

Dixon Parent Teacher Council

9-17-2018 | 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), Sarah Wilson (Fundraiser Chair) Kimberly Bork, Brandy Cover, Fatina Elbzour, Kelly S. Flanagan, Darla Foulker, Tina Georgiev, Jeff Gould, Jackie Greve, Racheal Lesage, Camela McMahon, Sue Nag, Jeannie Pottinger, Wafa Qaddoura, Crystal Sublett, Joey Segal, Stacia Staples, Crystal Thorpe. There were 22 in attendance a quorum was reached.

Introductions

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

Call to vote to accept minutes including treasurer report from 8.27.18 PTC meeting by Crystal Hall

- ✓ All in favor- Passed

Principals Report

- Crystal Thorpe (Jefferson School)
 - Pictures are next week, excited to do it with Grot Imaging Studio.
 - Construction continues, thank you to parents for patience, it will continue till end of year.
 - ❖ Concerns were brought up about pictures and the choice to use Grot. Suggestions were made to contact Grot or Mr. Magnafici with any questions or concerns.
- Crystal Thorpe speaking for Matt Magnafici (Reagan School)
 - Safe School Helpline App is allowing students to anonymously report anything anytime to keep kids safe.
 - Grades 6-12 are currently utilizing the app. Kids can notify to report bullying, if they feel in danger, or any concerns the students have to keep them safe.

- Joey Sagel (Madison School)
 - Sent home surveys to get feedback from parents of when and where they would like Pizza with Principals to take place.
 - Received 94 back and most popular day is Monday evening, and parents prefer to hold it at the school.
 - Presented the possibility of pairing Pizza with Principals with the PTC meeting and hold it before the meeting from 5:30-6:30.
 - Pizza with Principals went well and enjoyed it. Great suggestions and feedback came from the meeting.

- Pizza with Principals to be 5:30-6:30 before PTC meeting.
 - **Call for vote** for time before PTC meeting by Crystal Hall
 - ✓ All in favor- Passed

Treasurer Report (Fran Khawaja)

- Wrote checks to PTO Today and Books of First for Battle of the Books.
- Balance as of 8/31/18 \$40,522.20
- See attached report

Fundraiser Report (Sarah Wilson)

- Selling Cherrydale, packets are in. They will go home with students next Wednesday, September 26th.
- They offer family packages that gives more incentive for multiple kids selling in same household and they can earn Amazon gift cards.
- Dates are Wednesday September 26th-October 17th. Pick up Thursday November 15th 1:30-6:00pm.
- Delivery remains at Jefferson, construction won't be an issue.
- There is a cash donation option.
- Looking for volunteer to help count at bank on October 20th from 8:00-12:00.

Old Business

- Battle of the Books paid in the amount of \$1992.00
- Family Museum approved for \$199.70 per the budget
 - Mrs. McMahon spoke about Family museum kindergarten field trip. Price did go up \$1 per child. Kids are super enthused, great atmosphere and experience. Lots of activities for students and kids love it.

- Budget was passed approving all budgeted field trips and assemblies for amounts listed on the budgets.
- Book Fairs
 - Washington- September 17-21st with shopping 19-21
 - Jefferson- September 24-28th
 - RMS- October 15-17, Madison- October 18-19, All October 22 ending 1:00pm
- Picture Days
 - Washington- September 18th
 - Jefferson- September 19th
 - Madison- September 21st

New Business (Crystal Hall)

- Amend budget for Ag Day needing \$106.10 because bussing costs went up.
 - **Call to vote** to amend budget \$106.10 by Crystal Hall
 - ✓ All in favor. Passed

- 4th Grade to change field trip from STEM NIU (\$3700) to Byron Forest Preserve (\$1170.06)
 - Mrs. Bork: Byron Forest Preserve goes with curriculum, geology and fossils. The only expense is the buses.
 - **Call to vote** to remove STEM NIU for \$3700 by Crystal Hall
 - ✓ All in favor- Passed
 - **Call to vote** to approve Byron Forest Preserve for \$1170.06 by Crystal Hall
 - ✓ All in favor- Passed

- 8th Grade Field Trip to Springfield went up \$500, overtime charge for buses.
 - **Call to vote** to amend budget \$500 for Springfield trip by Crystal Hall
 - ✓ All in favor- Passed

- Carry forward to reflect the change we just passed in a vote- Byron Forest Preserve, STEM NIU removal, Springfield field trip adjustment.
 - **Call to vote** to reflect changes on budget by Crystal Hall
 - ✓ All in favor- Passed

- Teacher Luncheon will be October 11th

- Contacted Arbor for teacher luncheon. No response from Arbor.
 - Mama Cimino's has offered to provide \$550 worth of pulled chicken for \$270 for teacher luncheon. We will provide a letter as a receipt to them.
 - Crystal Hall to contact Mama Cimino's, go ahead with them for luncheon.
 - School Reps start contacting parents for sides.
- Proposed Bylaw Changes- *Bylaws may be amended or revised by the affirmative vote of 2/3 of the members present and voting at any general membership meeting provided that the proposed amendment has been presented at a previous regular meeting. Vote at October meeting.*
 - Rewriting of Treasurer duties to allow check writing for unbudgeted items
 - Adding in 3rd party must open and review the monthly bank statement
 - Modifying/reducing membership requirements

Open Discussion in meeting came to the following proposals to vote on in October:

By Law Amendment proposals:

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.

To be voted on in October

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.

2. To be voted on in October

Article VI Section 3- Recording Secretary - Duties

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

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.

To be voted on in October

- 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.

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.

To be voted on in October

- 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.

➤ Adjourn to Committee discussion

Committees (Crystal Hall)

- Open Discussion about the formation of committees.
- Crystal Hall needs permission from committee members to share email address with the group interested in forming the committee.
 - Committees form on their own time and run themselves according to the PTC bylaws.
- Need 5 members interested to form a committee. Accelerated, Health & Safety, Curriculum Special Education, Teacher Communication, Community Outreach & Events, After School Program and General Fundraising Committee all have 5 or more people interested.
- **Call to vote** to form the following committees by Crystal Hall
 - ❖ Accelerated Committee
 - ❖ Health & Safety Committee
 - ❖ Curriculum Committee
 - ❖ Special Education Committee
 - ❖ Teacher Communication Committee
 - ❖ Community Outreach & Events Committee
 - ❖ After-School Program Committee

- ❖ General Fundraising Committee
- ✓ All in favor- Passed

Motion to adjourn by Crystal Hall 7:49pm

Meeting Minutes prepared by Val Smith, PTC Secretary

Next meeting 10/15/18 6:30 RMS Cafeteria following Pizza with Principals at 5:30

Sept. 17, 2018 Amended PTC Budget

September 17, 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
Ag Day	\$825
Ag Day (additional)	\$106.10
Byron	\$1170.06
Science and Industry	\$2400
Drury Lane	\$3100
Springfield	\$6300
Springfield (additional)	\$500
Dance	\$750
Teacher Luncheon	\$250
Carry forward to next year (7/1/19-6/30/20)	\$29979.76
Reserve	\$3000
School Personnel Requests	\$5000
Subtotal	\$60680.92
Subtotal Fall	\$12655.28

Total **\$73336.20**

Income **\$73336.20**

Expenses **\$73336.20**

Reagan Middle School

09/10/2018

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 :
<input type="text" value="PTC"/>	<input type="text" value="1 Jul 2018"/>	<input type="text" value="10 Sep 2018"/>
<input checked="" type="checkbox"/> Show All Accounts		
<input type="checkbox"/> Include Reversed Transactions		
Reference Number :		
<input type="text"/>		

PTC						
Transaction Date	Reference	Payee/Payor	Cleared?	Cash Out	Cash In	Balance
						\$0.00
27 Aug 2018	0001	PTOToday	No	\$564.00		(\$564.00)
27 Aug 2018	0002	PTOToday	No	\$109.00		(\$673.00)
27 Aug 2018	Charitable contribution form Dixon PTO	Dixon Public Schools	No		\$38,596.20	\$37,923.20
31 Aug 2018	deposit	spirit wear	No		\$1,752.00	\$39,675.20
31 Aug 2018	deposit	spirit wear	No		\$84.00	\$39,759.20
4 Sep 2018	deposit	spirit wear	No		\$90.00	\$39,849.20
5 Sep 2018	0003	Books On First	No	\$1,992.00		\$37,857.20
Totals				\$2,665.00	\$40,522.20	