

COTTON CREEK PTO MEETING MINUTES

Cotton Creek PTO Meeting Minutes

September 2016 PTO General Meeting

Meeting Date: Sept 26, 2016

Meeting Location: CC Art Room

BOARD ATTENDEES: Michelle Czyz, Rachel Coty, Chuck Pilcher, Carrie Hodgdon, Jen Gomez

MEMBER ATTENDEES: Joy Cecola, Jenny Schneider, Jen Marsek, Laura Nelson, Diane Kelly, Susan Flugler, Samantha Boardstarr, Colleen Kacinski

Welcome & Introductions presented:

- Introduction of PTO Board Members
- Introduction of Committee Chairs
- Introduction of Administrators in attendance
- Introduction from new attendees
- Explanation of PTO and goals for the year.

Minutes:

- Motion to approve meeting minutes from 09/26/2016 - ALL IN FAVOR

Officers' Reports

- President's Czyz presented: Reported on Website, updating regularly with current sign ups. Volunteer page (SignUpGenius), Google Calendar (you can add this to your smart phone) Facebook - about 100 members to date, PTO Binder in the Teachers' Lounge, Volunteer forms have been entered into the spreadsheet. District PTO Board Meeting in Oct. (date not set yet), REMINDER: You need to be a PTO REGISTERED MEMBER to be on the board, vote at meetings or chair a committee. Reminder to fill out Building Request forms, Work Order Forms & Fundraising forms when needed. (all on Google drive & the PTO Binder in the Teachers' Lounge), Run For Your Life (Oct. 29th)~JVogler/KMiller, Donations needed for Raffle Prizes, Volunteers Needed for that day: ternhum@comcast.net
- Vice President Coty presented: Newsletters will go home the 15th of the month (the school newsletter goes out the 1st)
- Treasurer's Report Pilcher presented:
Treasurer's Report was approved & submitted. See attached.
New forms to hand in money reimbursement requests are in the PTO Binder & on Google Drive, New forms to hand in money deposits after popcorn, ice cream & Pencil Box sales are in the PTO Binder & on Google Drive
Change bag in the office for change at Pencil Box, ice cream sales, popcorn sales, ect.

Committee Head Reports

Year Long

- Birthday Books continue to be announced on Monday mornings.
- Book Fair (Oct. 3-7, Feb. 6-10, May 1-5)~JCecola/JMarsek reported the need to have until midnight to break down on Friday after the event is over.
A lot of volunteers are needed to help assist children making their wish lists & selections, & to assist with setup before the book fairs & clean-up after. (SignUpGenius found on the CCS PTO Website)

Breakdown for Book Fair Profits was presented, a motion was made to approve the breakdown of profits. See appendix.

ALL IN FAVOR

- Box Tops~LNelson/RCoty: Kits being made for each classroom to distribute the week of 9/25
- Garden Club~RFrick: No update
- Ice cream~MWerster/Czyz: Happens the 3rd Thursday (unless a day off that month) Oct. 13th is the next one. Need volunteers (SignUpGenius found on the CCS PTO Website)
- Pencil Box~MCzyz/KMiller: Oct. 18th is the next one. Need volunteers (SignUpGenius found on the CCS PTO Website)
- Popcorn~CHodgdon: Happens the 1st Thursday (unless a day off that month) Oct. 6th is the next one. Need volunteers (SignUpGenius found on the CCS PTO Website)
- Restaurant Nights~JGomez/RCoty: A restaurant night is scheduled at Chi Town on Oct 18th. (15% donated back)
- Room Parent~KJurczyk: CCS PTO website updated with the SnackSafely link. **PLEASE download the most current guide before sending out your food requests for each party as this list changes every couple of weeks.** Mrs. Kelly advises that ALL class parties stay peanut & tree nut free (airborne). If you have other allergies in your classroom, please send a menu of what you have chosen to serve at each party to the students in your classroom (through the teacher if needed) so parents can send in alternate snacks if needed.
- Spirit Wear~JGomez: First spirit wear order went well. New sale is in the works.
- Staff Appreciation~MCzyz/JGomez: Oct. 19th is the next one. (Conferences Dinner). A Sign-up Genius will be posted soon.

Date Specific

- Data Entry for PTO Membership forms~JMiller
- Track-a-thon (Sept. 21/22)~RLachner/MCzyz: We had a GREAT day for the Rain Date of the Track-a-thon. Pledge envelopes are due to the office (RLachner) by Fri. Oct. 7th.
- Donuts with Dad (Oct. 5th)~JGomez: Volunteers are needed! (SignUpGenius found on the CCS PTO Website), Flyers have gone out for RSVP, looking into coffee from Thorntons, Starbucks is a go if need be, Contacted Thorntons, they will be allowing us to place an order through their bakery for the donuts and have them delivered to their location, will need to pick up around 6am.
- Movie Night~PTO Board/R Coty: Oct 7th is 1st Movie Night. Volunteers are needed! (SignUpGenius found on the CCS PTO Website), looking into board games to maybe keep the kids busy in cafeteria that don't want to sit and watch movie.
- Candy Buy Back~ (Conlon Thompson Orthodontics)~Jen Schneider has volunteered to chair this committee. Committee's roll: Distribute the flyers they send us. Collect & drop off the candy on Nov. 10th to the McHenry office.
- Holiday Shop is cochaired by Rachel Coty and Stacey Carr. This event will be held before winter break. Volunteers will be needed and a SignUpGenius will be posted. Mrs. Fluger suggested checking out the sales at Harbor Freight Tools.
- PTO Bingo Night is a district event scheduled for February 3rd and chaired by Michelle Czyz.
- Muffins with Mom will be April 13th and chaired by Bryan Jurczyk. Volunteers are needed and a SignUpGenius will be posted.
- 5th Grade BonVonage Party CCS will be represented by Jen Schneider, Jen Marsek and Joy Cecola. It will be held at RCS this year. Role is:
 - ❖ Meet with the other building representatives to plan & coordinate the event (Cinda Hansen is the main Chairperson since it is at RCS)
 - ❖ Report back to the CCS PTO on details of the event.

- ❖ Distribute flyers
- Local Gift Cards will be sold April 5-12th and distributed April 26th.
- PTO Nomination Committee~ Samantha Boardstarr has volunteered to chair this committee.

Role is:

- ❖ Meet with the other building representatives to facilitate the 2017/18 PTO election.
 - ❖ Report back to the CCS PTO on details of the election.
 - ❖ Distribute nomination & voting ballots.
 - School Supply Boxes~Colleen Kacinski has volunteered to chair this committee.
- Role is:
- ❖ Distribute flyers given to us by the District PTO, Collect orders & send them in to the District PTO representative at the end of the year, If possible, also organize volunteers to distribute them at the beginning of the school year (took us less than an hour), and Report back to the District PTO representative if any issues with deliveries

Administration Comments (D. Kelly/K. Gedville)

Mrs. Kelly wanted to let everyone know that Dance of the Decades has not been cancelled, but moved to later in the winter due to all of the activities going on right now.

A motion to approve an additional \$2200 for transportation (field trip funds). \$2300 was previously approved, a total of \$4500 is needed. ALL IN FAVOR

A motion to approve \$1400 for 4 additional radios needed to replace one missing radio, 2 radios not working and add one additional radio. The radios are \$350 a piece. ALL IN FAVOR

New Business

- Thank volunteers from this month: Track-a-thon Volunteers, Popcorn Volunteers, Ice Cream Volunteers, all others that helped PTO this month

Announcements

Dates coming up

- Early Dismissal Oct. 19th & No school Oct. 20-21 (Conferences)
- **Next Meeting:** Monday, October 28th in the Cotton Creek Art Room

RAFFLE WINNER PICKED

Mrs. Fluger, she respectfully declined since she won last meeting. A new winner was picked and Joy Cecola was picked.

Adjournment: 5:01

Meeting Minutes prepared by: Carrie Hodgdon

Meeting Minutes Approved on: 10/24/16