

# Marion Charter School PTO

## Meeting Minutes

August 21, 2018 @ 3:00 pm in Mrs. Montanez's classroom

**Meeting called to order by** Treasurer Loretta Beam at 3:05 p.m.

**In Attendance:** Loretta Beam, Jennifer Amerling, Camille Debideen, Dawn Mandel, Brandis Hall, Yolanda Hope-Lingo, Vicki Sheerin, Kami Walker, Tricia Montanez, Grace Ferrelli, Sasha Hutton

**Minutes:** No minutes to currently approve.

**President:** Position is currently vacant

**Treasurer:** Loretta Beam led meeting

- Thanked everyone for coming out to the meeting, it was a huge success to have this many in attendance.
- We are in need of a President and a Secretary for office, our current President Gerri Gurney has resigned and our Secretary Amber Meece resigned last school year. We have to have 4 officer positions to keep the PTO.
- Explained the four different Funds that we have in our Budget and what activities are paid from each fund as an expense or income. (Attached sheet)
- Discussed the activities that PTO provides through the school year to the students and the importance of our volunteers.
- Discussion ensued about anyone wanting to volunteer as an officer position. Jennifer offered to step up as President and that would leave the Vice President spot open. A vote was taken and unanimously Jennifer Amerling was voted as the new PTO President. Vicki Sheerin volunteered to be the Vice President. A vote was taken and unanimously Vicki Sheerin was voted as the new PTO Vice President. Discussion ensued some more and Yolanda Hope-Lingo volunteered to be the Secretary. A vote was taken and unanimously Yolanda Hope-Lingo was voted as the new PTO Secretary. Loretta Beam will stay the PTO Treasurer.

**Activities Planning:**

- The first activity that comes around is the Box Top collections. Loretta suggested instead of our usual bring in 25 box tops and attend a movie that we have a Box Top War. Students can bring in box tops or loose change/bills and the class with the highest tally at the end of the set date will be the winner. Loretta suggested the students in the class win a splat ball and the teacher wins a gift card for class supplies. Discussion ensued about the doing the movie or having a pizza party for the class in lieu of the splat balls. Loretta said she would donate the splat balls so it would not come out of our box top monies. It was also suggested to have a Hat Day, Crazy sock day, Pajama day, Electronic day or bring a stuffed animal day. Discussion ensued. It was decided to do the Box Top War for the classes that runs 9/4/18 thru 10/26/18 and have a Pajama Day on 9/26/18 for \$.50 and a Hat Day on 10/24/18 for \$.50 (both days are Early Release days) pending approval by Mrs. Axson. **Mrs. Axson's reply** "As far as the Pajama Day on 9/26, that is fine. Please make sure that you collect money up until the 9/25 and send home a sticker with the students who have paid to wear on their pajamas the following day. This way we have an idea who has earned it and who has not. As far as the hat day on 10/24 that is Red Ribbon Week so we can't do it on that day. However, we can do it on Wednesday, 10/17. Same thing applies with sending home a sticker. Please make sure that for auditing purposes that you keep track of every student or

person who pays, and make sure that you have documentation such as Money Collected Form or Excel spreadsheet. This is to cover you guys in case you are ever audited. Also, again make sure that you have copies of your minutes posted to the website. Please furnish me with copies of your monthly bank statements, PTO minutes, and any other vital information in case my auditor asks for it.”

**Vice President:** Jennifer Amerling

- Gave an update about the missing Box Tops Fund from last year. When our Box Tops were submitted to BTforEducation they credited it to another school somewhere and it never showed in our account. We have been fighting with them to get our \$324.00 paid out to us.
- Krispy Kreme Donut fundraiser was discussed and how we must decide what to spend the profits on so that it can be put on the flyer. Dates for donuts were discussed and decided on selling 10/1 thru 10/16 with a delivery date of 10/19 (pending approval by Mrs. Axson). **Mrs. Axson's reply “Donut Sales and Parent Night Out are also good to go.”**
- While discussing donuts a discussion started about signage for car line. It was discussed that many parents do not follow the car line rules and are causing problems for others. They are blocking the extended day road, pulling in too early, changing lanes after pickup, etc. The car line issues were tabled until next meeting hoping the newness will wear off.
- Vicki Sheerin suggested that she could do a Paint Nite in October or November to help with fundraising. It was suggested that for the Parent's Night Out in December instead of the movie and popcorn have Mrs. Sheerin come and do a paint nite for just the kids. She liked the idea and it was agreed unanimously by all in attendance. Jennifer checked the teacher's calendar and a tentative date of 12/7/18 was set for the Parent Nite Out with painting with Mrs. Sheerin. Details will be discussed when it gets closer to the event.
- It was mentioned that Open House is September 19<sup>th</sup>.
- It was discussed that meetings for PTO are the 1<sup>st</sup> Tuesday of the month following car line.

**Next Meeting is:** 9/11/18 at 2:45 p.m. or following the end of car line

**Meeting adjourned** at 4:15 p.m.

**Minutes complied by** Loretta Beam, Treasurer

**Dates to Remember:**

Open House	9/19/18
Box Top Collection War	9/4/18-10/26/18
Box Top Pajama Day	9/26/18
Box Top Hat Day	10/24/18
Krispy Kreme Donuts	10/1/18-10/16/18
Parent Nite Out	12/7/18 tentative

FUNDS/Activties	Income/Dispersal	Last Year 17/18
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**Box Top Collection**

Box Top Movie	Dispersal	-38.08
Box Tops Collections	Income	5.20
Candy Grams	Income	232.68
Field Day	Dispersal	-280.56
Graduations	Dispersal	-158.65
Monetary Donations to PTO	Income	0.00
Volunteer Luncheon	Dispersal	-130.52

**Holiday Store**

Holiday Store	Dispersal	-65.80
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**Popsicle Fund**

Field Trips Support	Dispersal	-358.88
Popsicle Sales	Income	626.18

**PTO Main Fund**

Author's Breakfast	Dispersal	-86.83
International Fair Day	Dispersal	-444.46
Kdg Easter Candy	Dispersal	-14.98
Krispy Kreme Donuts	Income	2308.90
Paint Night	Income	218.12
Parents Night Out	Income	157.18
Teacher Appreciation	Dispersal	-249.25

8/20/2018

Funds	Remaining Balance
Box Top Collection	21.55
Holiday Store	148.27
Popsicle Fund	457.62
PTO Main Fund	1435.25
<b>Grand Total</b>	<b>2062.69</b>

**Events**

Events	Month
Popsicle Sales on Fridays	All school year
Krispy Kreme Donut Sales	October
Box Tops Collection	October
Holiday Store	November
International Festival	December
Parents Night Out	December
Paint Nite	January
Candy Grams	February
Parents Night Out	February
Krispy Kreme Donut Sales	February
Box Tops Collection	March
Field Day	May
Teacher Appreciation	May
Volunteer Appreciation	May
Author's Breakfast	May

Needs to be September

Cancelled last year

Had too much going on at same time

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## Re: PTO meeting 8-21-18

1 message

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**Axson, Michelle - Marion Charter School** <Michelle.Axson@marion.k12.fl.us> Wed, Aug 22, 2018 at 1:34 PM  
To: Loretta Beam <skylow47@gmail.com>



Yes the box top war is good to go as well!

*Michelle L. Axson, Principal*

*Marion Charter School*

*(352) 687-2100*

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**From:** Loretta Beam <[skylow47@gmail.com](mailto:skylow47@gmail.com)>

**Sent:** Wednesday, August 22, 2018 12:45:21 PM

**To:** Axson, Michelle - Marion Charter School

**Subject:** Re: PTO meeting 8-21-18

I just wanted to make sure you are good with the Box Top Collection War and the prizes that were listed for the winning class? I did not see where you ok'd that in the email. I will make notes of the date change for the Hat Day and yes we still plan to do the International Festival so I will bring that date up at the next PTO meeting.

Thanks,  
Loretta Beam

On Wed, Aug 22, 2018 at 9:45 AM, Axson, Michelle - Marion Charter School

<[Michelle.Axson@marion.k12.fl.us](mailto:Michelle.Axson@marion.k12.fl.us)> wrote:

As far as the Pajama Day on 9/26, that is fine. Please make sure that you collect money up until the 9/25 and send home a sticker with the students who have paid to wear on their pajamas the following day. This way we have an idea who has earned it and who has not.

As far as the hat day on 10/24 that is Red Ribbon Week so we can't do it on that day. However, we can do it on Wednesday, 10/17. Same thing applies with sending home a sticker.

Donut Sales and Parent Night Out are also good to go. Is PTO doing a Winter Carnival or International Carnival this year? If so, the best date for this will be Dec. 18th. Dec. 19th I am making it an Early Release Day for our school.

Please make sure that for auditing purposes that you keep track of every student or person who pays, and make sure that you have documentation such as Money Collected Form or Excel spreadsheet. This is to cover you guys in case you are ever audited. Also, again make sure that you have copies of your minutes posted to the website. Please furnish me with copies of your monthly bank statements, PTO minutes, and any other vital information in case my auditor asks for it.

If you have any questions, please let me know.  
-Michelle

*Michelle L. Axson, Principal*

**From:** Loretta Beam <[skylow47@gmail.com](mailto:skylow47@gmail.com)>

**Sent:** Tuesday, August 21, 2018 6:02:38 PM

**To:** Axson, Michelle - Marion Charter School

**Subject:** PTO meeting 8-21-18

Michelle,

PTO elected new officers. Jennifer moved up to President, Mrs. Sheerin is Vice President, Yolanda Hope-Lingo is Secretary and I am still the Treasurer.

Current business is Box Top Collections: We want to do a collection war of box tops/change (1 box tops equals .10) and run it from 9-4 to 10-26. It will be a war between the classes. The winning class will win a 50.00 gift card to use for classroom supplies and each student in that winning class will receive an Emoji splat ball, donated by me. We will tally results bi-weekly so we know who's in the lead.

We also want to do a Pajama Day on 9-26 (early release) for 50 cents each student and a Hat Day on 10-24 (early release) for 50 cents each student. The money raised from these days will go into the classroom tally's.

Donut Sales we are looking at starting on 10-1 and going thru 10-16 with a delivery of 10-19. We will check with Krispy Kreme for the dates.

Parent Night Out- We are looking at 12-7 and want to use Mrs. Sheerin to do a paint nite with the kids instead if the movie. It would be from 6:30 to 8:00pm.



Sorry if the email is a little weird. I did this on my cell.

Please shoot me back an email saying yay or nay so we can get things moving.

Also popsicle Sales start this Friday, we have volunteers set up this Friday to do them.

We had a great turn out! 10 ppl showed up to attend the meeting!

Thanks so much,  
Loretta Beam

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Thanks so much,

Loretta Beam  
352-470-4324