

Doxey Elementary PTA

July 2023 Meeting Minutes

Date: July 21st 2023 10am

Attendees: Charity Little, Sally Gamez, Jessica Alvey, Tim Weigle, Principal Dan Hansen, VP Monica Shears, Tara Nichol, Kristen Copeland, Rachel Ertel, Janelle Allison

1. Budget

- a. Jessica handed out the Year-end financial Statement for the 22-23 school year, Monthly Treasurer's Report for June 2023, total expenditures for each event for 22-23 school year, and total income made for each event for 22-23 school year (see attached at end of minutes).
 - i. Year end statement states that we will start the 23-24 school year with \$12,190.95 in the PTA Account
 - ii. Monthly Report shows the income from the divvy credit refund and yearbooks. It also shows the fee paid for the account
 - iii. The other two forms that show expenditures and income throughout the year are to be used to help with figuring out the budgets for each event for this next year. It is a starting point and can be changed as we deem necessary.
 - iv. The divvy debit cards will not be used this year as the company is out of state and can no longer be used. The money has been pulled out of the divvy account and redeposited back into the PTA Account (see June Monthly Report)
- b. Jessica has added three folders to the PTA box in the office. The first is for reimbursements. When someone needs to request a reimbursement they will fill out the form on the left

side and attach their receipt to the form. It will be placed back in the folder on the right side for Tim Weigle to review and write the check to be picked up by the person making the request. It has been requested that for all purchases made that require a reimbursement that they be made as a separate transaction (No personal items on the receipt to help with taxes) and to consolidate purchases as best as possible (for example: would rather not write a check for 51 cents). We are also not to use food stamp cards for purchases. The second folder is for any forms the principal needs to review and sign. The final folder is for any forms that need to be reviewed and signed by Charitie Little, the President. The folders are labeled near the bottom.

- c. We will receive a monthly bank statement that will need to be signed by a member of the PTA that is not one of the signers of the account. Once that is signed it will be turned over to Tim Weigle to review with his monthly report.
 - d. All treasury information has been turned over to Tim Weigle now.
 - e. Change of Signers to Account - The signers on the bank account need to be changed from last year's board to this year's board. Must be done soon. We are aiming for a week night next week but need to talk to a couple of board members who weren't present at the meeting today to finalize that schedule.
 - f. Insurance check must be submitted by sept 1st. Can't be submitted until the change of signers to the account happens.
 - g. Yearbook check must also be submitted as soon as possible. Can't be submitted until the change of signers to the account happens.
2. Back to School Night - Aug 16th 5:30pm - 7pm
- a. Teacher Posters - Charitie Little will create the sign up Genius page so that people can sign up to make the posters. Tara Nichol will send an email to the teachers with the questions and then forward those answers to the people creating the posters.

The posters must be done by Aug 15th so that they can be hung before back to school night.

- b. Bulletin Boards - We are in charge of three bulletin boards. Rachel Ertel will be taking care of two of them and will have them completed by Aug 16 for back to school night. The 3rd board is to promote Reflections. Rachel will get a hold of Holly Bastian who is in charge of promoting Reflections and see if Holly needs any help with completing that Bulletin Board.
- c. PTA Sign up Table - We will have a PTA table at back to school night. Sally Gamez will create the sign up sheets for different activities so that parents can sign up to help/run various activities. People will also be able to sign up for the PTA and pay their dues for that. We will have the option to pay with cash, via myDSD, via memberhub, etc. We will have a QR code for memberhub and a tablet for those that want to pay through myDSD. We are hoping to have Tim Weigle take a look at the PTA Tablet and reset it so it can be used. Otherwise someone will have to supply a tablet to be used. Charitie Little and Sally Gamez have agreed to help man the table for part of the night. Any other members who wish to help can and should let Charitie Little know.

3. Reflections

- a. Holly Bastian is in charge of Reflections for this year. We are hoping to promote Reflections both on the PTA and School Facebook pages and a flier that will go home with the kids on the first day(s) of school. Dan Hansen brought up the idea of giving a house trophy to the house with the most submissions for Reflections as a way to promote it. We also discussed having Mrs. Baron, the art prep teacher, try to promote it in her class. We will need to meet with her to discuss some ideas as to how best we can promote it there.
- b. Submissions are done online and need to be completed by Oct 13th. Rachel Ertel will reach out to Mike Handy to see if his High school English class will judge the entries this year again.

4. Fundraisers

- a. Fall Fundraiser - We have decided to do the fun run for the fall fundraiser. We already have the supplies needed for this. We have chosen to hold this fundraiser in Sept. We discussed two possible dates for holding the Fun run. Sept 8th and Sept 15th. Most members at the meeting are leaning towards the 15th as it gives an extra week to promote and prepare for it since the start of school is Aug 17th. We are waiting to hear back from the school as to which day would be best.
- b. Spring Fundraiser - We have decided to do the chocolate candy bars again this year but in the spring instead of the fall. It went really well last year. We have scheduled it for April. The plan is to do the Fundraiser kick off on Friday Apr 12th and have the last day be Apr 26th for kids to turn in money or unsold candy bars.

5. Spirit Nights (Fundraiser Nights)

- a. The first spirit night will be at Cafe Zupas and will be on Sept 19th.
- b. Tara Nichol will be in charge of setting up the rest of the spirit nights throughout the year.
- c. Suggestions made for possible spirit nights: Crumbl Cookies and Costa Vita were some of our top grossing nights so they would be great to do again. Jamba juice was recommended again for this year. The roller skating night didn't do so well but many at the meeting believed that was because it was at the end of the school year so many parents/families were burned out at that point. It was suggested that if we do that one again it should be closer to the middle of the year. Java Express was also suggested as a new place to try this year since it has just opened near us.

6. School Calendar (See attached calendar at end of minutes)

- a. PTA meetings

- i. It has been requested that we hold our PTA Meetings on Friday afternoons at about 1:45pm. It is felt that this time is best to have teacher/admin involvement in the meetings and also have the highest possibility of members attending. Listed below are the dates that we have tentatively chosen for this year. All dates are subject to change if needed:
 - Friday Aug 18th
 - Friday Sept 15th
 - Friday Oct 13th
 - Friday Nov 10th
 - Friday Dec 8th
 - Friday Jan 19th
 - Friday Feb 16th
 - Friday Mar 15th
 - Friday Apr 12th
 - Friday May 10th
- b. School events - Some Events have been tentatively scheduled and could change as needed
 - i. Sept
 - Sept 14th - Hearing Screening - Volunteers needed
 - Fun Run - Sept 15th or Sept 8th (Fundraising will take place two weeks leading up to Fun run)
 - Sept 19th - Spirit night at Cafe Zupas
 - Sept 20th-22nd - place pumpkin order
 - Sept 25th-26th - pick up pumpkin order
 - Sept 27th - School Pictures - Volunteers needed
 - Sept 28th-29th - Pumpkin pick up for parents
 - ii. Oct
 - Oct 1st-24th Reading for Pumpkins
 - Oct 2nd-6th Book Fair
 - Oct 4th-5th PTC (PTA will supply dinner on the 5th for teachers)
 - Oct 9th-13th - Ribbon Week
 - Oct 13th - Reflections Submissions Due

- Oct 16th - Pumpkins due back from parents
- Oct 31st - Halloween Parade - Volunteers may be needed
- iii. Nov
 - Nov 3rd - Reflections/spirit run/house trophy assembly
 - Nov 10th - Veterans day Assembly
- iv. Dec
 - Dec 19th - Staff Christmas Breakfast
- v. Jan
 - Jan 4th-31st - Yearbook cover contest
 - Jan 22nd-26th Book Fair
 - Jan 24th-25th PTC (PTA will supply dinner on the 25th for teachers)
- vi. Feb
 - Feb 9th - talent show tryouts
 - Feb 29th - Talent show
- vii. March
- viii. Apr
 - Apr 12th - Yearbook due
 - Apr 12th-26th - Spring Fundraiser(chocolate bars)
 - Apr 18th - Spring Pictures - Volunteers needed
 - Apr 25th - Grad Pictures (K and 6th grade) - Volunteers needed
- ix. May
 - May 6th-10th - Teacher Appreciation Week
 - May 21st - Field Day
- x. Dates not on the calendar yet:
 - Vision screening - Waiting to hear from school on date - Volunteers needed
 - School Play - Kristen Copeland will be directing the play and is waiting to meet with Dan Hansen to see when we can schedule these. They will also discuss location of performance(doxey vs. NDJH)
 - a. Tryouts day

- b. Practices
- c. Performance - Tenativity planning for Mid Jan.
- Spelling Bee - Need to get district spelling bee dates before we can schedule this. Shannon Davenport will be running the spelling bee again.

7. Discussion on specific events

- a. Spirit Ribbon Week - pick the colors we want to do, have one be walk to school day and do donuts(green). We also discussed having a safety demonstration done by the police as a part of the walk to school day(walking and biking safety) Discuss other activities at future PTA meetings
- b. Halloween Parade - We want to hold this outside and invite parents and the community to watch. Will discuss further at future PTA meetings.
- c. Reflections/spirit Run/House Trophy Assembly - Have an assembly to recognize the winners of the spirit run, reflections and which house wins the House trophy for participation in Reflections
- d. Veteran's Day Assembly - Ideas for this assembly: invite family and community members that are active or retired for a special assembly. Each class will give a performance/presentation. The Student Council will give presentations as well. Invite those that have/do serve to stand. Make a display where kids can turn in pictures of family members who have served. Have students create a poppy flower display.
- e. Staff Christmas Breakfast - Rachel Ertel will be in charge of this and will create a sign up for what is needed when it comes closer.
- f. Yearbook
 - i. Rachel Ertel will be in charge of the yearbook this year. She will create a shared google folder for PTA members to submit any pictures taken. We will try to send a reminder each month to try and upload those pictures.

Rachel will also communicate with the teachers for any pictures they take.

- ii. We will hold a yearbook cover contest in January that students can participate in.
- iii. The Yearbook will be submitted in early April
- g. PTC Dinners - The PTA is in charge of providing dinner for the Teachers on the Thursdays of PTC.
- h. Talent Show - We need to find a parent that will be willing to run the talent show. We will also need judges to help with deciding which acts will be approved. Kaylee England was suggested as a parent to ask as she has discussed the talent show in previous meetings
- i. Teacher Appreciation week - Rachel Ertel will be in charge of Teacher appreciation week. She will find the people who will assist with the daily food set up and will work with Tara on the gifts given.

8. Other Things Discussed

- a. Activities Dan Hansen brought up that the school may want to do:
 - i. Yes Day - a school fundraiser where kids can pay a dollar to 'break a rule' for the day. Example: Wear a hat. Would most likely be held in May.
 - ii. Sports day - A day where the kids play against the teachers (kick ball, football etc.)
 - iii. Food Drive
 - iv. Christmas Reading incentive program
 - v. School Spirit night - we invite the community, dinner provided by school
- b. Purple Up month - Not many knew or understood what this was last year. We would like to better promote and explain what this is for this year.
- c. A sign out at drop off/pick up

- i. Use this as another way to share information besides the emails and facebook pages. The sign would be put out each day by a member of the student council?
- d. PTA needs to decide on gift cards for PTA sign up drawing

2023 - 2024 School Year Calendar

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
			Back to School Night 5:30-7	First Day of School	PTA Meeting - 1:45pm	
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
	Labor Day - No School				Spirit Run?	
10	11	12	13	14	15	16
				Hearing Screening - volunteers needed	Spirit Run? PTA Meeting - 1:45pm	
17	18	19	20	21	22	23
		Spirit Night - Cafe Zupas				
24	25	26	27	28	29	30
	Pumpkin order pick up	Pumpkin order pick up	Place School Pictures - Volunteers Needed	Pumpkin Pick up for parents	Order Pumpkin Pick up for parents	

NOTES

Fundraiser, Reflections, Vision Screening, Pumpkin Pick up

23
AUG
23
SEP

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	Book Fair	Book Fair	Book Fair PTC - Early Out	Book Fair PTC - Early Out Teacher dinner 4pm	Book Fair	
8	9	10	11	12	13	14
	Ribbon Week	Ribbon Week	Ribbon Week	Ribbon Week	Reflections Due Ribbon Week PTA Meeting - 1:45pm	
15	16	17	18	19	20	21
	Pumpkin Turn in			Fall Break - No School	Fall Break - No School	
22	23	24	25	26	27	28
	Prep Day - No School					
29	30	31				
		Halloween Parade				

NOTES

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			Prep Day - No School		Reflections/Spirit Run/House meeting assembly	
5	6	7	8	9	10	11
					Veteran's Day Assembly PTA Meeting - 1:45pm	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
			Thanksgiving - No School	Thanksgiving - No School	Thanksgiving - No School	
26	27	28	29	30		

NOTES

NOV 23 OCT 23

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8 PTA Meeting - 1:45pm	9
10	11	12	13	14	15	16
17	18	19 Staff Christmas Breakfast	20	21 Winter Break	22 Winter Break	23
24	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break	30
31						

NOTES

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Winter Break	2 Winter Break	3 Winter Break	4 Yearbook Cover Contest start	5	6
7	8	9	10	11	12	13
14	15 MLK - No School	16	17	18	19 PTA Meeting - 1:45pm	20
21	22 Book Fair	23 Book Fair	24 Book Fair PTC - Early Out	25 Book Fair PTC - Early Out Teacher dinner 4pm	26 Book Fair	27
28	29	30	31 Yearbook cover due date			

NOTES

JAN 24 DEC 23

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9 Talent show Tryouts	10
11	12	13	14	15	16 PTA Meeting - 1:45pm	17
18	19 Presidents day - No School	20	21	22	23	24
25	26	27	28	29 Talent Show		

NOTES

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11 Prep Day - No School	12 Prep Day - No School	13	14	15 PTA Meeting - 1:45pm	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOTES

MAR 24 FEB 24

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	
7	8	9	10	11	12	13
					Yearbook Deadline Chocolate Fundrasier kickoff PTA Meeting - 1:45pm	
14	15	16	17	18	19	20
				Spring Pictures - Volunteers needed		
21	22	23	24	25	26	27
				K and 6th grad Pictures - Volunteers needed	Chocolate fundrasier end	
28	29	30				
	Money Count(fund)	Money Count(fund)				

NOTES

MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
	Teacher Appreciation Week	Teacher Appreciation Week	Teacher Appreciation Week	Teacher Appreciation Week	Teacher Appreciation Week PTA Meeting - 1:45pm	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		Field Day		Last Day of School		
26	27	28	29	30	31	

NOTES

MAY 24 APR 24

MONTHLY TREASURER'S REPORT

June 2023
(Month/Year)

Dixey Elementary PTA
(Name of PTA Unit)

BALANCE on hand as of June 2023 \$ 8,929.08
(Beginning of Month/Year)

INCOME (by category):

year books 1549.00
divvy credit refund 1717.86

TOTAL INCOME \$ 3,266.86

SUBTOTAL \$ 12,195.94

EXPENDITURES (by category):

Payroc 4.99

TOTAL EXPENDITURES \$ 4.99

Subtotal - Expenditures = Balance Forward

BALANCE on hand as of June 2023 \$ 12,190.95
(End of Month/Year) (This amount is "balance on hand" on next report)

Disbursement of monies collected but not belonging to unit:

National PTA _____ @ \$2.25 \$ _____

Utah PTA _____ @ \$1.75 \$ _____

Council PTA _____ @ \$ _____ \$ _____

Year-End Financial Statement

Doxey Elementary PTA
Region 3 Council North Davis

FISCAL YEAR July 1, 20 22 to June 30, 20 23

BALANCE CARRIED FORWARD

\$ 6659.06

ACTUAL REVENUE:

Membership dues	<u>59</u>	@ \$	<u>0.50</u>	(local portion only)	\$ <u>29.5</u>
	(# of members)		(amount in bylaws)		
Sales Tax					<u>295.82</u>
Fundraisers					<u>19370.37</u>
Donations					<u>1255.00</u>
Spirit wear					<u>10.00</u>
yearbooks					<u>2009.90</u>
Tara Divvy #11 & Check #1764					<u>22.35</u>
TOTAL REVENUE					\$ <u>22,992.94</u>

ACTUAL EXPENDITURES:

Administrative	\$ <u>3257.85</u>
Community Involvement	<u>1957.59</u>
Individual Involvement	<u>1618.17</u>
Health and Education	<u>1745.81</u>
Fundraisers outgoing (book fair & chocolate)	<u>8881.63</u>

TOTAL EXPENDITURES:

\$ 17461.05

BALANCE TO CARRY FORWARD

\$ 12,190.95

Disbursement of Monies Collected But Not Belonging to Unit:

National PTA	<u>59</u>	@ \$2.25	\$ <u>132.75</u>
	(# of members)		
Utah PTA	<u>59</u>	@ \$1.75	\$ <u>103.25</u>
	(# of members)		
Council PTA	<u>59</u>	@ \$0.50	\$ <u>29.50</u>
	(# of members)		

circled actual total

current balance	6659.06	Doxey Elementary PTA		
		2022-2023		
Income	Total: 11965		23287.94	
Fundraisers	8000	19370.37		
Membership dues	202.5	295		
Donations	1800	1255		
Sales Tax	200	295.82		
Spirit Wear	40	10		
Yearbooks	1700	2009.9		
membership kept	22.5	29.5		
Expenditures	13,870.50			
Administrative -	Total: 8888		3257.85	Health/ Educatio Total: 1750
Insurance	450	450		1655.4
Bank charges	64	54.89 59.88		274.90
Convention	180	141.92		257.24
Yearbooks	5550			15.6
Bookfair	964	1002.88		104.07
Holly Prizes <i>Paul choc-prizes</i>	250	461.9		Spirit Run 300+200+100
Believe kids <i>choc-prizes</i>	230	24.91 111.11		515.71
Tshirts	1200	1600		604.13
pizza		28.1		Reading for Purr 400
<i>Misc.</i>		<i>404.94</i>		399.87
				Student council 200
				grant for school 0
				88
				memberships 202.5
				265.5
				Community - Total: 1920
				2221
				1957.59
				Supplies 20
				88.41
				Staff Appreciatio 1700
				1615.97 1079.38
				(welcome back 24.44
				Volunteer Appre 200
				253.21
				(sep dinner) 112.73
				(appreciation we 503.38
				(gift) 1050.42
				<i>428.3</i>
Individual -	Total: 1110	1618.17		
Spelling bee	60	60.33		
school play	500	344.96		
6th Graduation + kinde	500+100	672.88		
Talent show	50	0		
school grad grant		540		

July	Actual Revenue	
Aug	Fundraisers	
Sept	Chocolate	12281.51
Oct	zupas	353.68
Nov	bookfair	562.71
Dec	Chocolate	1633.67
Jan	Chocolate	204
Feb	zaxby	250
Mar	crumbl	540
Apr	chocolate	43
May	play MH	7.42
Jun	chocMH	11.79
	bookfair	474.82
Divvy	chocolate	79
	play/choc cashbox	384.25
	twisted sugar	150
	twisted sugar	150
	choc	45.39
	jamba	122.97
	pizza pie	164.93
	spirit run	807.89
	chocolate	70
	spirit run	575
	classic fun	42
	costa vida	416.34
		19370.37
Donations		
	cashbox	20
	croger	268.82
	parent	20
	croger	277.29
	amazon smile	13.14
	parent	24
	amazon smile	33.77
	amazon smile	325.55
	amazon smile	10.73
	amazon smile	231.17
	amazon smile	24.43
	boxtops	6.1
		1255
	Divvy credit	1717.86

Fundraisers	19370.37	Actual Expenditures
Donations	1255	Administrative
Spirit Wear	10	fee (payroc)
Membership Kept	29.5	fee
Yearbooks	2009.9	insurance
Sales Tax	295.82	fee
check 1764	11.35	wire fee
divvy	11	fund prizes
	22992.94	fee
	6659.06	divOct ribbon flyers
	29652	divOct Tara shell
Fundraisers outgoing	8881.63	memberhub
Administrative	3257.85	fee
Community Involvement	1957.59	Holly chorefund
Individual Involvement	1618.17	choco prize
Health and Education	1745.81	div Nov choc prize
	17461.05	div Nov cho prize
left in bank	12190.95	div Nov pizza
Spirit Wear	10	fee
	25.5	fee
Membership Kept	4	reordercheck
	29.5	bounced check
Yearbooks	460.9	fee
	1549	Tshirts
	2009.9	fee
		div Apr convention
		div Apr stamps
		treasurer supplies
Sales Tax	295.82	payroc fee
check 1764	11.35	payroc fee
Tara divvy	11	
Member Holding		Fundraisers outgoing
memberhub	10	choc invoice
memberhub	10	bookfair
membership cash	35	choc invoice
memberhub	5	bookfair
mydsd membership	235	
	295	div transfer 5000

Community Involvement	Health and Education
membership prize	20
teacher welcomback	24.44
divvy/Sep volunteer appre	3.59
div Jan olive garden	67.62
div Jan doordashpizza	45.11
teacher appre supplies	88.41
teacher appreciation Dinner	189.79
teacher appreciation D	5.23
teacher appreciation D	75
teacher appreciation D	64.88
teacher appreciation D	18.5
div may teacher appre	75
teacher appreciation Gift	120
walmart teach appre G	72.22
winegars teach appre G	850
maverick teacher appre G	8.2
div Jun volunteer appre	229.62
Individual Involvement	1957.59
play	230.5
div Jan. play supplies	18.14
div Jan. play glue	3.41
div Jan. play supplies	30.83
div Jan. lowes play	12.08
Doxey Graduation	1050
div Feb. spelling bee	42.2
div Feb. spelling bee	2.68
div Mar ribbons	11.91
div may grad harbor	16.05
lowes grad	8.58
walmart grad	4.23
Gordon's grad	6.72
gordons grad	3.15
dollar tree grad	2.68
harbor grad	3.21
individual grad	0.51
kindler pizzas	105.84
	1618.17
Membership Dues	
national	114.75
state	89.25
council	25.5
national	18
state	14
council	4
	265.5