

August 2016 – PTO Meeting Minutes

Call to Order

The meeting was called to order on Tuesday, August 30th, 2016 at 9:05 am by the President, Courtney Holiday.

Pledge of Allegiance

Everyone in attendance, took the Pledge of Allegiance.

Welcome & Introduction of Members

All board members were introduced at the meeting.

Principal Report: Dr. Penke

Officer's Report

President: Courtney Holiday

PTO website updated and is available online. Open house was a success. A total of 254 forms were turned in on Open House night. Forms were turned in both electronically as well as paper copy and participation was 50% for both. The goal moving forward is to have everyone fill out the forms online and to have only paper forms sent out to incoming Kindergarten grade.

President Elect: Jenn Johnson

Treasurer: Tara Wisdom

An updated budget and expense report was shared. Following guidelines were shared by Tara when deposits need to be made by the committees:

Include Spreadsheet with Check# and amount

Total checks

Total cash

Total deposit

No staples in checks

Secretary: Symbol Cortez

Committee Introductions:

Book Fair- Stacey Edwards & Krista Lind

Box tops & Store Promotions- Stephanie Hughes

Box tops will be submitted on November 1st, 2016 and March 1st 2016. The class that collects the most box tops will celebrate with a Popsicle party. Store promotions will continue, so please save your Hy-Vee receipts. Stephanie will send out an email with details.

Carnival- Jenn Johnson & Krista Lind

Carnival is good to go. Forms were updated and we need over 200 volunteers.

Conference Hospitality- Jennifer Maguire

Creative Arts Program- Symbol Cortez & Courtney Holiday *Looking for new chair(s)

Kindergarten Round Up- Kelly Nogg & Laurie Epstein

Media Center/Lunch- Symbol Cortez

Sign up Genius links will be sent out for both the lunch room and media center after Labor Day.

Olympic Day- Chasite Vander Plaats & Christy Ulrich

Olympic Day Shirts- Michelle Patterson

350 shirts were sold on Open House Night.

Room Parents Coordinator- Jackie Bergmann

First Staff appreciation lunch will be hosted by 5th grade on September 14th, 2016.

Scholarship Committee- Janet Thayer *needs shadow

School Decorations-Shannon Roman *needs shadow

School Directory-Stephanie Hughes & Chasitie Vander Plaats

School directory will be available online and a link will be sent out to update information.

Silver Graphics- Michelle Hepfner * needs shadow

Staff Appreciation- Jamie Carmichael & Symbol Cortez

Walk-A-Thon- Jackie Bergmann *needs shadow

Walking Club- Jane Lowes

Year Book- Erin Kampschneider & Gretchen Baijnauth *needs shadow

5th Grade Farewell- Sherri Obrecht Janet Thayer, Erin Kampschneider, Shannon Roman, Courtney Holiday

New Business:

Volunteer Update

88 people signed up as volunteers. We need to get the word out and get more volunteers.

PTO Membership

Replacement & Shadow Chairs

Technology & Communication Officer/Chair Wanted

A motion was made and approved for this new office position. Jennifer Galbraith will be helping with Technology and Communications/website updates.

Veri Quest Machine was requested by Dr. Penke for various projects. Open to suggestion and fundraising ideas. The cost is approximately \$7000.

Olympic Day Flags

Dr. Penke mentioned the flags will be painted and will be hung in the hallway. The cost is approximately \$1000.

Next PTO Meeting is on September 27th, 2016 at 9:00 am.

Meeting adjourned at 9:47 am and total number of attendees: 34