

KMPTO Meeting Minutes 11/20/12

Executive Board

- Co-President – Jennifer West
- Co-President – Steven Bigden-Russell
- VP – Christine Avona
- Treasurer – Kim Rossman
- Secretary – Dawn Sekulich
- Teacher Liaison – Ms. Suzanne Rivera

Finances

- Kim Rossman & Steven Bigden met with a manager at PNC to open our KM PTO account!
- A opening deposit of \$457.75 was made to PTO account. \$45 of this was from registration donations, and the rest was profit from the first Family Movie Night. (Note: \$100 was needed to purchase pizzas for Family Movie Night. The movie license was free to us since KM school purchased a site license.)
- A motion was made & passed to allow Kim to order checks and to purchase a receipt book & a cash box.
- It was proposed that we decide on a dollar amount goal to reach for the PTO fund raising. We decided not to do this for now. Discussion included:
 - We should wait for the results of the student/parent survey asking specifically on what everyone would like to see funds spent. Dr. Bieneman mentioned this survey at the last PTO meeting. *Kim Rossman will email Paula to ask about a time line for receiving results of the survey.*
 - We want to carefully approach the fund raising aspect of our PTO so our focus remains on providing free or low-cost fun activities for the KM students and families. While we want to earn money to help KM we will have to be careful to not become a money engine. We don't people to feel we are always asking for money.
- Post-meeting – Kim is working on a system of procedures to go along with the PTO Bylaws. She is making several forms for people to use when dealing with PTO money. Kim hopes this system will create a paper trail so all parties handling money will be safe guarded. She would like to have these forms available on the PTO website. So far the forms include:
 - Cashier report – to report any money taken in for PTO at an event
 - Reimbursement request – required for anyone asking to be reimbursed for a purchase (pre-approved) made for PTO
 - Deposit notice – to report the amount turned in to the treasurer for deposit
 - Check request – to request a check for purchasing items for PTO.

Boxtops – Chairpersons: Angela Perry & Kristen DePerte

- \$1000+ has been collected! That's \$662.94 for this year + previous collections from last year.
- With the next submission in March, February will be a focus on Boxtops with another contest.
- Boxtops are being collected ALL YEAR LONG even if a Boxtops contest isn't going on.
- It was suggested that teachers can send out or post on their classroom websites reminders about Boxtops. Ms. Suzanne Rivera will contact teachers about this idea.
- Using SchoolReach for Boxtops reminders is not preferred. KM does not want to bombard parents with emails through that system.

- Please watch the expiration dates on the box tops.
- On the box tops website (btfe.com), our school can earn eBox Tops for any games played, videos watched, surveys completed, product feedback provided, or many other activities! Be sure to register on the website & select KM as your designated school.

Family Movie Night – Chairperson: Christine Avona

- Christine thanks everyone who helped in every way. Everything went great!
- The next movie night will be in April.
- While Madagascar 3 was suggested as a possible movie, they'll wait until closer to April to decide.

PTO/Catch Family Game Night – Chairpersons: Dr. Batz (Catch) & Suzanne Rivera

- January 31st (Thursday) from 5-6:30pm
- Committee: Kim Rossman, Jen Walsh, Mary Abrego
- We hope to find a way to get parents more involved with the activities, especially the dancing!
- Another PTO table is needed at this event. A healthy snacks sale table was suggested. This would be similar to a bake sale but more appropriate for the overall event.
- **A chairperson is needed for the healthy snacks table.** Please contact Dawn Sekulich at dawnsekulich@gmail.com or another PTO Executive Board member if interested.
- Closer to the event, Dawn Sekulich will send out an email asking for volunteers to donate healthy snacks for the sale.

Family Dance – Chairpersons: Christine Avona & Steven Bigden

- Christine will present this event to Dr. Bieneman
- Thursday, February 14
- There was a discussion about whether to make this dance a father/daughter only dance. If this was only for father/daughters, would we have a separate mother/son dance? When would we have a mother/son dance since May is always so busy? It was agreed that we try to include all into one dance.
- This will be a dressy dance – not casual dress.
- Ideas for the dance include:
 - photographer (Z?) – \$5/picture?
 - Flowers – maybe 3 carnations for \$3 to \$3.50, roses \$5?
 - Finger snacks & punch

Family Reading Night – Mrs. Zannini

- March 1st?
- The theme will be Dr. Seuss.
- A book fair may be running at the same time.

Science Night – Dianna Myers

- April (2nd week)
- PTO would like to help expand this event with a some recycling ideas.
- Dawn Sekulich will get more information about textile recycling.
- Kim Rossman will get more information about electronics recycling.

Events (general)

- Some members would like to see more PTO events. It was pointed out, though, that

the KM calendar for this year was already full.

- The suggestion was made to have PTO take part in, help with, or expand on already-planned KM events.
- For any new PTO events for next year, we will need to work on the planning this year. If we have new event ideas, we will need to research & present them to Dr. Bieneman this year so the events will have a better chance of fitting in the busy calendar. A committee may be needed to search out ideas and keep them moving forward.
- New ideas for PTO events included a craft night or a pumpkin decorating night (get pumpkins donated).

Membership

- **A membership chairperson is needed** to ensure a PTO sign-up table is at every KM event. This chairperson would organize who would run & set up the tables & make sure parent sign-up forms are available. Please contact Dawn Sekulich at dawnsekulich@gmail.com or another PTO Executive Board member if interested.
- The parent sign-up sheets need to have more donation options besides baked goods. Suggestions included paper plates/cups & napkins.
- It was noted that Jennifer West had recently updated the parent sign-up sheets & may have already made some of the above changes. (Jennifer was not able to be in attendance at this PTO meeting.)

Other Business

- It is the Executive Board's goal to send out an agenda for the regular PTO meetings.