

Dixon Parent Teacher Council

8-27-2018 | 6:30pm | RMS Cafeteria

Meeting Minutes

Meeting called to order by PTC President Crystal Hall at 6:32pm.

All in attendance: Crystal Hall (President), Michael Robillard (Vice President), Fran Khawaja (Treasurer), Val Smith (Secretary), Jenny Brown, Andy Bullock, Tabitha Bushman, Brandy Cover, Mandy Dallas, Megan Dempsey, Liz Detig, Margo Empen, Laura Ely, Fatina Elbzour, Kelly Flanagan, Darla Foulker, Gretchen Fulton, Laura Ford, Courtney Gaulrapp, Rachael Gehlbach, Radostina Georgiev, Jackie Greve, Jeff Gould, Ellen Herbig, Marsha Johnson, Victoria Ledou, Sue Nag, Wafa Qaddoura, Ronda Scott, Crystal Sublett, Joey Segal, Jacqueline Sanchez, , Stacia Staples, Asia Thompson, Crystal Thorpe, Alecia Weigle, Kim Yocum. There were 37 in attendance a quorum was reached.

Introduction (Crystal Hall)

- Officially have 501c3 status and EIN# approval from State of IL.
- Now we can apply for grants within the guidelines of the bylaws.
- PTC will start the formation of committees
- PTC opened its own account today (8/27/18) and transferred funds into account.
- Copy of meeting minutes will be posted on DPS website, PTC Facebook page, and the Remind App.
- Contact Crystal Hall for a copy of the bylaws via Facebook, Remind App, or Dixonpto170@gmail.com

Principals Report

- Jeff Gould (Washington School)
 - Up and running, Pleased with construction and custodians did an awesome job.
 - Added another section, some concrete exposed, waiting on materials.
 - Enrollment is up from previous years.
 - School year is off to a good start.
- Crystal Thorpe (Jefferson School)
 - Construction on the north side of the building, now have a yellow sign to help instruct for parking.
 - Construction projected to be finished for start of school year next August.

- Wonderful start, students are great & looking forward to the year.
- Joey Sagel (Madison School)
 - Off to a good start, not under construction.
 - Had PBIS trainer come in second half of first day, good conversations from that.
 - Public meetings to engage parents more, launching Pizzas with Principals for first meeting. More throughout the year to get more engagement and feedback from the parents.
- Andy Bullock (Reagan School)
 - Busy start, implemented new reporting tool for students, teachers and parents. The Safe School Helpline. User friendly mobile app and helpline, use anonymously to help with concerns. Boost communication and more sharing of information. Can give immediate help depending on the case.
- Margo Empen (Superintendent)
 - Great start to the school year. Thanks everybody for listening and helping.
 - Will have air conditioning district wide by next school year.
 - Looking forward to the school year.

Fundraiser Report (Crystal Hall speaking for Sarah Wilson, head fundraiser chair)

- Selling Cherrydale
 - New Catalog fundraiser that sells a variety of things
 - Wednesday September 26-Oct 17th. Pick Up Thursday Nov. 15th 1:30-6:00pm.
- Option of Schwan's Cares
 - PTC would get 40% for a gift card sale, PTC 20% of regular sales for 6 months

Old Business

- 3 Field trips all approved by previous PTO have price increases
 - Jonomac Orchard estimate \$2481, new amount \$2490 (class size increase)
 - Stewardship Day estimate \$860
 - Chana Schoolhouse estimate \$1876.28

New Business

- 2nd Grade to attend Nutcracker at the Coronado Theater November 30, 2018. Tickets \$950 to include 186 students and 4 chaperones. Teachers are included.
 - Approved later during budget vote.
- 3rd Grade to attend Cinderella at the Hononegah Performing Arts Center April 5, 2019. Tickets \$1005 for 198 students and 3 chaperones.
 - Approved later during budget vote.

Treasurer Report by Fran Khawaja

- Presentation of proposed budget. Report attached.
 - Discussion of fees, insurance, and school activities on budget.
 - Field trips are in proposed budget and don't need further votes as long as they don't individually exceed \$100 of amount in budget.

Vote on Presented budget by Crystal Hall

- ✓ Budget passed, all in favor none opposed (35-0)

Committees (Crystal Hall)

- Open Discussion about formation of committees. Guidelines for committees in PTC bylaws.
- President has email projected to go out Friday to all who turned in membership form to gather top 3 goals for possible committees.
- Discussion on each committee.
 - ❖ **Accelerated Committee** had the following interested: Fran Khawaja, Gretchen Fulton, Fatina Elbzour, Sue Nag, Racheal Gehlbach, Wafa Qaddoura, Stacia Staples & Radostina Georgiev.
 - ❖ **Health & Safety Committee** interested: Sue Nag, Crystal Sublett, Jackie Greve, Rodostina Georgiev, Stacia Staples, & Liz Detig.
 - ❖ **Curriculum Committee** interested: Fran Khawaja, Gretchen Fulton, Sue Nag, Racheal Gehlbach, Kim Yocum, Rodostina Georgiev, & Wafa Qaddorua.
 - ❖ **Special Education Committee** interested: Sue Nag, Kim Yocum, Crystal Hall, Fran Khawaja, Laura Ely, & Kelly Flanagan.
 - ❖ **Teacher Communication Committee** interested: Michael Robillard, Gretchen Fulton, Fran Khawaja, Racheal Gehlbach, & Jenny Brown.
 - ❖ **Community Outreach Committee** interested: Racheal Gehlbach, Crystal Sublett, Jackie Greve, Laura Ely, Crystal Hall, Racheal Gehlbach, Crystal Sublett.
- No vote to form or goal setting was done for committees.

Open Discussion

- Wednesday packet, Margo Empen said possible keep for K-5.
- Request made by Crystal Hall to not make copies prior to Wednesday and volunteers to run copiers.

Motion to adjourn by Crystal Hall 8:01pm

Meeting Minutes prepared by Val Smith, PTC Secretary

Next meeting 9/17/18 6:30 RMS Cafeteria

Approved PTC Budget

July 1, 2018- June 30, 2019

Income

Fall fundraiser (Cherrydale)	\$21940
Spring fundraiser (Cherrydale)	\$11000
Cash donations	\$0
Grants	\$0
Spirit wear orders	\$1800
District charitable donation	
(funds remaining from previous PTO)	\$38596.20
Total	\$73336.20

Expenses

Fall

Bank fees- check purchase	\$30
Purchase cost of spirit wear shirts	\$1800
Supplies	\$200
PTO Insurance	\$564

Parent Booster fee	\$345
Accounting software	\$110
Illinois license fee	\$35
Jonomac Orchard	\$2490
Veterans Day	\$100
Stewardship Day	\$860
Chana Schoolhouse	\$1876.28
Battle of the Books	\$2000

Expenses

Coronado-Nutcracker 2 nd grade	\$950
Coronado-Cinderella 3 rd grade	\$1005
Teacher Luncheon	\$290

Subtotal **\$12655.28**

Spring

Theater works	\$2800
Bettendorf Museum	\$2000
Discovery center	\$2500
STEM NIU	\$3700

Ag Day	\$825
Science and Industry	\$2400
Drury Lane	\$3100
Springfield	\$6300
Dance	\$750
Teacher Luncheon	\$250
Carry forward to next year (7/1/19-6/30/20)	\$28056
Reserve	\$3000
School Personnel Requests	\$5000
Subtotal	\$60681
Subtotal Fall	\$12655.28
Total	\$73336.20
Income	\$73336.20
Expenses	\$73336.20
Balance	\$0

August Treasurer's Report

We received the EIN (employer identification number) from the IRS.

The 501c3 has been approved through Parent Booster giving us tax exempt status.

We opened a bank account at Sauk Valley bank today (08/27/19). All checks will require two signatures. The two signers will be the President, Crystal Hall and the Treasurer, Fran Khawaja. The bank is requiring us to have someone, other than a signer on the account, receive the statement, open it and inspect it prior to turning it over to the treasurer. The Secretary, Val Smith will be appointed to pick up the statement.

The Dixon School Board has given us the funds that were being held from the previous PTO as a charitable donation. We received the check today for \$38596.20