



Families of Denison Montessori

Families of Denison Montessori (FDM) December 2017 General Meeting Minutes

Date, Time, and Location: December 12, 2017, 4:15-5pm, Denison Library

Meeting called to order by: Cristina Gonzales @ 4:16pm

Attendance: Kristen Kwasny, Morada Peterson, Laura Gilsdorf, Caroline Robbins, Kris Green, Cristina Gonzales, Amanda Truesdale, Kathryn Mattis, Wendy Reyes, Kim Manning, Halie Gianulis

Minutes: 11/14/17 meeting minutes were accepted and approved by the Executive Board.

Principal's Report: given by Kathryn Mattis.

*Non-Salary Budget was distributed to all attendees. This was to show where FDM money goes and how money is currently distributed within the school. Kathryn brought the Non-Salary Budget to help FDM in deciding on how the organization might like to distribute its funds to Denison. Two options are up for discussion at the January General Meeting: 1) FDM continues teacher donation amounts based on Part-Time or Full-Time status, or 2) FDM gives one lump sum to Denison and then Kathryn Mattis determines where funds should go based on her Non-Salary Budget. Kathryn recommended option #2 as she felt funds could be distributed more equally that way. She also recommended that if FDM goes with this option to set limits and guidelines for her to follow. Currently Denison is in need of 3 office computers and AMS conference in coming to Denver and to send all staff will cost \$20,000.

Officers' Reports

Co-Chair (s): given by Cristina Gonzales.

*Bylaws will be up for review in January. The January General Meeting will be focused on reviewing bylaws and making needed changes. A copy of the bylaws was provided to all attendees.

*Spring Auction – Craft Fox Adult Night which is discussed under Members Reports below.

*Sandoval Meeting – Still have not been able to attend a meeting as it's been difficult getting ahold of them. Caroline has met with the family liaison and noted that Sandoval does Business Stars. They ask business owners for yearly sponsorship for \$1,000. They also have a Fun Run, Auction, and a School App that help to bring in their money.

*Winter Staff Appreciation – Starts 12/18 through 12/20/17. Monday & Tuesday will be Staff Massages. Tuesday will be Potluck. Wednesday will be Cookie Swap. Cristina would like to purchase metal tins from the dollar store so that staff have something to take cookies home in. It was recommended to purchase treat bags instead. Tips will be issued to those who give staff massages on Monday and Tuesday. The tip amount approved was \$150 per person. One masseuse was paid for by a Grant that covers massages for 24 staff members. The other masseuse was brought in because there is a total of 56 staff members and FDM wanted all to have an opportunity to have a massage. It was requested that thankyou cards be sent to each masseuse.

*Believe Fundraiser Orders – Orders will be arriving at Denison on Thursday between 11-12. Need volunteers to check inventory and sort. The following have committed to helping: Angela Robbins, Ana Petersen. Caroline Robbins will do a robo call to inform community that orders will be ready to go home.

*Grandparents/Special Friends Day – Will be held on 2/14/18. A helper signup form will be created and posted on FDM's webpage. Morada Peterson will call on bagels and coffee for this event.



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*Community Meeting/Round Table – CSC/PAC/FDM coming together after the first of the year to have a community meeting. The format would be World Café. There would be poster where the community could note any ideas or concerns they might have in regard to Denison. Thinking this event will take place in February and have it go with It Takes a Loving Village event.

*Antonio Martinez, a parent of a primary child at Denison, would like to offer having a pickle making night. He works for a pickle company and has offered to provide everything. A suggested time to hold this event would be in early March.

*FDM Thankyou flyer – A rough draft of the FDM thankyou flyer was distributed to all attendees for their review. Changes will be made and flyer will go home in upcoming Friday Folders.

Treasurer: given by Kris Green.

*November Financial Review - Excel spreadsheet of FDM financial transactions was distributed to all attendees. Transactions were from 8/1/17 through 12/12/17 with an ending account balance of \$8,924.06. Two checks were not listed on the spreadsheet: 1) Check for Dragon's Blood in the amount of \$200, 2) Check for 6th Graders in the amount of \$500.

*Believe Fundraiser Totals – Excel spreadsheet of the Believe transactions was distributed to all attendees. Total profit from the Believe Fundraiser was \$3,803.90. Was asked if top sellers should be acknowledged as there was a report from Believe that gave this information. It was noted that top sellers would be acknowledged in the upcoming school robo call by Caroline Robbins.

*King Soopers Cards – A check was received for the reloadable Kings cards that have been sold. The amount received was \$370.70 paid to Denison, but money was deposited into the FDM account. Morada Peterson will be selling the remaining King Cards (qty. 21) at the upcoming Talent Show.

*Scholastic Book Fair Totals – Excel spreadsheet of the Scholastic transactions was distributed to all attendees. Total sales less tax was \$7,455.42. FDM could either take 50% of sales as a credit with Scholastic or FDM could take 25% of sales as cash. A decision had been made before the meeting that the 25% option would be selected and resulting in \$1,000 cash that would go directly to library for purchases. This way purchases don't have to be made through Scholastic only.

*Teacher Donations – FDM makes donations to Denison's teachers accounts every December and amount distributed is currently based on Full-Time or Part-Time status. No amount was voted on this meeting as FDM will be updating bylaws next month. There are two options for members to decide on: 1) FDM continues teacher donation amounts based on Part-Time or Full-Time status, or 2) FDM gives one lump sum to Denison and then Kathryn Mattis determines where funds should go based on her Non-Salary Budget. (see more under Principal's Report).

*Insurance/PTO – FDM insurance policy is up for renewal in February. The annual cost is approximately \$739.00. With current insurance carrier, we get benefits through PTO like the PTO Plus membership. It was approved to continue coverage with current carrier.

*King Soopers Card for Lorraine, the paraprofessional that left Denison, was found and went with a card that FDM attendees signed to Alice for delivery.

*Financials on FDM Website – Financials will be posted on the FDM website and Kris will email to Raulton so that he may post them.

Recording Secretary: given by Kristen Kwasny.

*Red Apple Recycling Grant – Was asked what grant would fund and who would like to write grants for FDM. It was determined to have grant be for the It Takes a Loving Village community night in February. Morada Peterson offered to write the grant. Kristen will email all information to her.

*PTO Plus Back to School Packets – Packets were ordered on 11/18/17 per the approval of the Executive Board at the 11/14/17 General Meeting.



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*Winter Concert Photo Back Drop Donations - \$28 was donated to FDM and money was handed over to Kris Green for deposit into the bank account.

*Board Member History - It was requested to get a list of the Executive Board Members of FDM since its incorporation on 10/11/12 so that a report can be created and updated yearly. It was unknown who carried positions and when expect for the 2016/2017 school year, but guessed. 2012: Ami, Lisa. 2013: Ami, Lisa. 2014: Ami, Lisa, Amy K. 2015: ?. 2016: Co-Chair(s) Ami & Amanda, Vice Chair Cristina, Treasurer Kris, Secretary Emily, Communications Raulton.

*Independent Financial Reviews - No annual audits have been conducted to date. It was approved that one will be performed this year. FDM to find an independent CPA or Bookkeeper that has no prior or current involvement with FDM or FDM members. Cristina will conduct interviews to find someone who might volunteer their time to do this task.

*Computer Accounting Software - PTO Plus offers a program called Finance Manager at an annual fee of \$109. A computer system, such as this one, allows all Board Members to log into the financial system and have information at all times to answer any and all questions. Kris mentioned she had looked into this program years ago and found it not user friendly. She also stated she looked into other accounting programs and they as well were not user friendly. There was a bank transaction from the 2016/2017 school year that was a personal expense by prior Board Member and caught by Kris. On 9/13/17 a deposit was made into the FDM account by the prior Board Member paying back the charges. Kristen has suggested that debit cards not be issued to Board Members and instead go to check reimbursements so that errors like this do not occur and to keep the financial records clean.

*Committee Form Updates - A copy of the form was available to attendees. Was asked to update the form by all and work on getting Committees going. New committees to be added to the list are Website, Translating/Communications, Wellness, Grant Writing. Morada Peterson recommended that Board Members delegate tasks and not continue to take them all on themselves.

PAC Liaison: given by Caroline Robbins.

* Pennies for Patients, Leukemia & Lymphoma Society - Would like FDM's help with this fundraiser. It begins 1/29 and goes through 2/14/18 with an assembly for the entire school on 1/29. Looking into to see if Julie's class would like to run it, who will now be taught by Meggie. Would like to see collection boxes in each classroom.

*Business Directory - Looking at beginning one for Denison this coming summer. A place to start gathering this information would be at the It Takes a Loving Village event in February.

*Website - Denison's webpage is almost completed. Kathryn Mattis discussed combining FDM & Denison's website. With a DPS website though only one staff member may be in charge of posting information. This would increase Caroline's work load. Doing this merge would save FDM on their monthly website payment to WIX.

*Clothes to Kids - Denison now has a permanent donation box in the school. Asked if we still need Red Apple Recycling Box. Recommended to apply for grant first before making a decision on eliminating it.

Member's Reports

Given by Laura Gilsdorf. Craft Fox Adult night will be scheduled for 4/14/18. Laura is needing help with reaching out to local business to get door prizes and silent auction items. She was thinking of asking each class to do an art project for the Silent Auction. FDM will look into carbon copy receipt paper with letter head on it for the auction as it was stated this is a must with auctions. Laura would like any and all help with the legality of running this event.



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Asked by Wendy Reyes. Per the 11/14/17 meeting minutes, Wendy would like to know which classroom is receiving the pizza party for the Believe Fundraiser. Cristina Gonzales was not sure it was happening as she believes it had to do with the total sales amount. Cristina will look into and report back.

Next Meeting Agenda: Teacher Donation Option Vote, Bylaw Review, It Takes a Loving Village, Thank You notes for masseuse, King Card sales at Talent Show, Computer Accounting Software, January Fundraisers, Small Hands Credit Promotion, Believe Pizza Party Update.

Next Meeting is: January 9, 2018 @ 4:15-5pm in the Denison Library

Meeting Adjourned at: 6:00 pm

Minutes compiled by: Kristen Kwasny – Recording Secretary

Attachments: (available upon request)

Denison Non-Salary Budget

FDM Bylaws

FDM Thankyou Flyer (rough draft)

Excel Bank Transactions (8/1/17 – 12/12/17)

Excel Believe Fundraiser Transactions

Excel Scholastic Book Fair Transactions

PTO Finance Manager software information

Committee Report (updated)