

PTO Meeting Minutes
Monday, September 9, 2019

-The meeting was called to order at 6:34 by Brittney.

-The attendants began by reciting the pledge of allegiance.

Participants included: Amanda Ortega, Rebecca Ruf, Karen Johnson, Brittney Brewer, Marina Conway, Kristina Octmar, Joanne Pratt, Deedee Logan, Brittany Bowen, Shari Kacius, Eileen Skipper, Jynx & Hope Steele, Jessica Saxsa Bultema, Laura Popiela, Melissa Thompson, Beth Dennert, Julie Rodriguez, Valerie Franzen, Elizabeth Villarreal, and Amy Kline.

-The meeting minutes from the May 13th meeting were approved by Amanda and Jynx.

-Mrs. Logan began by discussing a few different things

-Summer Construction

-The entrance to our school was redesigned, through the help of some grant money, to allow our entrance to be a much safer one.

-The office was moved to across the hall from where it previously was. The new office includes offices for the principal, dean, a conference room and also a multi-purpose room. RTI has also been using the multi-purpose room during the school day. The offices that used to house Mrs. Logan and the dean now belong to the school service provider, speech pathologist, and a sensory room. The sensory room will be available for any child that may need it. The PTO executive committee voted over the summer to give \$1000 to start up the sensory room. A sensory walkway is being installed in the hall leading out to the playground. There were no questions regarding any of this.

-Rebecca discussed the budget

- She discussed the issues in Highland
 - Highland PTO is being investigated for missing funds. Rebecca reassured us all of our money is accounted for.
- Money Handling Process
 - Rebecca wanted to assure everyone that with all of the money coming in, she is going to be a good steward of our money. In terms of spending, she would like to implement using our tax exemption # on all purchases.
- Reimbursement Form moved online
 - You will now fill out an online form to be reimbursed for your PTO related expenses. Rebecca discussed how this will allow for a faster reimbursement.
- Donations
 - Rebecca stressed the importance of receiving donations as much as possible. Val will be in charge of donations and keeping track of everything.
- Fund Balances
 - The general fund has unchanged as has the caring committee. The office fundraiser account has money left over from the 2015/16 school year. Would like to roll this money back into the 2019/20 budget, this will need to be voted on.
- Technology Fund

- The technology fund was historically used to buy things for the school but the corporation has taken over doing this. Mrs. Logan would like to use \$2700 for headphones for the various testing that is done throughout the year.
- Professional Development
 - Will be renamed Teacher Support
- Income
 - The office fundraiser was added to the budget. The Walk-a-Thon is coming up and the kids will be getting t-shirts this year. Dine out nights were discussed-there is no expense to our school to run this event. We do need someone to run this event. The grade level programs will each now get a set amount of money. They will get an update about how much money is left when they submit a receipt for reimbursement.
- One School One Book
 - Next year it is One District One Book-money helps go toward the play at the high school.
- Family Dance
 - It will become its own line item.
- Additional Requests
 - Things or requests that come up from the school throughout the year.
- New Projects
 - This line item will be available for things that the PTO comes up with and would like to implement.
- Teacher Bonus
 - Rebecca would like to give an additional \$100 stipend to the teachers yearly. This would give them \$200 each year to spend on their classroom. Mrs. Pratt expressed how grateful she was and also said she feels uncomfortable asking parents for money. Amanda motioned to approve, it was seconded by all of the teachers.

The vote to roll the 2015/16 office fundraiser money (5001.62) to the general fund was initiated by Jynx and Jessica seconded it.

- Mom asked about families making a \$20 general donation at the beginning of the year
 - Some other parents were in agreement
 - Discussed that our Walk-A-Thon is our primary source of income for the school year
 - The kids don't need to raise money to participate
 - Another mom discussed a fee taken during enrollment to go toward the PTO
 - If you didn't pay (at another school) you weren't allowed to participate in any PTO events
- Rebecca discussed that the budget usually breaks even at the end of the year.
- Fun fair eliminated from the budget this year
- Spirit Wear is now online, but not profitable

-Old Business

- Bottle Caps
 - Last year we collected plastic bottle caps in order to make a bench for the front of the school.

- The sorting process has been quite tedious, Karen could use some help with the final bunch of caps.
 - National Junior Honor Society & an Eagle Scout are in need of service hours
- Box Tops
 - Melissa not available for an update
 - Continue to clip and/or scan your receipts
- Amazon Smile
 - Amazon Smile is an easy way to get money back to the school.
 - Must start orders at smile.amazon.com

-Fall Events

- Cookie Dough
 - We earned \$34,000, approximately \$11,000 will go to the PTO which will be turned over to the school. It will primarily be used for the student activity account & the staff fund account. The office fundraiser typically occurs every other year. Parents are needed to help sort and distribute the cookie dough. Parents will be needed from 11:30-5:30, with pickup being between 3:15-5:30.
- Walk-A-Thon
 - Papers will be going home soon about raising money.
 - The students usually get a t-shirt about every 4 years.
 - Amanda hopes everyone will raise \$20 each
 - Will be in need of volunteers to help the walk a thon run smoothly.
- Spirit Wear
 - Not earning any revenue on it this year
 - Some money was earned though on Kindergarten & back to school night
 - The t-shirts were cheaper at Back to School/kdg night-the website we are using charges a few dollars extra to sort all of the shirts.
 - Our styles/colors are limited on the website to 6 choices
- Book Fair
 - Will be run by Mrs. Hansen this year
 - She will be in need of parent volunteers, more info to come home when it gets closer
- Stracks
 - We earn 1 point per \$1 spent at Stracks
 - There are lots of prizes available
 - They have highlighters, I-pads, playground equipment
 - Extra points can be earned by Jessica posting updates to Facebook
- Pumpkin Decorating
 - Will be led by Beth, Val & Rebecca
 - We are teaming up with Elzinga's who will donate 50 cents to the PTO for every pumpkin sold
- Gift Cards
 - Baker's Square will be delivered in time for Thanksgiving
 - Texas Roadhouse in time for Christmas
- Read to Succeed
 - Six Flag ticket
 - 1 per student
 - 8 kids in 1 class must read 6 hours to earn a ticket
- Beautification Team

- Karen & Becky planted mums in the parking lot

-Spring Events

- Family Dance
 - Becky S will be taking it on
 - Planned for Jan 24th with a Jan 31st snow date
- Penny Wars
 - Spare change raised by students to support a scholarship for a former Bibich student (current Lake Central student)
- Ladies Night Out
 - Will begin planning after Thanksgiving
 - Have done bunco in the past
 - Will need donations and lots of help
- Talent Show
 - Katy will co-chair
 - Need a new chair
 - Rebecca will help run backstage
- Teacher Appreciation Week
 - PTO sponsors 3 days, the office does 1 day and Student Council does another
 - In the past has been breakfast, lunch and or massage chair
 - Did tacos last year

-Old Business

- Sensory Room
 - Will offer continual support from the PTO each year, unsure how much will be needed as this is new and just starting
 - We can do a "field trip" once it's up and running
 - There is a committee of teachers/staff planning and ordering for the room
- New Leadership for 20/21
 - Brittney plans to step down next year
 - She would like to have someone shadow her to see what is involved
- Fun Fair
 - Can resurrect for next year if someone is interested
 - Karen/Beth/Brittney ready and able to help whomever takes over
- Next Meeting
 - Time unsure
 - Kicking off One School One Book may be moved back

-Open Discussion

- Someone suggested a paint night

-Meeting was adjourned at 7:39, Jessica motioned to approve and Jynx approved