

PTO Board Meeting

Friday, September 18, 2015

Call to order 1:15 PM

In attendance:

President: Leslie Blackowiak

Vice President: Kelly Hopper

Treasurer: Crystal Kokal

Fundraising Chair: Sarah Johnson

Volunteer Coordinator: Lisa Kremer

CMS Staff: Nate Swenson, Terry Talbert

Approval of prior meeting minutes.

Approval of current meeting agenda.

Fundraising Update

- Tumblers did not sell as well as we planned at Open House. As a result, we are hoping to sell these at Homecoming. Sarah will reach out to boosters to see if this is an option. Also, came to the conclusion that selling them at Conferences would be a good idea. We will have two tables selling them, one back by lunch rooms one in the front lobby. Lisa will send out a sign up genius to get volunteers, we will have one person for a one hour shift. If all tumblers are not sold at conferences, will try to sell at future football games, etc.
- Great American Catalog will be used as main fundraiser. Kick off will be October 20th. JD will come and give presentation/rally to students. Samples of items will be posted in display case. Volunteer needs have been distributed and covered. Packets will go home with students on October 20th.
- DQ update: We can pick a night (M, T or W) to have a CMS DQ night, 2 hour timeframe all sales within those two hours will generate 10% given to us. Lisa will look at district calendar to determine spring nights that will generate higher crowds (ie band concerts, sports, etc.). Discussed having multiple nights during the school year as volunteer needs basically none.
- Schwann's Update: The Schwann's Cares program is an easy way to raise money. Basically we pick a 45 day timeframe to raise funds. We get 20% of all online and delivery orders and 40% from gift card purchases. For 90 days after that we get 5% of sales. Discussed starting our 45 days in mid-November in order to capitalize on holiday sales.

Reports of Officers/Board Members

- Volunteer Coordinator – Kelly Hedlund and Christy Schively will be doing staff appreciation. Sign up genius needs to be created. First one is October 12th, will be an evening appreciation. Next one is in December.
- Treasurer Update – We had an ending balance of \$5,544.87 in checkbook. Checks today were written for food service appreciation.
- Vice President – none.
- President – Thank you to Lisa and Sarah for getting the fundraising and PTO tables staffed at Open House. Band coordinator position was filled at table at Open House. Teacher wish list position was filled by Sandra Peterson, we will need to find a replacement for her next year.
 - Discussion ensued regarding PTO's role in filling these positions. It is believe that the band department will be finding their band coordinator, not the PTO.
 - Also discussed was the Wish List position, and further definition of this role. It was agreed that the volunteer for this will be used to help generate post-it notes for needs from teachers prior to the start of the school year by emailing and coordinating with team leads. During the school year teachers can update their own lists by placing new post-its on the boards in the front foyer.
 - A need for laminating the signs was addressed. Sandra Peterson will come in and laminate the boards so they are good for future use.

Old and New Business

- Student directories will not be produced by admin's this year. PTO's will have to do them themselves. This was discussed at the Presidents Council meeting on Tuesday. Shouldn't be an issue for CMS but will likely be an issue for elementary schools. High school still produces a directory and charges for it, uses it as a fundraiser.
- Leslie brought up issue of high school passing a motion to authorize having treasurer as a single signer of checks under \$500. This decreases the logistical troubles of getting two signatures on each and every check.
- Leslie Blackowiak requested a motion to have a single signer on CMS PTO checks under \$300. Kelly Hopper moved, and Lisa Kremer seconded the motion. Single signers on CMS PTO checks under \$300 was approved by the PTO Board.
- Terry Talbert has two grant requests.
 - School store \$5 gift certificates for student of the month. Amount to not exceed \$1395. Board voted to approve this amount.
 - Courage retreat grant request. Total cost is \$13,780, in the past PTO has paid half. \$6890 was approved for 7th grade courage retreat. **Note this will be paid after funds have come in from the Great American Catalog fundraiser.

- Gift cards for staff appreciation will be inventoried by Leslie and will be stored in the school safe. A process will be set up for monitoring these cards. Leslie will be creating a spreadsheet that will track cards coming in and cards going out.

Meeting adjourned at 2:17 PM.