

Minutes
BCCS PTO General Meeting
Thursday, August 2, 2018 9:30am
Byron Center Charter School

Call to Order: 9:39am by Pam Anderson, president

Attendance: Pam Anderson*, Erin Gregorski*, Dana Coffey*, Melinda Ganka*, Lynnsy Kraft, Lsa Lytle
A Quorum was reached *denotes PTO Board Members

Review & Approval of Minutes from June 7, 2018

Principal's Report

- PTO Thanks Mr. Kasmer for his help with calendar planning. To Karen and Jill in the front office as well.

President's Report

- PTO Renewal - updated
- Tax update - Pam is working on sourcing an accountant with works with tax exempt organizations. Fiscal year ended July 31, 2018.
- Update on Band Boosters, Scrip, etc.
 - Jami Oudbier is no longer available to run Scrip and Beth Jones has offered to take over for Scrip. Now looking for people to take run the Band Boosters. It was suggested that Beth Jones and Kathy VanDorp create a list of things they did last year to help offered a description for potential candidates. Also suggested that Kathy and Beth meet with any potential Booster leaders.
- Scholastic Take Over
 - Lsa Lytle is helping with the Scholastic book sales this school year. PTO will still help with the cash register drawer (\$100 petty cash) and Activity Request Form. Lynnsy is also available to help. Pam shared the overview of how the book fairs happen.
 - May also work on a way to record the wish lists for the kids wish lists.
 - Suggestion for teachers to consider adding notes to Aug/Sept book orders to look ahead to the book fair as well. Pam will email/ask the teachers.
- Activity request forms - need to be filled out for the year.
 - Melinda can work on filling out the activity request forms
 - Will popcorn dates need an activity request form? Erin will check with Mrs. Humes and office when she verifies the plan for the first four popcorn sale dates.

Vice-President's Report

- Lowe's Toolbox for Education update
 - Lowes will give up to \$5000 to schools. Fall donation cycle begins Aug 6. Must be under technology upgrades, tools for STEM, facility renovations, and safety improvements.
 - Pam notes STEM, improvements for the school (restrooms and parking lot), and technology. She suggests Erin open the conversation with Mark and Steve. Erin will email Steve for bathroom specifics and email Mark about technology and/or STEM needs. Afterwards, she will craft an entry form and submit to Lowes.

Treasurer's Report

- Disbursements / Reimbursements
 - Desk ordered 8/1, \$209.15
 - PTO renewal 8/1, \$149.00
 - Laminator replacement - may contribute to \$1800 replacement expense pending discussion with Mark. Pam will update and advise.
- Balance Sheet Review
 - Set up mtg/time to review & allocate last years deposits/expenses/allocations.
 - Will consider increasing 2018-2019 allocations and budgets.
 - Melinda to make calls to remove the bogus \$55.38 charge from 6/28/18. PTO has no Paypal account.

Secretary's Report

- PTO Meetings Set, PTO Calendar & Event Overview Complete
 - Need to correct the passive fundraisers sheet: Box Tops and Direct Your Dollars are not under Beth Jones. May offer to parents who wish to work from home. On PTO Structure - remove Beth from Passive Fundraisers.
- BCCS Events and Fundraiser Sheet complete

Band Booster's Report

- Movement of Band Boosters volunteers (see President's Report)

New Business

- Open House, Aug 23rd, 6-7:30pm
 - Preparations & Publications - *fb posts, emails, possibility of postcards - postcards not approved.
 - Pam asking Mark if PTO is responsible for anything like refreshments.
- Family Folder Preparations and Distribution
 - School purchased folders-PTO to copy & fill
 - PTO welcome letter (edited)
 - Events & Fundraisers with Passive Fundraisers
 - Year Calendar
 - Scrip Form & Info (contact Beth re: what form she would like to use)
 - Ice Cream Social Flyer for new families (Erin will provide)
 - Get Involved - Pam or Erin have on their computers. (Erin will provide)
 - Erin willing to go to Office Max to make colored copies of Get Involved & Ice Cream Social
- Walk-A-Thon (talk about possibility of online component to this - Get Moving Crew)
 - PTO Today has an online element available for a small fee. Fee unknown until we participate with a group tour. Erin explained some of the benefits to the group. The online option does also help track individual donations. There is a 7-10% fee for all donations, however this is a personal event coach.
 - Motion to approve adding option through PTO Today for this year. Seconded - approved.
- Popcorn - Erin will contact Mrs. Humes regarding popcorn dates in the first half of the year before the yearbook class begins. Lynnsy may be available to help make and supervise popcorn making. TBD. Erin will also remind Mrs. Humes to check with the office about possible need for activity request forms.

Adjournment 11:10am

Next Meeting: Thursday, September 6, 2018 3:30pm, HS Science Room

PTO Event Overview

Key: Hospitality Fundraising Family Events General

August

- 08/02/18 PTO Meeting @ 9:30am
- 08/23/18 Open House 6-7:30pm

September

- 09/06/18 PTO Meeting @ 3:30pm
- 09/07/18 New Family Ice Cream 6-8pm
- 09/21/18 Family Movie Night 6-8pm

October

- 10/04/18 PTO Meeting @ 6pm
- 10/05/18 *Walk-A-Thon*
- 10/10/18 Walk-A-Thon Awards, 8:15am
- 10/11/18 Book Fair *During P/T Conferences
- 10/11/18 Teacher Conference Meal

November

- 11/01/18 PTO Meeting @ 3:30pm
- 11/09/18 Mother/Son Night 6-8pm

December

- 12/06/18 PTO Meeting @ 6pm
- 12/13-12/14 Holiday Shop 8-3pm

January

- 01/10/19 PTO Meeting @ 3:30pm

February

- 02/07/19 PTO Meeting @ 6pm
 - Notice of March Officer Nominations
- 02/01 –02/15 **Cookie Dough Fundraiser**
- 02/22/19 **Daddy/Daughter Dance 6:30-8:30**
Grades K-5

March

- 03/14/19 PTO Meeting @ 3:30pm
 - Officer Nominations
- 03/01/19 **Band Silent Auction**
- 03/07/19 Book Fair 11:30am-7:30pm
- 03/07/19 Teacher Conference Meals
- 03/20/19 Grandparent/Special Person Day
 - 9-10:30am & 12:30-2pm

April

- 04/11/19 PTO Meeting @ 6pm
 - Officer Elections

May

- 05/02/18 PTO Meeting @ 3:30pm
- 05/03/19 Carnival 6-8pm
- 05/06-05/10 Teacher Appreciation Week
- 05/07/19 Teacher Appreciation Day
- 05/23/19 Graduation @ 7pm
- 05/24/19 Field Day @ 12:30-2:40pm

June

- TBD PTO Meeting, Time TBD

July

- 07/04/19? Dorr July 4th Parade 10a-12p
- 07/27/19? Byron Days Parade 10a-12p