



OCTOBER MINUTES 10/13/11

Channahon School District PTO Minutes

In attendance

Traci Keyster, Pam Fink, Nancy Geldean, Cheri Peterson, Nancy Snow, Becky Shay, Robin Morris, Chris Mahoney, Colleen Appleton, Stacy Odegaard, Kathy Bisch, Mary Easton, Sally Cortes, Amy Ulm, Maureen Daufenbach, Chris Boland, Chris, Kobe, Cathy Pettigrew, Kathie Croft, Mary Caher, Sherri Gierman, Jean Browning

Round table introductions were completed.

Approval of Minutes

The meeting was called to order at 7:03, reminded everyone that minutes can be found on the website. IT has been very busy and hopefully they can get the site updated soon. September minutes were approved by Cheri Peterson

Treasury report – Jean Browning- Most of the checks were written to pay teacher reimbursement. Statement is only through Sept 30th. Enrichment fund needs to be distributed by schools, this is based on enrollment.

Teachers can be reimbursed for the full \$75.00 and should be submitted in full but it is ok if submitted in smaller amounts. Not sure if we have any seen nurses turn in any expenses. Pam Fink to clarify if nurses are included in the reimbursement funds.. Little learners are only housed in the school and they are not counted in the total but do get included distribution of funds. Pam Fink has removed all old forms from last year and will confirm that the new forms are distributed to the teachers

Office supplies were changed to \$300 – volunteer funds were changed to \$ 200

Treasury report approved by Tracy Keyster and second by Pam Fink

Market Day – Stacey Odegaard Chair - Profit for September was \$1,148.12. Market Day reported our highest first day participation ever. There were 80 customers last month have not had that before. Market Day is reviewing how to promote the gifts to keep participation up after the holidays as it usually dips in January. Reminded parents that the profit goes back to the school. Bonus day of pie will be done next month –agreed to offer the top three sellers prizes. Prizes will come from Market Day budget.



General Discussions – Punch cards are offered to parents. When you complete 10 hours of volunteer time you have the opportunity to receive a free supply kit at the end of the year. There are a lot of opportunities to complete these hours. Pam Fink asked if the bulletin boards that Stacey Odegaard made explaining about the PTO be displayed at conferences. Santa secret shop – Trudy will be taking the lead on this again, however we need to have helpers that can take the lead for this activity. At some point Trudy will be stepping down from this.

Box Tops – Mary Easton Chair – Mary is getting ready to send in the next batch of box tops at the end of the October. Forms for the contest can be found in the school office and online. We want to remind parents they should not staple the box tops to the forms but use glue and tape. Please make sure that box tops are not expired when submitting them. Mary showed an example of adding the bonus box tops from Jewel. Jewel box tops can be redeemed on line also. Reminder for the Campbell's labels – only need the UPC part of the label.

Fall fundraiser – The Mrs. Z fundraiser generated \$16,000 of items with approximately \$7,500 – \$9,000 profit; we will come up short for what was in the budget. Stacey noticed that the kids that sold more last year did not sell as much this year. There was a lot of participation but with lower amount of items. Script cards will be ready for delivery before Thanksgiving. There will be some to sell at Santa Secret Shop. The script cards are not a big money maker they are more of a convenience for the parents; however we need to look at better ways to distribute the flyers. There are 1,484 students this year that is a lot of copies to make.

Spirit Wear – Sherri Gierman Chair - The spirit wear items are in will be delivered to the schools on Monday October 17th. Compared to last year, the sales were higher but profit was a little less. . The price point was reduced and this means a lower profit, \$1,700. Sherri will still do 8th grade T-shirts. If another sale will be done it will be a paper sale, it will not do the display as before. Maybe after the first of the year a spring sale will be considered. Exchanges will be taken if needed. Having an open house was beneficial. Athletic booster – items bought at cost and used for boogie nights.

Family Fun Night - Ta-Tanisha Jordan Chair - The first family Fun Night at Haunted Trails was on Friday October 7th and this was very successful. Approximately 49 packages and 45 kids showed up for this event. Ta-Tanisha thanked the PTO for the budget on the flyers; she thinks this really helped to get the word out. Movie night is planned for November 11, Cars 2 will be shown. The flyer will be submitted to Dr. Evans for review before distributed to the schools. A volunteer sign-up sheet was passed around. Three Rivers skate night will need flyers also. Pam Fink did not see any issues with this.



New business – chairs and co chairs need to help each other out

Teacher Appreciation – Chris Kobe Chair – Chris is in need a committee to help deliver the food to the schools for the parent teacher conferences. One for each school is needed. Chris, Nancy, Pam will help where needed. This year the PTO will be doing a nacho bar instead of pizza or sub sandwiches. Help may be need to store the food also Are there options for maybe Taco Burrito King to donate the meat?

Motion to adjourn was made at 8:03 p.m. and was passed unanimously.