

# CCS PTO General Meeting MINUTES- TBA

Cotton Creek PTO~January 20, 2021 @ 6:30 PM

<https://us02web.zoom.us/j/84665419037?pwd=WC9xRkJveC9PaVlvTVV0bG5WNIVxZz09>

Board Attendees: Joy C./Jocelyn B., Christina R., Shannon A, Carrie H.

Members: Jennifer Kopasz

**Call meeting to order @ 6:37 pm**

## **Welcome & Introductions~JCecola/JBurns:**

- PTO officers introduce themselves and give a brief description of their duties
- Committee chairs introduce themselves
- Administrators and staff in attendance introduce themselves
- Welcome and introduce new attendees

## **Minutes**

- CHodgdon: Review and approval of minutes from 11/18/20 meeting. **APPROVED-ALL IN FAVOR (Joy/Jocelyn)**
  - <https://docs.google.com/document/d/1oM1hOcweTmmLfJmHVb2RfmqJquWg2hALwjFN9HIWkMo/edit>

## **Officers' Reports**

- **President's Report~JBurns/JCecola**
  - District PTO report
    - Membership is due: ~ \$6 fee this year
    - Sign up online <https://waucondad118.membershiptoolkit.com>
    - District PTO organizes School Supply Boxes, Bingo Night, membership, & elections.
    - 20/21 D118 PTO Responsibilities:
      - *CCS~District PTO Treasurer (Michelle Cxyz will be the D118 PTO Treasurer)*
  - CCS PTO
    - EMAIL ADDRESS [info@ccs.d118pto.org](mailto:info@ccs.d118pto.org)
    - Website: <http://ccs.d118pto.org>
      - will be updated to include current events
      - minutes will be posted as soon as they are approved (month late for minutes)
      - Volunteer page (SignUpGenius)
      - Ingredient List (most current list of the food products we sell & their ingredients)
    - Google Calendar (found on the CC School website) You can add this to your smartphone.
    - Google Drive
    - Facebook <https://www.facebook.com/groups/CottonCreekPTO/>
    - Twitter <https://twitter.com/CCSpto118>
- **Vice President's Report~Christina Ryback/Jen Antoni**
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- **Treasurer's Report~Shannon Allen**
  - **approve current Category Summary Treasurer's Report for 2019/2020 APPROVED-ALL IN FAVOR (Carrie/Jocelyn)**
    - [https://drive.google.com/file/d/1vAN\\_UMqw\\_3iYYOfCpD5jbTprASR2jUop/view?usp=sharing](https://drive.google.com/file/d/1vAN_UMqw_3iYYOfCpD5jbTprASR2jUop/view?usp=sharing)
  - **The bank account has a current available balance of: \$25,366.29 as of 12/31/20.**
    - **American Outfitters check came in, Waiting on CHI-Town& McHenry Theater.**
    - **Jen G. bought plants for front foyer.**

## Administration Comments (G.Seaholm/C. Dickert)

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### Committee Head Reports

#### Year Long

- Birthday Books~Carrie Hodgdon
  - *Birthday books are handed out every Monday morning to gr. 1-5 students.*
  - This year the school is sending birthday coloring postcards as a replacement for the books.
- **Book Fair ~JCecola (Nov. 16-20, Mar. 1-5)**
  - Current Scholastic Dollars Balance us \$3739.75 with none expiring at this time.
  - Profit from Novembers sale were \$376.18 in SD
  - SCurran was able to order \$437.55 in SD for new books for the library
  - Working on plans for spring book fair. Will be a hybrid of curbside pickup with google forms and online fair. Online fair Feb 21-Mar 6, curbside pick up orders est. February 27-March 4.
- **Box Tops ~ Michele Marcangelo & Jocelyn Burns (Collections: Weeks of Jan. 11th, April 12th)**
  - Box Tops are now digital. Go to your App store on your phone to add the Box Top App. Receipts must be scanned within 14 days. Scan all receipts, you never know when surprise credits come up.
  - If you do grocery pickup/deliver, your digital receipt can be emailed to [\*\*receipts@boxtops4education.com\*\*](mailto:receipts@boxtops4education.com)
  - Some products still have Box Tops on them, if you see the Box Tops on the products, please cut them out and keep collecting them.
  - We will have a drop off Box Top Bin at the school by the material pickup/drop off bins. Please make sure the Box Tops are in zip lock baggies when returning them to school.
  - Box Top collection getting sent in January
  - Send in your Box Tops!!
- Event Nights~**Looking into Wisk to do decorative Valentines Day cookie kits for purchase.**
- **Movie Nights~**
  - **McHenry Theater Popcorn Fundraiser seemed to go well in December. Still awaiting check from profits.**
  - **Do we want to do it again another month?**
- Fundraising~
  - no direct fundraising at this time
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- Ice Cream Lunch Sale~CRhyme ~ 50¢
  - will need a new ice cream person next year as Carlye will move on to MMS
  - on hold
- **Landscaping~JGomez**
  - **GSeaholm has requested some plants around the building. JGomez worked with Countryside in Crystal Lake to get us a deal. The plants look amazing and they kept us about \$100 under budget. Will share pictures soon. Thank you Jen & Countryside!**
- Pencil Box ~ Need Volunteer starting Fall 2021 will have help from MCzyz

- on hold
- Popcorn Lunch Sale~CHodgdon 50¢
  - on hold
- **Restaurant Nights~(January 27th)**
  - **Nancys is scheduled for this one**
  - **Mention CCS PTO and we will get 20% back (not valid with coupons)**
- Room Parent Committee~NBailey/JBurns
- **Scrip Gift Cards~CRyback/MCzyz**
  - **profit \$55.94 from fall fundraiser**
- **Spirit Wear~JBurns/JCecola**
  - **working on setting one up so we can have flyers to pass out at kindergarten registration**
- **Staff Appreciation~JBurns/JCecola**
  - **Working on Teacher Conference Dinners for February Conferences.**
    - **Subway has catering with subway to go box meal. Choices include sandwiches, wraps or salads and can be customized. Prices range from \$6.99-\$8.99. Based on survey we shouldn't have more than 50 people that night. JCecola is requesting \$500 budget to provide meals. **MOTION MADE FOR \$500 to spend on Conf. Night Dinner for teachers and staff in the building. - ALL IN FAVOR (Carrie/Jocelyn)****
  - **put together a Signup Genius to ask parents to bring in packaged food for the teachers once a month. We can dedicate 1-2 days a month to have parents drop off in a box at foyer at school. JBurns will get a sign up made this weekend since we've been told restock from last time was low.**

#### Date Specific\

- ~~Data Entry for PTO Membership forms~all-online~~
- **APEX RUN ~( )**
  - **JBurns will be speaking to CDickert regarding on how to continue for the spring. Apex if we have to fulfill a contract or will plan a virtual Family Fun Run.**
- **Dad Event~Bowling Bash with Dad (Date TBD)~( )**
  - **any virtual ideas?? **Reach out to Home Depot for possible at home craft with Dad****
- ~~Candy Buy Back~(Conlon-Thompson-Orthodontics)~( )~~
  - ~~canceled this year per Ms. Kelly~~
- ~~Holiday Shop ( )~( )~~
  - ~~canceled this year~~
- PTO Bingo Night ( )~ MCzyz (D118 treasurer)
  - no new info
- Making Art with Mom (April Date TBD)~ JAntoni/CMerkle
  - **JBurns is working with Mrs. Merkle to help do a painting night virtually. Cost to families would be the cost of supplies and we can schedule a weekend supply pickup.**

- **5th Grade Bon Voyage Party (Date TBD in May at \_\_\_\_)-jcecola**
  - **in person event is highly unlikely**
  - **plans to say bon voyage to 5th graders??**
    - **matthews tshirts**
    - **parent ordered signs**
- **PTO Nomination Committee Rep.~19/20: JTschatpat 20/21**
  - **This year Treasurer and Vice President positions will be up for (re)election**
- **School Supply Boxes ~ Looking for Volunteer**
  - **no new info**

### New Business

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### Unfinished (old) Business

### Announcements

- **Dates coming up (3rd wednesday of every month via zoom until further notice)**
  - **Next Meeting: We are proposing holding the next meeting on February 17th at 6:30pm via zoom.**
- **Kindergarten registration will be March 1st. There will be 1 night in person and 1 night virtually. PTO can have a table set up with flyers for in person night.**
- **We will have another Spirit Wear order around Kindergarten registration**
- **Effective Wednesday January 27th, buses will no longer be doing material distribution. Parents will need to pick up materials at the school on Wednesdays from 8:00 am - 4:00 pm. As always, if a child has material to be picked up, the teacher will send an email to notify the parents.**
- **Lunches will no longer be available on busses. GSeaholm is finding out if lunches will still be available at the school for pickup.**

**[With no further business to discuss, Motion was made to adjourn the meeting @ 7:18 - ALL IN FAVOR](#)**