

Doxey Elementary PTA

September 2023 Meeting Minutes

Date: Sept 15th 2023 1:45pm

Attendees: Sally Gamez, Rachel Ertel, Tara Nichol, Janelle Allison, Kristen Copeland, Charitie Little, Jessica Alvy, Tim Weigle

Motion to Open Meeting: Charitie Little
Seconded By: Janelle Allison

1. Budget - Tim Weigle presented the August Monthly Budget Review. See attached form at the end of the minutes. The Balance at the end of August on the report doesn't match the monthly bank statement because the Insurance and yearbook checks posted in Expenditures have not cleared yet. Once they clear the balance should match.
2. Fall Fundraiser - Spirit Run - The spirit run was completed today and the kids had fun running the track today. Money was due and turned into the office today. We will give an extra day for students to turn in any late envelopes on Monday. Monday after school Charitie Little and two others will meet together to tally the money raised and determine what prizes will need to be ordered based on the prize sheet created and posted at the beginning of the spirit run. Charitie Little will work with Heidi Sloan to schedule a time to deliver prizes to the students.
3. Reflections Update - Students have 1 more month to work on their Reflections Submissions. We would like to promote this more on facebook at this time. The newsletter does have it posted each week right now. After all submissions are added we will need to look at ordering trophies for the 1st, 2nd, and 3rd place winners for each of the 7 categories for each age group. If there are not enough

submissions to need all of the trophies we can tally which we need and order only what is needed.

4. Spirit Night

- a. The Spirit Night for Sept is this coming Tuesday, Sept 19th, at the Cafe Zupas in Layton. Heidi Sloan will be making a flier to send home with the students on Tuesday, as well as a sticker given by Cafe Zupas. There has been a post made to facebook with the information. It will also be added to the weekly newsletter to help promote the night.
- b. As of Today we are planning on doing Chick-fil-a for the Oct spirit night. Heidi Sloan is just waiting for a response with the date and information needed for that Spirit Night. Once that information is available we will be able to start promoting this Spirit night. If things do not work out as planned, Tara Nichol will come up with an Alternative.

5. Reading for Pumpkins

- a. Reading for Pumpkins will start in October. Charitie Little will be placing the call to winco to order the pumpkins on Monday Sept 18th. She will be scheduling the pick up of the order for Sept 25th. We have scheduled the Parent Pick up of pumpkins for Sept 26th-28th after school by the car pick up area. Parents will be able to pick up their pumpkins then and those that are helping with that will create a list of who takes home pumpkins and how many. We have set a due date of Oct 9th for the pumpkins to be returned.
- b. Mrs Tweed will take care of creating a flier for the students to take home with the information. Charitie Little will then make sure that information will be posted to facebook and placed in the weekly newsletter to help promote the activity. Mrs. Tweed will also take care of making sure the reading forms are ready for the students at the start of Oct.

6. Fall Book Fair - Oct 2nd-6th - Kristen Copeland will be in charge of the book fair this year. She has received the information needed to set up the book fair with scholastic this last week. This year she will also be encouraging the teachers to each create a wishlist that can be viewed online. Parents and students will then have the opportunity to donate if they wish. The book fair will be held in Room 27 this year. The book fair packages should arrive the Friday before. Those who wish to help with set up should contact Kristen Copeland. She will also send out a message when it arrives with a time for set up for those that wish to help. Kristen Copeland will create a sign up for those that wish to help run the bookfair throughout. This sign up will be posted both to facebook and added to the weekly newsletter. Kristen Copeland will also need help with cleaning up on Friday the 6th when the book fair is completed. She will send a message with the time when that will be completed.
7. School Play - Tryouts for the school play will be this coming Thursday after school. Kristen has asked for 1 or 2 volunteers to help with tryouts. Janelle Allison has stated that she can be there to help and Sally Gamez says that she will try to be there to be the second person. Once Tryouts are completed Kristen will be able to start compiling a list of props and costumes needed. Kristen has posted the paperwork needed from students to participate on facebook and it will be sent out with this week's newsletter as well. The paperwork must be turned in to the office by Wednesday if the students wish to participate. Kristen will post a reminder about the paperwork on Tuesday on facebook and Tara will send a reminder text out to all students and their families as well.
8. PTC Dinner Oct 5th - The PTA is in charge of supplying dinner for Teachers on Thursday Oct 5th for parent teacher conferences. Rachel Ertel will be in charge of this assignment. She is planning on having a soup bar at this time. We do need to make sure we have a gluten/dairy free and vegan option available. She will create a sign up that will be posted to facebook and added to the weekly newsletter

for things needed including drinks, soups, sides, etc. Rachel Ertel will need help with setting up at 4:30pm. Charitie Little and Kristen Copeland have both offered their help with set up. Rachel Ertel, Tara Nichol and Sally Gamez will help with cleaning up after. Rachel will check paper products to see what needs to be purchased and will purchase those and turn in the receipt for reimbursement.

9. Ribbon Week - Oct 9th-13th

- a. We will be doing the same colors and activities as the past two years. They are as follows:
 - i. Monday - Red - Drug free
 - ii. Tuesday - White - Internet Safety Crayon Activity
 - iii. Wednesday - Green - Walk to school and donuts
 - iv. Thursday - Blue - Yoga activity(Healthy body)
 - v. Friday - Purple - Chalk Art Activity(Friendship)
- b. Promotion - Charitie Little will be updating the flier that gets sent home and posted. Once it is updated Sally Gamez will go and get copies made and ready to pass out with students the week before. Charitie Little will make sure it gets posted to facebook and the weekly newsletter the week before. Tara Nichol will make sure the daily reminder posts are made to the facebook page.
- c. Charitie Little will create a sign up for the different activities and will post it to facebook and the weekly newsletter. Jessica Alvy will place the donut order through Winegars the day before and will pick it up for the walk to school day. The order will be 300 donuts. Tara Nichol will contact the Sunset Police to help with crossings for walk to school day.
- d. Dan Hansen discussed holding an assembly to promote safety with walking and biking in July. Tara Nichol will check in with him to see if he still wishes to hold this. It was suggested that this be held the Friday before ribbon week so as the students will have the knowledge before the walk to school day on wednesday.

10. Halloween Parade - Dan Hansen will be planning the Halloween parade. Tara Nichol will discuss with Dan Hansen what support he will need from the PTA for this event. We will discuss at the next meeting those needs.
11. House shirt Order - We need to place an order to restock on the House shirts needed for new students and Kindergarten age students. Charitie Little will do a count of what shirts we have so we can determine what shirts are needed. The goal is to have 5 of each size for each house color. We will also be opening this order to students and teachers for those that wish to order a new shirt. Tara Nichol will be creating an order form to be sent home. All order forms must be turned in by Oct 6th so order can be placed and shirts will hopefully come quickly. We will also post to facebook and the weekly newsletter about the order to help parents know about the information. Parents will also be given the chance to place an order for a shirt during the week of Oct 2nd - 6th at the school during the PTC/book fair.

Motion to close the Meeting: Kristen Copeland
Seconded by: Charitie Little

MONTHLY TREASURER'S REPORT

Aug. 2023
(Month/Year)

Dixey Elementary PTA
(Name of PTA Unit)

BALANCE on hand as of Aug. 2023
(Beginning of Month/Year)

\$ 12,190.95

INCOME (by category):

Kroger, membership, cashbox
givebacks
givebacks

~~241.88~~ 291.88

15.00

10.00

TOTAL INCOME

\$ ~~241.88~~ 316.88

SUBTOTAL

\$ 12,507.⁸⁸~~00~~

EXPENDITURES (by category):

Insurance
yearbooks
Shirts-PTA

450.00

2,917.95

225

TOTAL EXPENDITURES

\$ 3,592.95

Subtotal - Expenditures = Balance Forward

BALANCE on hand as of Aug. 2023
(End of Month/Year)

\$ 8,914.88

(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 _____ @ \$ _____ \$ _____