

# PTO MINUTES

Belle Terre Elementary School

*Date | time* Thursday, September 8, 2022 | *Meeting called to order by* Lauren Ramirez at 7:40 am

## Call to Order

The Belle Terre Elementary School PTO (Parent Teacher Organization) meeting was held in person at BTES in the library and virtually through Google Meetings on Thursday, September 8, 2022.

The PTO President, Lauren Ramirez, hosted the meeting virtually in Google Meetings, and the meeting was called to order at 7:40 am.

The new 2022/2023 PTO Board was introduced by Lauren Ramirez (President (P) on Google Meeting virtual).

- President (P): Lauren Ramirez on Google Meeting virtual
- Vice President (VP): Samantha Dawson in person
- Treasurer (T): Tom Ramirez in person
- Recording Secretary (RS): Ashley Hall in person
- Fundraising Coordinator (FC): Felice Carter in person
- Teacher Liaison (TL): Donna Masiello in person

Samantha Dawson (VP) monitored the chat box on Google Meeting

## Attendance

Google Meeting (virtual):

2022-09-08 07:22 PTO Meeting - Attendance Report.csv					
A	B	C	D	E	F
First name	Last name	Email	Duration	Time joined	Time exited
Sarah	Anderson	sara*****@***.com	38 min	7:40 AM	8:17 AM
Max	Chacon	maxm*****@***.cor	28 min	7:40 AM	8:08 AM
Jordan	Gallo	jgal***@***.com	34 min	7:40 AM	8:14 AM
Alexis	Kisch	alex*****@***.	28 min	7:43 AM	8:11 AM
Annamaria	Long	anna*****@***.cc	59 min	7:39 AM	8:37 AM
btes	pto	btespto@flaglerscho	1 hr 11 min	7:25 AM	8:37 AM
Lauren	Ramirez	laur*****@***.cc	50 min	7:47 AM	8:37 AM
Thomas	Ramirez	tram*****@***.cor	9 sec	7:43 AM	7:45 AM
Floretta J.	Robinson	robi*****@***.c	9 min	7:42 AM	7:51 AM
Nichol	Sparrow	nich*****@***.	52 min	7:25 AM	8:17 AM
Melissa	Torres	torresm@flaglerscho	23 min	8:15 AM	8:37 AM
Olga	Wengert	olga*****@***.com	36 min	7:42 AM	8:19 AM
+1 904-***-***38			51 min	7:39 AM	8:31 AM
+1 904-***-***90			21 min	7:30 AM	7:51 AM

In Person (it appears many people did not sign in):

Name	Parent/Teacher/ Staff/Other?	Email
Samantha Dawson	PTO Board/ Parent	samdawson1989@gmail.com
Felice Carter Rucker	grandmother	9nc430@aol.com
Joy Mahon	parent	joy.mahon@gmail.com
Cooper Engler	parent	Engler.Paradise.homes@gmail.com
Meredith Rodriguez	parent	meredithrodriguez2223@gmail.com

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## Approval of Minutes

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- The minutes from the last meeting were posted on the screen for all to review.
- Samantha Dawson (VP) read the minutes from the last meeting on May 12, 2022. Those in attendance approved the minutes at the meeting.
  - Jessica DeFord, the Principal, motioned to approve the minutes, and Tom Ramirez (T) was a second.

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## Treasure's Report

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The beginning bank balance was \$4,879.39.

- We have sold over 300 shirts.
- Back to School Dance, we made over 3,600.
- We have set up a new Square account, allowing us to receive online payments and send out invoices online.
  - The Square account has helped us as a board get more people to purchase items (shirts and dance tickets) and allow teachers not to have to deal with collecting cash during busy school hours.

Review below for all transactions:

August Activity				
Date	Activity	Amount	Transaction type	Description/purpose
8/1/2022	Beginning Bank Balance	\$4,879.39	N/A	N/A
8/5/2022	Big Frog Custom T-Shirts	(\$500.00)	Check # 143	Belle Terre T-Shirts
8/9/2022	Publix box lunches	(\$1,273.50)	Ameris Debit Card	Welcome back teacher lunches
8/24/2022	Big Frog Custom T-Shirts	(\$1,770.00)	Check # 144	Belle Terre T-Shirts
8/25/2022	Sam's Club	(\$310.52)	Ameris Debit Card	Back to school dance
8/26/2022	Pizza Hut	(\$600.00)	Ameris Debit Card	Back to school dance
8/25/2022	Square transfer/deposit	\$959.59		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$4.77		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$934.01		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$148.44		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$308.30		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$338.39		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$758.72		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$768.49		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$572.94		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$1,147.98		T-shirt and dance sales
8/25/2022	Square transfer/deposit	\$295.32		T-shirt and dance sales
8/28/2022	Square transfer/deposit	\$240.35		T-shirt and dance sales
8/29/2022	Square transfer/deposit	\$52.13		T-shirt sales
8/31/2022	Square transfer/deposit	\$69.61		T-shirt sales
<b>August Total</b>		<b>\$7,024.41</b>		

September Activity				
Date	Activity	Amount	Transaction type	Description/purpose
9/1/2022	Beginning Bank Balance	\$7,024.41		
9/1/2022	Big Frog Custom T-Shirts	(\$1,765.00)	Check # 145	Belle Terre T-Shirts
9/1/2022	Square transfer/deposit	\$345.31		T-shirt sales
9/4/2022	Square transfer/deposit	\$313.19		T-shirt sales
9/5/2022	Square transfer/deposit	\$124.06		T-shirt sales
9/6/2022	Square transfer/deposit	\$34.66		T-shirt sales
9/6/2022	Cash deposit	\$178.00		T-shirt and dance sales
9/8/2022	School 6th Grade (2021) & 10% for Admin	(\$1,362.20)	Check # 146	Last year obligation and admin dance support

Cash collection (non electronic transations)			
Date	Activity	Amount	Description/purpose
8/6/2022	T-Shirt Sales	\$55.00	Back to school jam
8/9/2022	T-Shirt Sales	\$527.00	Meet the teacher
8/16/2022	Dance Ticket sale	\$16.00	Back to school dance
8/26/2022	Paid dance DJ	(\$300.00)	Back to school Dance
8/26/2022	Pizza Hut Driver tip	(\$120.00)	Back to school Dance (80 Pizzas)
9/6/2022	Bank deposit	(\$178.00)	
<b>Cash on hand</b>		<b>\$0.00</b>	

**Shirt Orders and account summary**

Date	Shirt type	Count	Unit Price	Total Price	Balance paid	Balance due	Comments
8/5/2022	Sport Grey	46	\$7.50	\$345.00			
8/5/2022	Tie Die	154	\$12.50	\$1,925.00			
<b>Order Total</b>		<b>200</b>		<b>\$2,270.00</b>	<b>\$2,270</b>	<b>\$0.00</b>	<b>Paid with check #'s 143 and 144</b>
Date	Shirt type	Count	Unit Price	Total Price	Balance paid	Balance due	Comments
8/23/2022	Sport Grey	12	\$7.50	\$90.00			
8/23/2022	Tie Die	96	\$12.50	\$1,200.00			
<b>Order Total</b>		<b>108</b>		<b>\$1,290.00</b>	<b>\$1,290.00</b>	<b>\$0.00</b>	<b>Paid with check # 145</b>
Date	Shirt type	Count	Unit Price	Total Price	Balance paid	Balance due	Comments
8/30/2022	Sport Grey						
8/31/2022	Tie Die						
<b>Order Total</b>		<b>38</b>		<b>\$475.00</b>	<b>\$475.00</b>	<b>\$0.00</b>	<b>Paid with check # 145</b>
Date	Shirt type	Count	Unit Price	Total Price	Balance paid	Balance due	Comments
9/1/2022	Sport Grey	11	\$7.50	\$82.50			
9/1/2022	Tie Die	72	\$12.50	\$900.00			
<b>Order Total</b>		<b>83</b>		<b>\$982.50</b>	<b>\$0.00</b>	<b>\$982.50</b>	

Date	Activity	Amount	Transaction type	Description/purpose
9/1/2022	T-Shirt Sales	\$380.16	Venmo	T-shirts

Sales Summary	
T-Shirts	\$5,118.16
Dance	\$3,622.00
Costs	(\$5,308.02)
<b>Net Profit</b>	<b>\$3,432.14</b>



## Deposit Accounts Balances Summary

Report Created: 09/12/2022 04:17:04 PM (ET)

Account: All Accounts

Date Range: 08/01/2022 to 09/12/2022

As of Date	Account Number/Description	Ledger Balance	Accessible Balance	Total Credits	Total Debits	One Day Float	Available Balance
<b>Checking Accounts</b>							
09/12/2022 04:17 PM (ET)	*3624 BUSINESS CHECKING		\$6,299.37				\$6,299.37
09/09/2022	*3624 BUSINESS CHECKING	\$6,281.81	\$6,281.81	\$0.00	\$0.00	\$0.00	
09/08/2022	*3624 BUSINESS CHECKING	\$6,281.81	\$6,281.81	\$17.18	\$0.00	\$0.00	
09/07/2022	*3624 BUSINESS CHECKING	\$6,264.63	\$6,264.63	\$34.66	\$0.00	\$0.00	
09/06/2022	*3624 BUSINESS CHECKING	\$6,229.97	\$6,229.97	\$615.25	\$0.00	\$0.00	
09/02/2022	*3624 BUSINESS CHECKING	\$5,614.72	\$5,614.72	\$345.31	\$1,765.00	\$0.00	
09/01/2022	*3624 BUSINESS CHECKING	\$7,034.41	\$7,034.41	\$69.61	\$0.00	\$0.00	
08/31/2022	*3624 BUSINESS CHECKING	\$6,964.80	\$6,964.80	\$0.00	\$0.00	\$0.00	
08/30/2022	*3624 BUSINESS CHECKING	\$6,964.80	\$6,964.80	\$52.13	\$0.00	\$0.00	
08/29/2022	*3624 BUSINESS CHECKING	\$6,912.67	\$6,912.67	\$240.35	\$600.00	\$0.00	
08/26/2022	*3624 BUSINESS CHECKING	\$7,272.32	\$7,272.32	\$6,246.97	\$310.54	\$0.00	
08/25/2022	*3624 BUSINESS CHECKING	\$1,335.89	\$1,335.89	\$0.00	\$1,770.00	\$0.00	
08/24/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/23/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/22/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/19/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/18/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	

Deposit Accounts Balances Summary

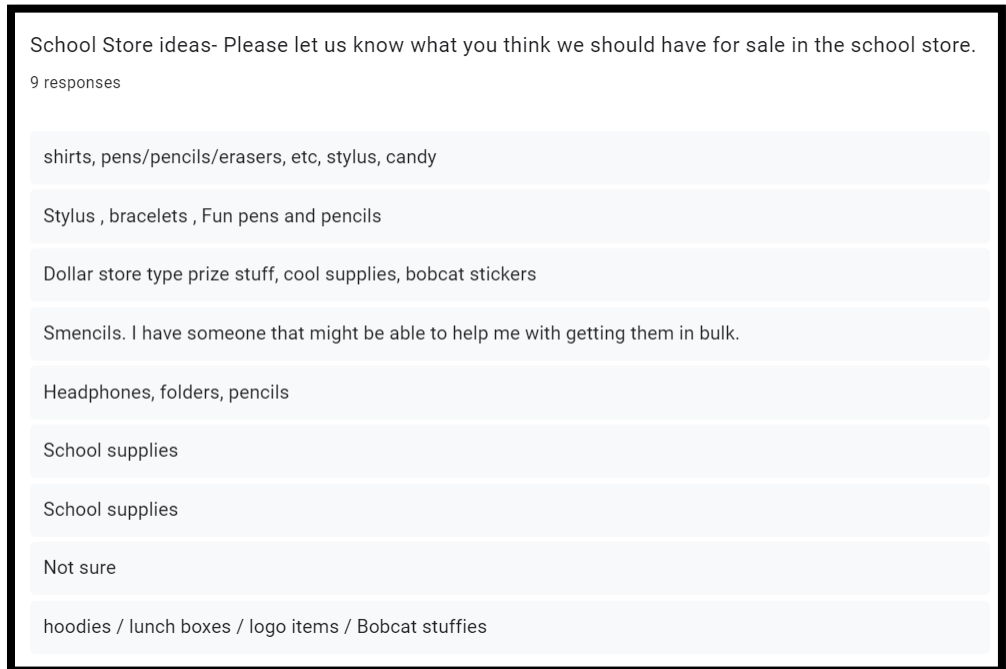
08/17/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/16/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/15/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/12/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/11/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$0.00	\$0.00	
08/10/2022	*3624 BUSINESS CHECKING	\$3,105.89	\$3,105.89	\$0.00	\$1,273.50	\$0.00	
08/09/2022	*3624 BUSINESS CHECKING	\$4,379.39	\$4,379.39	\$0.00	\$500.00	\$0.00	
08/08/2022	*3624 BUSINESS CHECKING	\$4,879.39	\$4,879.39	\$0.00	\$0.00	\$0.00	
08/05/2022	*3624 BUSINESS CHECKING	\$4,879.39	\$4,879.39	\$0.00	\$0.00	\$0.00	
08/04/2022	*3624 BUSINESS CHECKING	\$4,879.39	\$4,879.39	\$0.00	\$0.00	\$0.00	
08/03/2022	*3624 BUSINESS CHECKING	\$4,879.39	\$4,879.39	\$0.00	\$0.00	\$0.00	
08/02/2022	*3624 BUSINESS CHECKING	\$4,879.39	\$4,879.39	\$0.00	\$0.00	\$0.00	
08/01/2022	*3624 BUSINESS CHECKING	\$4,879.39	\$4,879.39	\$0.00	\$0.00	\$0.00	

- **Spirit Gear**

- Everyone loves the tie-dye shirts (profit 5.50 per shirt and 4.50 per gray)
- We will continue to sell these through December
- We will start pre-orders for Hoodies in October

- **School Store**

- Not up and running yet. Still working on the details and need a volunteer to be able to run it at the school. We will sell leftover shirts and other items the kids need, i.e., stylus pens.
  - Online Feedback Received:



- **Holiday Shop**

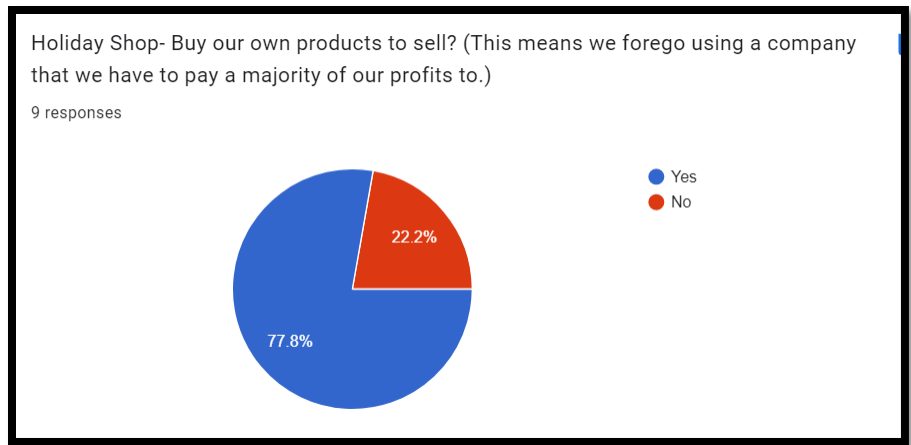
- Lauren (P) presented the idea of purchasing the items ourselves from a closeout website. Last year \$11,000.00 was paid out to the company we used for the Holiday Shop. 75% of the profit went back to the company, not our school. We want to use a new company – buy first then bring to school and sell – all profit would be able to go back to the school.
- This way we do not have to pay a company 75% of our profits.
  - An email will be sent out to all for a vote.

- **Voting Results:**

- Online poll sent out during the meeting to PTO members:

	A	B	C
1	Question	Answer	Count
2	holiday shop	yes	3
3		no	0

- Online vote sent out via email after meeting to PTO members:




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## Unfinished Business

- - **Back to School Jam**
    - Shirts were sold
    - Thanks to the administration team for the help.
  - **Meet the Teacher**
    - PTO table sold shirts and gave out information
    - PTO purchased 150 Publix boxes lunches for ALL the staff
      - We apologize if you did not receive one, but there was 1 per person
  - **A+ School Lanyards**
    - PTO purchased 150 lanyards for all the staff
  - **BooHoo Breakfast**
    - Donuts were passed out in the Kindergarten hallway on 9/12/22
  - **Back to School Dance**
    - Over 300 kids registered
    - Over 26 volunteers
    - 80 pizzas, 350 chips, 400 drinks,
    - Glowsticks for all grades (including K and 1<sup>st</sup> who could not attend the dance)
    - DJ
    - Ideas for smoother pickup
      - different colored wristbands for options (extended, car rider, etc.)

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## New Business

- **Volunteers needed**
  - A link will be mailed out for the Volunteer Application. You must have a badge in order to volunteer at events
- **Plan Hero**
  - a tool we are using this year to coordinate members and events
- **Monthly Events**



- The calendar for the remainder of the year was shared on the screen
- We will discuss future events more at the next meeting
  
- If you have Ideas to raise money, please let us know.
- We Need help with the Holiday Shop.
- Thank you to all our new members.

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## Principal's Report

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### **Principal, Jessica DeFord, reported:**

- Thank you from DeFord for all the new parents joining
- Great parent Review from our new shirts
- The dance was great – Dismissal took 45 mins; new ideas will help make it faster.
- We are an A school – thank you for the lanyards.
- Thank you for the Kinder Breakfast
- School Pass- New check-in with ID will give you a badge, and you need it to stay on the whole time on campus.
- Anyone who wants to be a business partner, please go see Mrs. DeFord.

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## Next Meeting

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- Thursday, October 13, 2022, at BTES Library and online through Google Meetings
- A motion to adjourn the meeting was made at 8:14 am. Meredith Rodriguez (PTO member) motioned to end the meeting, and Tom Ramirez (T) seconded the emotion to end the meeting.
- Minutes compiled by Ashley Hall (RS), Samantha Dawson (VP), Tom Ramirez (T), and Lauren Ramirez (P).