

KMPTO Meeting Minutes 3/19/13

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

- Current balance is \$1145.56.
- Previous balance was \$457.75. Before expenses, January Cars Movie Night earned \$432.55. Before expenses, Snow Ball Family Dance earned \$887.
- Kim has ordered checks & stamps.
- Check has not been issued yet to the school for the money raised to help with the late activity buses.
- There was a discussion about making sure we always say what we are raising money for whenever we have a fundraiser.
- Dr. Bieneman said (& already has) forwarded to the Executive Board the top preferences the students & adults would like to see purchased for KM.
- It was suggested that we examine this year's expenses closely so we know how much to keep for PTO expenses for next year.

Membership – Joneen Lannon

- Due to medical issues, Joneen is stepping down as Membership Chairperson. She has offered to continue sending mass PTO emails if needed.
- Questions posed: Do we still need Joneen to send mass PTO emails? Do we want to keep the position of Membership Chairperson – fill the position?
- These questions led to a discussion about our communication methods to the general PTO.
 - Emails sent to the general PTO should be reviewed carefully before being sent out to be sure all information is complete – the date of the event, times volunteers needed, etc.
 - We could use a website called Sign Up Genius (signupgenius.com) or similar to aid in recruiting volunteers for events.
 - Rather than having a membership table at each event, emails could be sent out to all KM parents asking if they would want to be a part of PTO. PTO reps could still come to special events like kindergarten orientation to speak to parents about joining PTO.
 - If emailing a membership sign up form, we could put specific events (movie night, dance, etc.) with approximate dates on the form as choices for volunteer positions. This would be possible since we are making a PTO calendar for next year soon.

Past event: January Movie Night – Chairpersons Rebecca Carpenter & Jennifer West

- The Best-decorated-car contest at the Cars Movie Night was a big hit! The kids (& parents!) enjoyed making the cars & parading them around the gym.
- Left over frozen hot dogs can be used for another event.
- It was suggested that if we offer a hot dog combo again (hot dog, drink, chips) we raise the price from \$1.50 to maybe \$2 or so.

Past event: Culvers Night – Round 2 – Chairperson Steven Bigden-Russell

- There was some concern & confusion about the outcome of the 2nd round of Culvers Night.

KM Parents had received information that the Zion Culvers had their most profitable night to date, yet we came in 2nd place to Westfield. Even with the multiplier (our school is larger than Westfield), there was concern that we didn't get full credit for the amount KM pulled in.

- Mr. Bigden-Russell has spoken with Culvers to try to get to the bottom of the issue.

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

- About 200 people attended this event!
- 4th & 5th graders ran 4 stations in the gym with Dr. Batz.
- Suzanne & kids ran board games in the cafeteria. This went well too. Lots of families sat down to play.
- The event made it into the Zion News!

Past Event: Family Dance – Chairpersons: Christine Avona & Steven Bigden

- Overall it went great!!
- People suggested more seating (not tables) is needed especially in the dance area.
- A place for coats is needed.
- Photographer
 - Beautiful pictures!
 - You can request a copy from Z by emailing erika@zshots.net.
 - Because of the waiting line for the pictures, the suggestion was made to not print pictures at the event, but have the available online. People may order more that way.
- Tickets may be able to be purchased online next year through Paypal when registering kids for school. This may encourage more people to come & give them a chance to pay when they need to rather than at the time of the event.

Culver's Night – Round 3 – Chairperson Steven Bigden-Russell

- Volunteers are still needed .
 - Kristen DePerte, Christina Avona, & Dawn Sekulich volunteered during meeting to help with Culvers lunches at the school.
 - Jessica Weishaar, Angy Pierre, Mark Matula, Jen West, Kristen DePerte, and Christine Avona will help in the evening at Culvers.
 - Mark Matula has offered to stand with signs outside at Culvers to encourage drive-thru orders for KM. Other volunteers for this would be appreciated.
- Rebecca is making sure Culvers has the school lunches ready for pick up earlier so the volunteers can sort them before the lunch groups come in.
- Zion Culvers workers will not ask if the person want to donate to the event they are hosting (like out KM night). Some other Culvers locations ask everyone.

Dr. Seuss Family Reading Night – Mrs. Zannini

- Wednesday, May 1st, 5:30-7pm
- Police will be reading to the kids.
- Mrs. Zannini is encouraging PTO to have a table(s) at the event with a Seuss theme – a craft or snack.
 - Rebecca Carpenter, Angela Perry & Kristen DePerte have volunteered to run a table selling hot dogs.
 - Other snacks like Gold Fish Crackers for the Seuss's One Fish, Two Fish were suggested too.

Science Night – Dianna Myers & Dawn Sekulich

- Tuesday, April 16th 5-6:30pm
- Adopt-a-Plant table – Mrs. Myers sent out an email to the staff requesting plant donations. Dawn will request the plant donations when asking for PTO volunteers.
- Scavenger Hunt – Dawn proposed a scavenger hunt for the event. Mrs. Myers to contact the science teachers about this to see if they would like to do it.
 - The kids chosen to have science exhibits/games would submit a question(s) with answers to their teachers. The answers would also be found in their exhibits. The teachers would pass the question/answers along to Dawn the week before Science night.
 - Visitors to Science Night would receive a list of question to take around to the exhibits, searching for the answers. We could have a table set up with a couple volunteers to "grade" the finished scavenger hunts and out simple prizes (pencils, seed packs, etc).
 - This would encourage the visitors to actually take a good look at the exhibits the students worked so hard on.
- Textile Recycling Event all week
 - We will have a textile recycling event running the full week (Monday, April 15th- Saturday, April 20th) of Science Night.
 - A donation truck will be unlocked for donations during school hours & for a few hours on Saturday.
 - Volunteers will be needed for the Saturday hours. Volunteers will only need to unlock & stay with the truck.
 - Chicago Textile Recycling will be taking our donations which will be divided up into second hand clothing, recycled into wiping cloths, or reprocessed into fibers.
 - If we stuff the 16 foot truck full, we could potentially earn \$600 for KM. If we fill the one truck, CTR will bring another.
 - Zion News will be notified about to hopefully increase donations.
- It was decided that we would not do the electronics recycling this year. We'll look into it further for next year.

PTO Facebook Page

- Jorge Nieto, who ran the KM FB Page (not the school's page, just a fan page), offered to turn the maintenance of the page over to KMPTO. Thanks Jorge!
- Jennifer Walsh will now maintain the page.
- PTO can reach another set of people this way.
- It was agreed that the page will keep comments fully restricted. Any comments will be routed to KMPTO.com.

PTO Emails

- There have been complaints about several PTO member email addresses receiving unwanted emails.
- The KMPTO bylaws will be reviewed to make it understood that PTO email addresses are only to be used for PTO business. This will apply to Executive Board & Chair positions. General PTO members do not have access to email addresses – all correspondence will be sent blind copy.

PTO Bylaws

- The PTO Bylaws will be reviewed to see if anything needs to be changed or removed now that we have been working as a PTO for a year now.
- Any bylaw changes will be voted on at the last meeting of the year.
- Bylaw requiring monthly general PTO meetings will be changed to holding meetings once a

trimester. Event/Chair meetings will be held as needed.

- We will need to clarify the Purpose Statement. We initially wanted monthly PTO events, but found throughout the year that it's better to expand already existing KM events & keep the couple new events (not monthly) we made (movies, dance). It is also agreed that while we want to raise money for KM school, we want to become known as a money engine. Our fundraisers should be fun or useful.

Boxtops – Chairpersons: Angela Perry & Kristen DePerte

- Angela & Kristen are looking at holding smaller Boxtops contests every 2 weeks.
- Popsicle would be the prize.

Meeting Attendance

Dawn Sekulich

Steven Bigden

Jennifer Walsh

Suzanne Rivera

Paula Bieneman

Rebecca Carpenter

Angela Perry

Kristen DePerte

Michelle Batz

Jorge Nieto

Christina Avona