

Minutes

BCCS PTO General Meeting
November 2, 2017 @ 3:30pm
Byron Center Charter School, Mrs. Bell's Science Room

Call to Order: By President Pam Anderson at 3:30pm

Attendance: Pam Anderson*, Erin Gregorski*, Dana Coffey*, Melinda Ganka*, Sol Rivera-Candelaria, Lynnsy Kraft, Jami Oudbier, Jen Walenta, Polly Timmerman, Mark Kasmer (Principal), Debra DeVries

- Quorum was reached
- *denotes PTO Board Members

Review & Approval of Minutes from October 5, 2017 [Add Kathy VanDorp to October minutes](#)

** [Motion to pass following adding of Kathy V. - Approved](#)

Principal's Report

- School Website Update
 - [Updating the site to make it ADA compliant](#)
- [Addressing the pickup status](#)
 - [Ideas: Breaking down the letter of last name into driveline dismissal time groups](#)
 - [Seniors leaving later so parking line can fill whole row](#)
 - [Clearly defined row dismissals and child dismissals](#)

President's Report

- AmazonSmile Update [BCCS receives 1 to 1.5% back!](#)
 - [Amazon has been given all the information](#)
 - [Waiting now up to two weeks - still hoping to have in place before Holiday Shopping](#)
- Walk-A-Thon Update
 - DC Trip checks
 - [For Juniors and Seniors](#)
 - [PTO will be writing checks to the Juniors and Seniors who raised Walk-A-Thon money. About five students will receive half of their fundraising as contribution to their DC trip savings.](#)
 - [Should there be a distinction between cash sponsorships or donations?](#)
 - [These questions will be addressed further in the Walk-A-Thon meeting with PTO, Mr. Fackler, & Mr. Kasmer - Before Christmas break](#)
 - Sponsorship Thank You's
 - [All students have signed cards and Pam has the addresses](#)
 - [Volunteers help to distribute the Thank You's \(approx 20\)](#)
- Babysitting Night (Student Council) - Help Advertise
 - [Two nights: December 1, 2017 - Friday & Feb 9; 6 - 8:30pm](#)
 - [Prom Committee making the flyers and Pam or Erin will work on posting and emailing](#)
 - [Cost TBD and provided by Student Council/Prom Committee](#)
 - [Recommended to set a minimum per family and include "or donation"](#)
- **Committee Report - Hospitality**
 - Book Fair Report
 - [Sold \\$1700 and we get 45% of that!](#)
 - [Past sales have increased from \\$1300, \\$1600](#)
 - [We didn't have as many "discount" books and Pam informed Scholastic](#)
 - [Purchased new signs and banner - can be used again](#)
 - Staff Conference Meal Review
 - [Positive feedback on the taco meal](#)
 - [Dinner works better than providing lunch](#)

Vice-President's Report

➤ Committee Report - Family Events

- Mother/Son Night Report (11/10/17)
 - Flyers and signup sheets are out, awaiting head count
 - Movie switched from Rango to Horse Crazy
 - Decorations and games are in progress
 - Signup Genius in progress via Pam
 - Making popcorn day of with our machine
- Craft Night (12/08/17) 6-8pm
 - Working on reviewing guide from PTO Today, but may keep it more simple
 - Holiday/Winter Themed Crafts
 - Snacks
 - Pam to obtain popcorn from arena
 - Snack Pitch-In
 - Advertising to include
 - participation from parents requirement
 - Mode: email and flyer requesting RSVP for headcount
 - Committee: Erin, Lynnsy, Jami O., Polly Timmerman, parents who signed up for helping with such events

Treasurer's Report (Dana & Pam reported together)

➤ Disbursements & Reimbursements

- Disbursements
 - Paid for T-Shirts (Walk-A-Thon)
 - Mother-Son reimbursements
 - Book Fair expenses
- Disbursement Requests:
 - Mr. Wittebols is requesting stackable stools, \$62
 - Motion to approve - Seconded - Approved
 - Mrs. Shanklin is requesting puzzles and word studies to benefit K-2
 - \$109 total or \$8 each
 - Motion to approve - Seconded - Approved
 - Mark Property of BCCS
 - Lacey Walters requesting \$76.36 for peer to peer
 - Motion to approve - Seconded - Approved
 - AfterCare Supplies
 - Can AfterCare request disbursements - yes!
 - There is also an avenue via BCCS
- Reimbursements
 - Band to pay PTO back for September band Candy

➤ Balance Sheet Review

- \$12,508.38 as of 11/02/17
- Pam and Erin still working on reconciling the balance sheet to actual checking account, reviewing the remaining allocated discrepancies. Will update again in December.

➤ Committee Report - Fundraising

- **Holiday Shop (12/15/17)**
 - **Penguin fundraiser requires a 3 day minimum store**
 - **Looking into extending the Holiday Gift Shop to evenings or catalog sales?**
 - **Perhaps M-W-F in the portable and breaking up grades**
 - **Costs \$0.25 - \$12**

- **Passive Fundraising Update - Jami Oudbier**
 - Family Fare Direct Your Dollars (benefits PTO)
 - Preparing receipts for submission
 - Box Tops (benefits Band Boosters)
 - 1st package of \$113 sent in and received by Box Tops plus \$34 mailed in
 - Proceeds go toward Band Boosters
 - Approx \$300/year past annual earnings
 - Scrip
 - 5 active families who made a combined \$67 (\$33 to families and \$33 toward Scrip shipping costs and on-hand inventory)
 - Advertising before the Holiday season suggested
 - Maybe having the table out before school events
 - Looking for help on Tuesdays or Wednesdays to review mail
 - Erin Young is going to help with mail
 - Looking for help with table sitting - post is out and waiting response
 - Refresh Passive Fundraising information for families ahead of the Holiday Season

Secretary's Report

➤ Committee Report - Support

- Copy Room
 - Teacher weekly requests have diminished but large projects are moving along well
 - Still no need for additional volunteers to be scheduled for current work orders
- HeroBoys Running Club
 - Received ok from Principal Mark Kasmer to move forward with site application process.

Band Boosters Report

- Clothing Sale Report - next meeting
- Band Candy Review
 - Band to reimburse PTO for GFS band candy invoices
- Fundraising
 - March 16: Silent auction and chili cook off
 - Tuesday, November 7th, 6:30 Auction Planning Meeting in conference room

New Business

- Holiday Shop (12/15/17) Covered above
- Yearbook Help from PTO
 - Looking for back of book advertisements to help lower cost of yearbooks
 - Yearbook class to work on procuring sponsorships
 - May specifically address letter to Walk-A-Thon sponsors
- Road Commission Follow-Through
 - Opening communication with the county to ask for consideration and review of the Burlingame and 100th street intersection
 - Tim with the Kent County Road Commission has responded and are not currently planning on making changes
 - Willing to come to the school to review concerns and status
 - Discussion on Pickup Driveline Improvements (see Principal's Report Section)
- New Family Connections and Support
 - Per Karen Boersma, new families are receiving the folders made by PTO for Open House.

Adjournment

**Next Meeting: Thursday, December 7,
6:00pm HS Science Room**

(Upcoming Events on reverse)

Upcoming Events:

PTO Popcorn 11/03/17

Mother-Son Night 11/10/17

PTO Popcorn 12/01/17

PTO Meeting 12/07/17

Craft Night 12/08/17

Holiday Shop 12/15/17