



## PTO MEETING MINUTES

Wednesday, September 12, 2018 5:30 PM

The meeting was called to order at 5:35PM in the FRMS Media Center by President Daphne Bousquet.

8 Members in attendance (per the PTO Sign In Sheet): Carole Dyce, Deborah Belcher, LaShanta Taylor, Dionne Lewis, Annette Sullivan, Sharon Jones, Daphne Bousquet, Tony Belcher

**STEP IT UP FUNDRAISER RESULTS** – Daphne Bousquet discussed the results of the Step It Up Fundraiser. Over 44,000 emails were sent out as part of the campaign. As of the meeting, \$22,468 has been raised for Flat Rock. This amount is net of the fees charged by the company who facilitated the fundraiser. The final event related to the fundraiser is the Day of Awesomeness on September 26<sup>th</sup> for students who collected at least \$60 in donations.

**BUDGET UPDATE/APPROVAL** – The budget approval was postponed during the August meeting so that it could reflect the significant increase in income expected from the Step It Up fundraiser. Based on the results presented (\$22,468 in additional income), the group discussed various ways to utilize the additional income. After a lengthy discussion, the membership decided to fund a significant portion of the cost of a new, digital sign for the front of the school. Additional funding will also be provided to various areas including Teacher Requests, Ice Cream Socials, and increasing the PTO reserves.

Sharon Jones made a motion to approve the 2018-2018 PTO budget (see attached) discussed this evening. Carole Dyer seconded and all voted in favor.

Deborah Belcher, Treasurer, also presented the most recent Treasurer's Report.

**UPCOMING EVENTS** – Daphne Bousquet discussed the upcoming PTO Events. Carole Dyer indicated the number of volunteers that will be solicited for each event:

- Day of Awesomeness – September 26, 2018 – 12 volunteers needed
- Duty Free Lunch – September 28<sup>th</sup>
- Ice Cream Social – October 19<sup>th</sup>
- Veterans Day Assembly – November 9 (PTO assists with refreshments for veterans after assembly)

## NEW BUSINESS

- **Increase family participation** –Carole Dyer, Volunteer Coordinator, discussed the need to increase family participation in the PTO. While parents have been signing up to volunteer for the



past few events, the group recognized the need to try to attract more families to become active in the PTO. The group discussed several ideas for getting parents more familiar with the PTO. Carole also discussed the need to specifically reach out to Hispanic parents to encourage their participation in PTO events. Several ideas were mentioned. Carole Dyer will look into a few of them and present more at our next meeting.

**ADJOURNMENT** by President at 6:57PM

**Next PTO Meeting:** Wednesday, October 10, 2018

**Minutes recorded and submitted by LaShanta Taylor, FRMS PTO Secretary**

**FRMS PTO 2018 - 2019 OPERATING BUDGET**

Category Description	Budget Amount	Comments
<b>I. ESTIMATED INCOME</b>		
1. Member Donations	\$ 450.00	60 @ \$25 (utilize parent events sponsored by the school where possible; online sales net processing fees)
2. Teacher\Staff Donations	\$ 200.00	20 @ \$10
3. Miscellaneous Income	\$ 515.00	Kroger (200), Publix (250), Amazon Smile (45), direct donations (20), etc.
4. Spiritwear sales (net)	\$ 681.00	5th grade packet, T-shirts, magnets, etc.
5. BoxTops	\$ 30.00	Box tops funds are received twice a year if sent within the deadlines.
6. Event - SockHop\Dance	\$ 1,500.00	School dance: Admission cost \$5 before, \$7 at door. Team with cheerleaders(?) to sell tickets, give % of gross receipts
7. Event - Talent Showcase	\$ 900.00	Event to display the talents of the participants, not a contest; admission \$5 before, \$7 at door; include concession sales and raffle sales
8. Event - Concession - Sport event	\$ 100.00	Sell food items at an athletic event, get a % of profit. Provide volunteers only.
9. Event - Concession - Track Meet	\$ 600.00	Sell food items at an athletic event, net profit. Advance funds to buy items.
10. F/R: Step It Up	\$ 22,468.00	\$48,890 total online +\$2046 collected = \$44,936/2 = \$22,468
11. Carryover Funds from 2017-2018 for special project	\$ 1,000.00	Move \$1000 to open a savings account that will be used towards a new outdoor sign for the school. Motion approved at May 2018 meeting.
12. Carryover from 2017-2018	\$ 3,071.00	Bank balance as of July 23, 2018; assuming that all prior checks cleared and less amount for line 11.
<b>TOTAL INCOME</b>	<b>\$ 31,515.00</b>	
<b>II. ESTIMATED EXPENDITURES</b>		
<b>Administrative and Events</b>		
1. Corporation renewal	\$ 100.00	Annual renewal of corporation with the GA Secretary of State
2. Supplies\Bank fees	\$ 300.00	Receipt book, cards, mailing, bank fees, printing (brochures, reports, copying, forms, etc.), etc.
3. F/R Event: Spiritwear sales	\$ 80.00	Production cost
4. F/R Event: SockHop\Dance	\$ 1,000.00	Tickets, music, security, refreshments, school group assisting (% ticket sales)
<b>Total Admin\Events</b>	<b>\$ 1,480.00</b>	
<b>Student Recognition\Support</b>		
1. Ice Cream Social	\$ 800.00	Ice cream w/ toppings for students on A/B honor roll for first 3 nine week grading periods - to reduce cost, try to get ice cream donated from a company and solicit toppings from parents.
2. PBIS	\$ 200.00	Determine how we can assist with this initiative
3. Class\Club Grants (teacher requests)	\$ 2,000.00	Allotment for requests from teachers for school related items. Multiple requests can be funded, not a line item for a single request.
4. Student achievement	\$ 1,000.00	Celebrate milestone completion, etc. - ice cream for all is possible if purchased through school
5. Talent Showcase	\$ 900.00	Recognize student talents. Includes cost of tickets, music, advertisement, special guest donation, MC, DJ, program, security, concession food, participant certificates
<b>Total Student Achievement\Recognition</b>	<b>\$ 4,900.00</b>	
<b>Education Assistance\Recognition</b>		
1. Teacher Appreciation	\$ 1,980.00	Expenses for welcome back (130), Vet Day (300), Dec lunch (700), Tchr year (150--split cost of full page ad with school and \$50 gift card), end of year (700) teacher appreciation events
2. Assistance/benevolence	\$ 500.00	Requests for particular needs, celebrations, condolences as approved by the Board.
3. School Technology and Communications Fund	\$ 19,500.00	Fund for a new outdoor sign for the school and monitor in hallway
4. Technology grant	\$ (1,500.00)	Secure grant for monitor, e.g. Panasonic grant
<b>Total Requests\Recognition</b>	<b>\$ 20,480.00</b>	
<b>Other</b>		
1. Reserve: Carryover for 2019-2020	\$ 4,000.00	Carryover for 2019-2020 budget
2. Contingency Fund	\$ 655.00	Items unbudgeted/unexpected, expense must be approved by the Board.
<b>Total Other</b>	<b>\$ 4,655.00</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 31,515.00</b>	