

**Minutes**  
**BCCS PTO General Meeting**  
**September 7, 2017 @ 3:30pm**  
**Byron Center Charter School Science Room**

**Meeting called to order by** President Pam Anderson at 3:30pm

**Attendance:** Pam Anderson\*, Erin Gregorski\*, Amber Viher\*, Melinda Ganka\*, Kathy VanDorp, Mary Luttrell, Marcy Emmelkamp, Beth Jones, Dana Coffey, Mark Kasmer, Keith Wittebols, Brandon Emmelkamp, Jen Grofvert, Ashley Miedema, Polly Timmerman, Brad Fackler

- Quorum was reached

\*denotes PTO Board members

**Minutes** from 8/3/17, 8/17/17, and 8/28/17 approved

**Welcome, Introductions & Sign In**

- **Extra Welcome to the new principal at BCCS, Mark Kasmer!**

**President's Report**

- Incorporation and Non-Profit 501(c)(3) Filing Status
  - Still waiting on paperwork from the State of MI
  - Amazon Smile - on hold until Non-Profit paperwork returns
    - Beth Jones & many spoke about ease and benefits of Amazon Smile as valuable fundraising tool
- School Website Update - Mark Kasmer reported BCCS will be reaching out to web developer again on 9/8/17
- Newsletter Discussion
  - PTO will make a quick September newsletter for K-12 while we wait for news on the new school website
  - The PTO still hopes the website will encompass the information included in the newsletter and is willing to help at that time
  - To include sections for HS/MS/E and School-Wide events/info
  - Ideas to included: Dances, Student Council Info, Blood Drives, Monthly Special Events, New Family Welcome Announcements, Lunch Info, Fundraiser Info, Accolades: Character Trait Award Recipients
  - Teachers can still create their own newsletters
  - Brad Fackler suggested using the MailChimp website - free
- School Family Directory Update
  - Deadline to opt-out of the school family directory was Sept 1, 2017. School directory can now be distributed. Pam A. will email Karen (school secretary) to verify if we can distribute the directories.
  - Looking to distribute to Youngest and Only students in each family
- Girls on the Run
  - BCCS has been approved as a Girls on the Run Site!
  - Event will be held Saturday, May 19, 2018 at BCCS
  - Available for girls in grades 3-5
  - Ms. Roose and Mrs. Shanklin will be coaches - Thank You!
  - Practices to begin in February, 2 days/week
  - Boys on Track - similar option for boys. Melinda to pull information on the event and deliver to Mr. Wittebols and Mr. Pry for them to evaluate if they want to offer the option to the boys.

## Treasurer's Report

- Walk-A-Thon Sponsorships already being deposited!
- Checking on field trip disbursements
- Online banking - Amber was added to the PTO online banking, read only
- **Sound system upcoming disbursement**, previously approved at \$2,100. System is yet to be delivered.

## Committee Reports

- Family Events - Erin Gregorski reported
  - New Family Night, 9/8 6-8pm
    - Ice Cream Social, new families, PTO families and some teachers
    - Flyers and emails sent out to new families
      - 7 new families have RSVP'd!
    - Lynnsy Kraft working on activities and crafts for the kids
  - Technology Night tabled to allow Mr. Kasmer time to review and evaluate information to present for a technology safety information meeting.
  - Popcorn: Friday 9/8/17 - signs are made (Thank You, Dana!!) and posted
- Fundraising - Amber Viher, Brad Facker and Jami Oudbier (remotely) reported
  - Passive Fundraising: Jami Oudbier reported (remotely)
    - People are turning in Box Tops and so far three kids have earned a prize for turning in 25 box tops!
    - Suggested to add a Box Top label or passive fundraising labels on the mailbox
    - Presto - Pay now available with our Scrip program
      - Allows instant pay and use with reloadable gift cards
      - Jami will present the information to the New Families at the Ice Cream Social to promote Presto Pay and the passive fundraisers
  - Walk-A-Thon Update
    - \$2200 already raised in committed sponsorships!
    - T-shirts have been designed and are ready to go via Matrix Printing and Becky DeYoung - Thank You!
    - Date/Time: October 6 from 1:45 - 2:45pm @ BCCS
    - Brad Fackler offered an update on sponsors, other donations and incentives being offered to students
    - PTO (Amber and Pam) to work on helping bring in additional sponsors
- Hospitality
  - a) Book-fair - October 12: Scholastic is sending 6 book cases this year
    - **Band Boosters** to use other half of gym during the book fair for a **Used Concert Clothing Sale** (see Band Boosters Section for more details)
- Support/Copies/Calendar - Pam and Melinda reported
  - Copy Room Discussion
    - Move Copy Room Form to PTO Drive
    - Teachers are requesting copy days to focus on Wednesdays and Fridays
    - Online form and Intro letter needs to be emailed and delivered to teachers.
    - Basket and forms are ready to go in the copy room
  - Science and reading curriculum books are ordered, so the need to copy has been reduced. No longer needed.
  - Skate Nights are in from Mrs. Timmerman (1st grade)
    - **9/21** 5-7pm; **1/16** 5:30-7:30pm; **4/26** 5:30-7:30pm
    - Proceeds go toward Childhood causes and yearbook cost reductions

### **(Committee Reports Continued)**

- **Band Boosters** - Beth Jones and Kathy VanDorp reported
  - Open House: great response from families during the open house
  - Band Boosters Welcome Meeting: 10/5 @ 5:30pm before PTO meeting
  - Concert Attire Used Clothes Sale
    - 10/12/17 - 1 week before first band concert on 10/19
      - To be held in the gym during Scholastic Book Sale approx 12 - 8pm
    - Help make concert appropriate clothes available
    - Proceeds will go toward Band Boosters
  - Band Boosters Email: Pam to ask Jill to help set up a BCCS Band Boosters email:  
[BandBoosters@ByronCenterCharter.org](mailto:BandBoosters@ByronCenterCharter.org)

### **Open House Review and Notes for Next Year**

- Discussion on volunteer forms for background checks and driver/vehicle insurances.
  - Do they need to be updated annually?
  - Should they be included with the New Family Folders next year?
    - Mr. Kasmer continuing to check on the regulations for this

### **Vending Machine**

- Kathy VanDorp proposed BCCS to consider a vending machine
  - Questions about recent laws prohibiting vending machines in schools during certain hours, and public vs private school laws
  - Questions about where the money would go? (Band Boosters instead of candy sales?)
  - General consensus that any proposed vending machine would carry Smart Snacks
  - Motion for Mr. VanDorp to present a proposal for review by PTO at the 10/5 meeting - passed

### **Grants and Contest Info**

- Cheeseheads Build a Great Future contest offers \$10,000 to a nominated school
  - PTO emailing information out
- Lowe's Grant
  - Toolbox for Education \$5,000, available to view on their website

**Next meeting is Thursday Oct 5th at 6pm, High School Science Room**

**Meeting Adjourned at 4:48pm**

### **Upcoming Events:**

**09/08: Popcorn Friday**

**09/08: New Families Night**

**10/05: Band Boosters Info Meeting 5:30**

**10/05: PTO Meeting 6pm**

**10/06: Walk-A-Thon!**

**10/06: Popcorn Friday**

**10/12: Book Fair/Band Concert Clothing Sale**

**10/12: Teacher Conference Meals**

Minutes Prepared by Melinda Ganka, PTO Secretary