

**Byron Center Charter School PTO
Meeting Minutes
August 3, 2017 @ 4pm
Byron Center Charter School**

Meeting called to order by President Pam Anderson at 4:12pm

Attendance: Pam Anderson*, Erin Gregorski*, Amber Viher*, Melinda Ganka*, Lynnsy Kraft, Brandon Emmelkamp, Deb VanDyke, Kathy VanDorp, Beth Jones, Jami Oudbier, Dana Coffey

***denotes PTO Board members. A quorum was reached.**

Minutes of July 28, 2017 meeting read and accepted.

Introductions

Principal's Report:

- **Mr. Brandon Emmelkamp, Interim Principal, offered thanks to the PTO group for continued work as well as the email to staff. The PTO group also welcomed and thanked Mr. Emmelkamp for stepping into the interim position.**

President's Report:

- **New PTO Email: PTO@ByronCenterCharter.org**
 - o **Presently Pam A. is authorized on the email account**
 - o **SignUp Genius: Merge successful and all past data on one account now**
 - **Now listed as Byron Center Charter**
 - **PTO Committee Chairs to be in charge of each event SignUp Genius request, but will be under the one name Byron Center Charter**
 - o **Teacher Welcome Letter/Emailed 8/3 and receiving good feedback already**

Vice President's Report:

- **Display boards with one signup sheet planned for Open House 8/22.**

Treasurer's Report:

- **Pam is mailing check for \$1500 for the poured concrete basketball pad.**
- **PTO Debit card arrived. To be kept at school in locked binder.**

Committee Reports:

- **Band Boosters**
 - o Kathy VanDorp and Beth Jones to head launch of Band Boosters with PTO support in year one.
 - Focus: Copies, Driver coordination, Equipment Rental oversight & Parent Invoice management, Band Candy Sales.
 - Box Tops money to Band Boosters
 - Band money is separate from PTO
 - o Managed through BCCS office
 - Open House Display: Separate Table

New Business

- **Amazon Smile**
 - o Pam to set up and provide print out for Open House folder
- **Directory in Open House Folder?**
 - o Tabled
 - o Mr. Emmelkamp to check with Karen Boersma re: privacy laws and publishing
 - o Copying & Copy Room Help
 - Teacher suggestion to have a spot in the copy room for copy jobs
 - Finished jobs to be placed in teacher mailboxes
 - Discussed Copy Room Teacher Help being a PTO Committee function in conjunction with the Teacher Liaison concept
- **Passive Fundraising**
 - o Jami O. making a mailbox for all passive fundraising items such as Box Tops, receipts, etc. She will sort, submit and report.

Open House Planning

- **August 22, 2017, 6-7:30**
 - o Set-up: 5:30
 - o Staff: 5:45
- **Welcome Folder for families**
 - o Letter reviewed and accepted
- **Layout and Setup**
 - o PTO Welcome Table
 - o Direct families through gym before visiting classes & teachers
 - o **GYM Tables:**
 - PTO/Driveline
 - Driveline: email office if new Number Card is needed prior to open house and PTO to distribute requested cards with the Welcome Folders.
 - Band Boosters
 - New Family Host Table
 - Deb DeVries

- GYM – Brad Fackler
- Band/Art/Music
- YMCA Afterschool Care
- Lunch
- Student Council
- Passive Fund Raisers – Jami O.
 - Script
 - Box Tops and more
- Make Signs for Tables
- Have Name Tags for Teachers and Staff

- Welcome Folder
 - Master PTO Event List
 - Passive Fundraising Flyer
 - Condensed
 - List which groups host each and why
 - Driveline Informaiton

- Motion for PTO to sponsor name tags/lanyards
 - Mr. E to check with Jill
 - Dana C. to research items & pricing

5:30pm Meeting Adjourned

Minutes Compiled by Melinda Ganka, Secretary