,938.00	
Spring fieldtrips							
Ag Day	\$0.00		\$0.00		\$825.00	\$0.00	Details
Ag Day (additional)	\$0.00		\$0.00		\$106.10	\$0.00	Details
Bettendorf Museum	\$0.00		\$0.00		\$2,000.00	\$780.00	Details
Byron	\$0.00		\$0.00		\$1,170.06	\$0.00	Details
Discovery Center	\$0.00		\$0.00		\$2,500.00	\$0.00	Details
Drury Lane	\$0.00		\$0.00		\$3,100.00	\$295.00	Details
Science and Industry	\$0.00		\$0.00		\$2,400.00	\$2,500.00	Details
Springfield	\$0.00		\$0.00		\$6,300.00	\$6,300.00	Details
Springfield (additional)	\$0.00		\$0.00		\$500.00	\$500.00	Details
Theatre Works	\$0.00		\$0.00		\$2,800.00	\$0.00	Details
Spring fieldtrips Total	\$0.00	\$0.00	\$0.00	\$0.00	\$21,701.16	\$10,375.00	

	2 year historical: closed on 30 Jun 2017		Last year closed on 30 Jun 2018		Current Year started on 1 Jul 2018	
Teacher luncheon						
Fall Luncheon	\$0.00		\$0.00		\$290.00	\$275.00 Details
Spring luncheon	\$0.00		\$0.00		\$250.00	\$0.00 Details
Teacher luncheon Total	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00	\$275.00
Expense Total	\$0.00	\$0.00	\$0.00	\$0.00	\$73,336.20	\$19,478.00
	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D
Earnings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,056.20
						Balance
All Cash Accounts						\$21,056.20

OK