

Fruit Cove Middle School, PTO General Meeting #5 Minutes

May 14, 2020 6:30pm-8:00pm- Virtual GoTo Meeting

Welcome – Call to order Diane Denholm at 6:35pm

Introduction of staff, Board and Chairs and participants

Approval of April 23, 2020 PTO General Meeting #4Minutes –Margie Cleerdin motioned for approval and Dana Deroin seconded. Minutes are recorded.

President's Report – Diane Denholm

- PTO has been very busy trying to turn face to face activities into virtual experiences. Last Friday, we celebrated teachers by having a virtual award with gifts and gift cards for each teacher. The event was very successful and appreciated by the teachers. Some of the restaurant gift cards purchased were from FCMS business partners so we could help support local businesses.
- 8th Grade Flyer Bucks- Instead of auction, we have had 8th grade kids turn in their flyer bucks (a few drop off dates have been selected). We will have a virtual event via Schoology. Every kid that turns in bucks gets to pick a gift. The order will be determined starting with the child with the most flyer bucks picking first and working down. The PTO will need to get more gifts to ensure every kid gets a gift. About 80 kids have turned in flyer bucks at this point. Donations will be gladly accepted if people have things available.
- Reviewing open positions and trying to fill needed slots and working on budget items.

Principal's Report – Mrs. Jacobson

- Thank you to the PTO for all for hard work, communication and activities that the group has put together. The teachers and staff very much appreciate the effort put in. FCMS would not have near the technology available without the PTO's support.
- The school is trying to space out the communication to parents, so messages don't become overwhelming or lost.
 - Staff is trying to be creative in making sure students get things back that were left on campus and ensuring the school gets back everything that is needed (textbooks, library books, etc.)
 - School staff is only 8 people to help pack up the lockers. Some students already took things home before Spring Break, but others have had to come back and pick things up. Students have provided locker numbers and combinations, but the school was not able to make most work. Since staff does not have clear information for lockers, they will need to cut the locks to be able to pack up lockers. Based on restrictions that the school has and limited staff and time, there is not another option.
 - Teachers are coming in to clean out classrooms but must use safety measures. Beginning Monday, everyone who comes into the school must fill out a health survey and take temperature. The school is technically closed, even though staff is coming in and out based on requirements. Unfortunately, no other visitors will be allowed due to the closed campus.
- Beginning next week, there will be no more new work assigned. Teachers will be cleaning out classrooms and working with students to ensure any missing work is completed, etc. to wrap up grading for the year
- Grades- due to impacts likely outside of students control (sickness, internet restrictions, family issues, etc.) grading will be modified for the fourth quarter. For students who have done well in

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the fourth nine weeks, their final fourth quarter grade will be no lower than the average of the first three quarters. For students who have not put in the needed effort (and do not have documented issue or concern) they will be given a 59% or F. This will be averaged with the other three quarters to give a final grade for the year.

- Lost and found- still many items in lost and found. Please check this when you pick up your child's locker contents next week if your child is missing something.
- 8th Grade Fun Day- Rather than a face to face event, teachers will be delivering awards to student's houses for top students for each teacher/ subject, Pilot Award, etc. This will be done next Friday afternoon. The PTO is helping to support this activity by providing yard signs for the awarded students.
- Flyer bucks' awards- about 80 kids have turned in their flyer bucks for the virtual award ceremony. The number is about equal to the number of kids who have participated in the past live auction events.
- Mrs. Jacobson is in the process of hiring for needed teachers for the 2020-2021 year for replacement positions for teachers not returning to the school next year.
- About 200 people a day are picking up school lunches at FCMS. Lunches are being provided by the county during the pandemic.

PTO was able to access the school and donate any remaining food supplies that were in our PTO cabinet- some went to the school lunches being given out and the remainder were given to a local food drive.

PTO Board Members- New Position Elections

- Vice President of Membership- Nicole Wallis
- Treasurer- Bethany Allen

Reviewed with PTO meeting participants and unanimously voted yes for these candidates. New elections and appointments to the board are now finalized.

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Proposed PTO Committee – Lauren Palombo motioned to accept the following roster and Stephanie Macavoy seconded. Roster is accepted by all meeting participants.

FCMS PTO Ballot 2020-2021 School Year

| Open Executive Board Position | Nominee |
|-------------------------------|---------------|
| Vice President – Membership | Nicole Wallis |
| Treasurer | Bethany Allen |
| Vice President - Fundraising | |

| Open Chair Positions | Appointees |
|---------------------------------------|------------------------------|
| Teachers Appreciation Chair | Nicole Wallis |
| Flyer Bucks Program Coordinator | Donyale Holick |
| Fall Fundraiser Chair | Kim Noce |
| Community Spirit Fundraiser Co-Chairs | Diane Denholm/Jeanine Hoff |
| 8 th Grade Dance Chair | Jeanine Hoff |
| Fall Dance Co-Chairs | Margie Cleerdin/Jeanine Hoff |
| Spring Dance Chair | |
| Partners in Learning – Co-Chair | Bridget Baer |

| Continuing Positions | Name |
|--|-------------------|
| President (Exec. Board) | Diane Denholm |
| Partners in Learning (Exec. Board) | Stephanie MacAvoy |
| Secretary (Exec. Board) | Lauren Palombo |
| Communications Chair/PTO Facebook/ Volunteer Coordinator | Dana Deroin |
| Book Fair Chair | Angela Morris |
| Spirit Wear | Monika Kovacs |
| Fence Decorations | Jillian Tweet |
| PTO Website | Arleen Fountain |
| Box Tops Coordinator | Rachel Hughes |

Mrs. Jacobson advised that Flyer Bucks would be moved to a virtual platform for future school years. Rather than doing a Flyer Buck auction every Friday, FCMS will now have a Flyer Bucks store for students to make purchases in exchange for the bucks earned. Deans are also working on grants to be able to additionally stock store for Character Counts awards.

Since the PTO does not have a VP of Fundraising for the 2020-2021 school year, the PTO president has separated out the position into different chairs per event. We will have a Fall Fundraiser chair and

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community events co-chairs. We will create committees for each event and would appreciate any support from parents and/or teachers that are interested.

- Mrs. Jacobson suggested that Mrs. Alford and her Web Leader group may be interested in helping to support community Spirit event as well, which is very welcomed by the PTO.

2020-2021 Budget-

- Assumption for budget is that we are going to go back to school on location next year
- Budget was conservative for both Business Partners and for membership based on the current economic climate.

Income:

- 8th grade dance performed very well so we increased budget for that area.
- Book fair and box tops were not as successful as years past. Budget was lowered a bit there.
- Amazon Smiles- Please use Amazon Smiles for FCMS. School earned \$44 for the 2019/2020 year. We need parents to remember to use this as it is free money for the school.
- Fall Fundraiser- \$2000 budget stayed the same. We will communicate widely for the event.
- PTO and school will need to be creative to find other practical fundraising options. If anyone has any ideas, please reach out to the PTO and share
- Teacher/Classroom Reimbursements- expense of \$2500 will only be used if additional fundraising is raised as the budget is not balanced currently between income and expenses.
- PTO changed accountant for next year so increased budget slightly from \$450 to \$600
- Other budget lines stayed the same for next year
- Next year is the 20th Anniversary of Fruit Cove Middle School- PTO will determine if a new Marquee for in front of school will be possible to help honor the school based on funds raised next year.

Expense:

- Removed movie license from budget
- Classroom reimbursements, web leaders, constant contact, general requests, PTO operating expenses, volunteer recognition, 8th grade fun day, flyer bucks, good will, rising 6th grader treat, staff/teacher/volunteer of the year and teacher of the year all stayed the same
- Accountant fees was raised from \$450 to \$600 due to change in accountant.
- Bank fees of \$100 was removed from budget
- Yellow labels of \$100 was also removed
- Decision was made to group the 8th grade line items together- Lunch, dance and reduce Flyer bucks to \$1500.
- Proposed budget- \$21,950 income vs \$24,675 expenses for a difference of \$2,725. We will have to very closely monitor budget next year since we are not balanced. Our

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current bank balance is \$22,000 so we have some reserve going into the next school year.

- Budget was reviewed by group and approved by all meeting participants

2020-2021 Proposed Budget

| Account Type | Name | Old Category Name | New Category Name | 2019-2020 Closing Ytd | 2019-2020 Budget | Proposed 2020-2021 Budget | |
|--------------|--------------------|-------------------------------------|---------------------------------------|-----------------------|------------------|---------------------------|--------|
| Income | Fundraising | 8th Grade Formal Dance | 8th Grade Formal Dance | \$3,801.03 | \$2,000.00 | \$2,500.00 | |
| Income | Fundraising | Back To School Dance | Back To School Dance | \$2,469.26 | \$1,400.00 | \$1,400.00 | |
| Income | Fundraising | Book Fairs | Book Fairs | \$648.49 | \$750.00 | \$650.00 | |
| Income | Fundraising | Box Tops | Box Tops | \$394.90 | \$750.00 | \$500.00 | |
| Income | Fundraising | Fall Fundraiser | Fall Fundraiser | \$2,046.54 | \$2,000.00 | \$2,000.00 | |
| Income | Fundraising | Fundraising Opt Out | Fundraising Opt Out | \$2,565.00 | \$500.00 | \$2,000.00 | |
| Income | Fundraising | Icemen Spirit Night | Community Fundraising Event | \$240.00 | \$2,500.00 | \$1,500.00 | |
| Income | Fundraising | Spiritwear | Spiritwear | \$117.87 | \$750.00 | \$750.00 | |
| Income | Fundraising | Spring Dance | Spring Dance | (\$386.69) | \$600.00 | \$600.00 | |
| Income | Fundraising | Spring Fundraiser | Spring Fundraiser | \$23.44 | \$500.00 | \$500.00 | |
| Income | Misc. Income | Misc. Income | Misc. Income | \$44.91 | \$50.00 | \$50.00 | |
| Income | Other Income | Membership | Membership | \$5,638.15 | \$10,000.00 | \$5,500.00 | |
| Income | Other Income | Partners In Learning | Partners In Learning | \$6,392.42 | \$4,000.00 | \$4,000.00 | |
| | | | | \$23,995.32 | \$25,800.00 | \$21,950.00 | Totals |
| Expense | Enrichment | Clinic | Clinic | \$53.60 | \$150.00 | \$150.00 | |
| Expense | Enrichment | Movie Licensing | | \$0.00 | \$450.00 | \$0.00 | |
| Expense | Enrichment | Teacher Classroom Reimbursements | Teacher Classroom Reimbursements | \$0.00 | \$2,500.00 | \$2,500.00 | |
| Expense | Enrichment | WEB Leaders | WEB Leaders | \$847.00 | \$1,500.00 | \$1,500.00 | |
| Expense | Operating Expenses | Accountant | Accountant | \$475.00 | \$450.00 | \$600.00 | |
| Expense | Operating Expenses | Bank Fees | Bank Fees | \$0.00 | \$100.00 | \$0.00 | |
| Expense | Operating Expenses | Constant Contact | Constant Contact | \$346.50 | \$350.00 | \$350.00 | |
| Expense | Operating Expenses | General Requests | General Requests | \$10,575.32 | \$10,000.00 | \$10,000.00 | |
| Expense | Operating Expenses | PTO Operating Expenses/Supplies | PTO Operating Expenses/Supplies | \$693.29 | \$1,500.00 | \$1,500.00 | |
| Expense | Operating Expenses | Volunteer Appreciation/Recognition | Volunteer Appreciation/Recognition | \$0.00 | \$250.00 | \$250.00 | |
| Expense | Operating Expenses | Yellow Volunteer Labels | | \$0.00 | \$100.00 | \$0.00 | |
| Expense | Recognition | 8th Grade Fun Day/ Raffle | 8th Grade Fun Day/ Flyer Buck Auction | \$801.84 | \$1,000.00 | \$1,000.00 | |
| Expense | Recognition | Flyer Raffle | Flyer Budis Program - School Store | \$1,569.63 | \$2,000.00 | \$2,000.00 | |
| Expense | Recognition | Good Will | Good Will | \$0.00 | \$150.00 | \$150.00 | |
| Expense | Recognition | Rising 6th Grade Field Trip Treat | Rising 6th Grade Field Trip Treat | (\$56.21) | \$500.00 | \$500.00 | |
| Expense | Recognition | Staff/Teacher/Volunteer of the Year | Staff/Teacher/Volunteer of the Year | \$0.00 | \$175.00 | \$175.00 | |
| Expense | Recognition | Teacher Appreciation | Teacher Appreciation | \$4,123.95 | \$4,000.00 | \$4,000.00 | |
| | | | | \$19,429.92 | \$25,175.00 | \$24,675.00 | Totals |
| | | | | | Difference | (\$2,725.00) | |

Thank you to all the PTO board members, outgoing and incoming, FCMS staff and parents. We very much appreciate everyone's support to make this a great year! We look forward to a good summer and a great start to next year!



Meeting closed- 8:00pm by Diane Denholm after approval from members.


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Meeting Participants List-


✕ PEOPLE 10/251


Diane Denholm (Org)   ▾


Bethany Allen 


Dana 


Jeanine Hoff 


Kelly Jacobson 

Kristina Capps 

Lauren Palombo - Me 

Margie Cleerdin 

May 

stephiemac56 

Also attended:

Kim Noce

Kim- Tutoring Club- Business Partner

Nicole Wallis