

DVMS Spartan Boosters General Meeting
In-Person Meeting @ DVMS Library
August 18, 2022

Attendance: Jason Holmes, Jill Hamilton, Annalee Huntington, Renee Gruel, Courtney Meischner, Amy Stahl, Liz Tomich, Kim Barnes, Kim Tobias, Bre Thompson, Datikka Peebles, Kristy McMenamy, Andrea Hamm, Laura Carr, Jodi Bobchik, Krissie Foster, Tom Feldman, Ann Hepler, Cara Davis

- I. **Call to Order & Introductions:** Jill Hamilton called meeting to order at 12:46 p.m. Welcome to our 1st in-person meeting! Introductions as there are lots of new faces.

- II. **Secretary's Report** – Renee Gruel reported:
 - a. A quorum is present so voting can take place.
 - b. May Minutes were emailed and there were no changes.
 - i. *Annalee H. made a motion to pass the May minutes. Bre T. 2nd, all present were in favor and the minutes passed.*

- III. **Treasurer's Report** – Annalee Huntington reported:
 - a. Cash on hand as of 7/1/22 was \$27,244.52: \$24,377.27 in Checking and \$2,567.25 in Savings, with \$300.00 in Cash Boxes.
 - b. Cash on hand as of 8/17/22 is \$27,268.28: \$24,401.03 in Checking and \$2,567.25 in Savings, with \$300.00 in Cash Boxes.
 - c. Approved Budget for 2022-23: Total Projected Income of \$25,327.00 & Total Budgeted Expenses of \$25,327.00
 - d. Income & expenses so far this year, see attached financial report. Changes highlighted in green. Significant income/expenses...
 - i. Concessions, net income of \$55.10
 - ii. Yard signs, net income of \$20.00
 - iii. Spartan Spirit Rock, net income of \$29.31
 - iv. Sam's Club Membership, expense of \$31.33(received a discount)
 - v. General Treasurer supplies, expense of \$49.32
 - e. Tom F. asked if prior year's income could be included in the current year's budget to monitor income flow through the year. Annalee to add.
 - f. Mr. Holmes indicated that the cost of the Wreath under 'Washington DC Trip' increased in 2022 to \$160.00. Annalee to adjust for 2023-24 budget.
 - g. *Bre T. made a motion to approve the August Treasurer's report. Kim B. 2nd, all present were in favor and the report was approved.*
 - h. **Committee Chair Financial Responsibilities**
 - i. For Reimbursement, Check, Deposit, or Cash Box Requests: Fill out the proper Treasurer form(s) and submit them for processing to the Treasurer's Inbox(red tab folder) located in the Treasurer's Binder in

the Boosters Club mailbox. Mailbox is located in the staff mail room in the DVMS Office.

- ii. Remit money to the Treasurer within 5 days after collection is complete.
- iii. Submit all Reimbursement Requests **no later than 30 days** after event.
- iv. Be familiar with the budgeted amount you have for your Committee. Expenditures that exceed the budgeted amount by more than \$25 will be required to vote on.
- v. Tax **will NOT** be reimbursed on purchases.
 - 1. Tax Exempt certificate for Boosters Club is located in the Treasurer's Binder. Free to take a copy and show to business for school only purchases.
 - 2. Amazon account-tax exempt, contact Annalee H. for account info.
 - 3. Walmart tax exempt card located in DVMS office. Give tax exempt card to cashier prior to ringing up purchases.
- vi. Sam's card located in DVMS office.
- vii. GFS – account info is in their system, mention purchases for DVMS to ring up as tax exempt
- viii. Receipt is **REQUIRED** for payment of all expenditures. Attach original or copy of receipt to form being submitted **within 30 days of the event.**
- i. **Treasurer's Binder**
 - i. Location – Boosters Club Mailbox in the staff mail room in DVMS office.
 - ii. Treasurer's Inbox: 1st red tab folder at front. Put completed forms/receipts in. Also where reimbursement checks can be collected.
 - iii. Forms – can be found in the Treasurer's Binder or available on the DVMS website, under Spartan Boosters, then 'Forms'(pending updates).
 - iv. Check request: requesting a check for a payment/invoice, invoice needs to be attached
 - v. Reimbursement request: for purchases made, receipt needs to be attached
 - vi. Deposit request: for depositing sum of money into the DVMS Boosters Club bank account
 - vii. Concessions Income report form: to report monies collected during concession stand set-up
 - viii. Cash Box request: to request monies for a cash box for events, such as Concessions or Book Fair
- j. **Process** – to make you aware of
 - i. Minimum of 2 signatures are required on all checks Treasurer writes. Now it includes the Boosters Club President & Treasurer, looking at possibly adding Secretary
 - ii. Treasurer Inbox is checked every Friday so checks can be taken care of over the weekend and processed in a timely manner.

k. Summer/End of Fiscal Year

- i. Committee chairs/co-chairs are responsible for making sure expenses have been submitted & taken care of. Please follow-up.
- ii. Reimbursement forms & receipts should be submitted **no later than June 15th** of the school year in which items were purchased.

l. Spartan Spirit Rock

- i. When paying for online via PayPal, please make sure to mark **'Sending to a a Friend'** so that Boosters Club receives the full donation with no fees being taken out.

IV. President's Report – Jill Hamilton reported:

a. Review of Policies & Procedures

- i. We follow a modified version of Roberts Rules.
- ii. Minutes from a meeting shall be distributed no more than 1 week prior to the upcoming General Member Meeting via email. And they are also posted on the DVMS website, under Spartan Boosters, then 'Meeting Minutes'(per updates).
- iii. A receipt is required for payment of all expenditures. **Tax will NOT be reimbursed.**
- iv. The President shall make contact with the Grade School Parents Clubs prior to elections each year.
- v. A minimum of 1/3 of the next year's anticipated budgeted expenses shall remain in the checking account for the start of the next school year.
- vi. A minimum of \$2,500.00 shall remain in the savings account as reserve funds and shall only be used in the event that the checking account has insufficient funds to cover operational costs. Any use of the \$2,500.00 reserve requires at least 2/3 approval of Boosters Club voting members.

b. Openings

- i. Vice President
- ii. Fannie May co-chairs: preferably 1 or 2 6th or 7th grade parents, so can train for a year and then be in charge the next year.
- iii. Family Reading Night: Jill H. was contacted by an individual(Meg) showing interest in addition Laura C. in attendance volunteered as well.

c. Binders

- i. Please check to make sure your Committee Binder contains the most up-to-date copies of the following...
 1. By-laws
 2. Tax Exempt form
 3. Contact List

d. Summer

- i. Sort & organize storage bins at school – most of it is Hospitality stuff so Courtney M. to handle

- ii. By-laws reviewed by Jill H., Annalee H., and Renee G., making updates and revisions to. Once editing is done, will email out to members to read over and review. An edited & current copy without edits will be provided so can see the proposed changes. Once reviewed, will vote on.
- e. **Ways to Give**
 - i. Box Tops: have to scan receipts into app
 - ii. Amazon Smile: Jill H. to provide the organization name that you have to type in so that it applies towards Boosters Club
 - iii. Kroger: Kristy M. to look into setting up account for Boosters Club

V. **Committee Reports:**

- a. **Hospitality** – Courtney M. asked about treats for Back to School night. Mr. Holmes indicated would be ok to provide again this year. Small water bottles, trays of cookies.
- b. **Staff Appreciation** – Jodi L. reported that Pot Belly was provided for the staff on Tuesday before the 1st day of school.
- c. **Fannie May**– Kim T. reported that September 29 will be Fannie May kick-off. Meeting with F.M. rep tomorrow, will be giving her boxes of Fannie Mays. Plan to hand these out at Back to School Night.

VI. **Principal's Report** – Jason Holmes reported:

- a. Do want families back in at the school and know that there are opportunities to do so.
- b. Jill H. and Annalee H. came in on Tuesday and presented about the Boosters Club during the DVMS faculty meeting. Boosters Club has done a lot for the school, we do need you.
- c. Upcoming Dates
 - i. Aug. 23 – Back to School Night, 6:30-8:15, schedule to go out next week
 - ii. Sept. 2 – No School, Teacher Institute
 - iii. Sept. 5 – No School, Labor Day
 - iv. Sept. 16 – Picture Day
 - v. Sept. 23 – SIP Day, Noon Dismissal
 - vi. Sept. 29 – Fannie May Kick-Off
- d. Back to School open house format has seemed to been received well. Gives opportunity to meet teachers, walk around to student's schedule, and attend a class meeting presentation based on grade level, 6th, 7th, or 8th.
- e. Largest enrollment in history, 2022-23 currently at 570 students. 193 6th grade, 196 7th grade, & 175 8th grade
- f. DVMS is now classified as a Title 1 Whole School. Have been seeking this classification and this year have reached a 23-24% threshold. Waiver was asked for and this year was approved. Has advantages in regards to funding and other opportunities. 1 out of 4 DVMS students are living at the poverty line.

- i. As part of this, plans are in the making to create a Student Advisory Board at DVMS. This is different from Student Council. Designed to address areas where our students need help.
- g. School safety has become a high priority this year as indicated in Dr. Dearman's video message. All Dunlap schools have imbedded InformaCast which is a mass emergency notification system. Need to start addressing safety more proactively. Also, all visitors will be required to show identification when entering the building & will receive a visitor's badge which needs to be worn at all times.
- h. Question came up regarding verifying residency also mentioned in Dr. Dearman's video. Mr. Holmes feels that DVMS has been diligent in verifying the residency requirements of students have been met and will not see an effect on enrollment numbers at Valley.
- i. Building evacuation drills will take place at DVMS during August. Students will be notified ahead of time but in some instances, only the principal is aware when drill will occur.
- j. Appropriation Request forthcoming – issues with the laminator, costs \$300 just to have someone come in to look at it, potentially \$1,000 to repair it. \$2,000 for a new one. Current one is 14 years old. Teachers utilize laminator a lot.
- k. Staffing Shortages – down custodial staff and aides. Tom W., head custodian, has been out since early June having undergone open heart surgery. Suggestion to send him a card & \$100 gift card, see **Appropriations** below.

VII. Other Business

a. Outdoor Classroom Fundraiser

- i. Tom F. wondered what we have currently raised towards the Outdoor Classroom. Annalee H. reported \$12,344 in donations. Most companies do match your donation made. Caterpillar does a 2:1 giving match in the Spring(Mar/Apr)
- ii. Suggested at Back to School Night having a tri-fold advertising the Outdoor Classroom Area with a QR code for making donations. Have where Hospitality is set-up with water bottles or outside on the patios themselves. Set up a donation box. Jill H. to handle.
- iii. Get visibility during Back to School Night of Outdoor Classroom area.
- iv. If you know of companies to contact to see if they'd be willing to donate, please provide to Courtney M.

VIII. Appropriations:

- a. *Kim T. made a motion to approve the purchase of a \$100 gift card to Walmart or a grocery store for Tom W., the head custodian, who has been out since June due to open heart surgery. Bre T. 2nd, all present were in favor and the expense was approved.*

IX. Adjourn:

- a. The meeting was adjourned at 2:00 p.m.

****Our next meeting is Thursday, September 15, 2022 at 12:45 p.m in the DVMS Library**