# **CCS PTO General Meeting Minutes**

Cotton Creek PTO~November 18, 2020 @ 6:30 PM https://us02web.zoom.us/j/84665419037?pwd=WC9xRkJveC9PaVIvTVV0bG5WNIVxZz09

Board Attendees: Joy Cecola, Jocelyn Burns, Christine Ryback, Shannon Allen, Carrie Hodgdon Member Attendees: NONE

# Call meeting to order @ 6:37 pm

<u>Call to Order~JCecola/JBurns</u> (quorum = 5 members. 2 of which are board members)

#### 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 10/21/20 meeting. ALL IN FAVOR (Joy/SHannon)
  - <u>https://docs.google.com/document/d/1QRq6h2OizBWEEPr7XhRgXSxccfPcETZgARrnuw</u> <u>FhggQ/edit?usp=sharing</u>````

# **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 Czyz will be the D118 PTO Treasurer)
  - CCS PTO
    - EMAIL ADDRESS <u>info@ccs.d118pto.org</u>
    - Website: <u>http://ccs.d118pto.org</u>
      - 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 <u>https://www.facebook.com/groups/CottonCreekPTO/</u>
    - Twitter <u>https://twitter.com/CCSpto118</u>
- Vice President's Report-Christina Ryback/Jen Antoni
  - CCS PTO Newsletters will go home bi-monthly for now
  - The November/December one came out on November 1st and looks great!
- Treasurer's Report~Shannon Allen
  - approve current Category Summary Treasurer's Report for 2019/2020

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https://drive.google.com/file/d/1EjkU2X4fgp-OnUg4-HZql4EF8fepCQGJ/view?usp=sha ring

- The bank account has a current available balance of: \$24,733.23 as of 11/16/20. ALL IN FAVOR (Carrie/Joy)
  - One check pending for PTO insurance \$590

# Administration Comments (D. Kelly/C. Dickert)

- Thank you for the snacks and for the Conference dinner, this is very appreciated.
- Book Fair ~ Understandable if we don't get the dales as in the past. A hybrid book fair is a viable option for the Spring as building occupancy permits.
- There are a couple of Box Tops envelopes in the vestibule in the container, fyi.
- Thanks for arranging the Popcorn fundraiser nights with the McHenry Theater.
- Holiday gratitude for teachers ~ emailing parents for help in gathering notes/pictures would be very nice. Items can be dropped off at school. Even though teachers aren't coming in everyday, they do still come in 1-2 times per week. What are some fun ideas you've seen for a holiday game or fun that teachers could try to do for the students virtually? Something for the whole school or individual classes?
- We won't have the holiday shop which we will miss, but the Script cards could possibly be a good service?
- Thanks for all your hard work and partnership with us!

# **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 \$3801.12 with none expiring at this time.
  - Sales as of 11/16 are \$133 of what has shipped. Sales don't get updated until items shipped so will take up to a week for us to get a final sale amount after it closes. We have had 347 views on our webpage though.
  - Book fair will continue until November 22
  - Joy would like to propose a hybrid book fair for the spring like RCS did. Will need to talk to Ms Kelly for approval in a few months pending state covid policies.
  - <u>https://www.scholastic.com/bf/cottoncreek</u> will be the direct link or ww.scholastic.com/fair and search for our school
  - We get 25% profit in scholastic dollars
  - Free shipping for orders \$25 or more
  - Fair ends in time for holiday book delivery
  - They are also doing drive-thru fairs, looking into that option for the spring fair if we still can't be in the building.
- 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
  - 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.

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- 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!!
- 0
- Event Nights~
  - Build a mascot zoom event in Jan? Joy is researching now and making Jocelyn help ;)
- Movie Nights~
  - McHenry Theater Popcorn Fundraiser starts December 1st-thru December 16th.
  - Order online at <u>www.mchenrytheatergiftcard.com</u> and choose delivery for December 17th for it to count towards CCS PTO.
  - For \$20-25 you get a Gary Lang Refillable bucket with lid, your choice of popcorn, 4 fountain cups, 2 liter of pop, 4 movie theater candies.
  - Delivery for in district CCS homes between 3-6 PM on December 17th C. Ryback to make flyer (Cozy couch cinema night)
  - PTO gets \$4 of every box sold
  - PTO Bundle at Home Movie Night will be December 18th
- Fundraising~
  - Mrs. Kelly has requested to not have any direct fundraising during the first semester. We will re-evaluate for the second semester. (dkelly strike)
- Ice Cream Lunch Sale~CRhyne ~ 50¢
  - will need a new ice cream person next year as Carlye will move on to MMS
  - $\circ$  on hold
- Landscaping~JGomez
  - no updates
- Pencil Box ~ Need Volunteer with Help from MCzyz
  - on hold
- Popcorn Lunch Sale~CHodgdon 50¢
  - $\circ$  on hold
- Restaurant Nights~(December 2nd)
  - Chi-Town is scheduled for this one
  - Mention CCS PTO and we will get 15% back
  - Looking for someone to make some phone calls to schedule our next one in January.
    - Try to get Island Lake Restaurants first to promote local??
- Room Parent Committee~NBailey/JBurns
  - working on some ideas for holiday gifts for teachers, one includes having a room mom for each classroom to organize cards or notes for the teachers with small gifts or gift cards possibly.
  - Does PTO want to organize anything for holiday gifts for the teachers?
    - Possibly have drop off locations at each subdivision or at school.
- Scrip Gift Cards~CRyback/MCzyz
  - MCyyz was working on a flyer to run this event before black friday.
  - Any updates?
- Spirit Wear~JBurns/JCecola
  - Winter Sale now until 21 with delivery before the holidays.
  - As of 11/16 we have \$25 in profit
- Staff Appreciation~JBurns/JCecola
  - We restocked the lunchroom in October with coffee, water, chips cookies, other single serving snacks

# • Teacher Conference Dinners were also supplied thanks to Chi-town and their individual bagged dinners. Thank you Chi-Town!

Date Specific \\

- Data Entry for PTO Membership forms-- all online
- APEX RUN  $\sim$ (\_\_\_)
  - APEX fun run has been put on hold until the spring.
- Dad Event~Bowling Bash with Dad (Date TBD)~(\_\_\_)
  on hold
- Holiday Shop (\_\_\_\_)-(\_\_\_\_)
  ⊖ canceled this year
- PTO Bingo Night (\_\_\_\_\_)~ MCzyz (D118 treasurer)
  - no new info
- Making Art with Mom (April Date TBD)~ JAntoni/CMerkle
  - A committee is needed to plan this event. Please contact info@ccs.d118pto.org if you can assist with planning.
  - $\circ$  no new info
- 5th Grade Bon Voyage Party (Date TBD in May at \_\_\_\_)~(\_\_\_\_\_)
  - A chairperson (who works as a team with the other chairs from RCS & WGS) & a committee are needed to plan this event. Please contact info@ccs.dl18pto.org if you can assist with planning.
  - $\circ$  no new info
- PTO Nomination Committee Rep.~19/20: JTschappat 20/21
  - $\circ$  no new info
- School Supply Boxes ~ Looking for Volunteer
  - $\circ$  no new info

## New Business

• any budget approvals needed?

## 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 December 16 at 6:30pm via zoom. Proposing to cancel if no updates or approvals are needed?

With no further business to discuss, Motion was made to adjourn the meeting @ 7:17 - ALL IN FAVOR