

McDole Elementary School PTO – Minutes

Action Items in *Red*

Date: March 19, 2019

Called to Order: 7:03 pm

Attendees: Jen Kmiec, Bridget Hagspihl, Patrick Raleigh, Ms. Steimel and several via Facebook Live.

Welcome & Introductions

Secretary's Report:

February minutes provided in meeting and available on the McDole PTO Website. Bridget motioned to waive the reading of the minutes; Jen K seconded; all agreed.

Treasurer's Report:

- Handed out at meeting. Jen K motioned to approve; Bridget seconded; all agreed.
- Latest updates: Fun Lunch – researching double charge from Jimmy Johns. Deposit received from Amazon Smile. Tech Take Apart Night - \$35 expense for screwdrivers. **Bounce Town invoice – Patrick to check if included in the school's insurance.**
- Updates expected at the next meeting: Smencils, Celebrate Our Daughters, Spring Basket Raffle, and Multicultural night.

Committee Reports:

- Family Fun Nights, Family Nights Out & Other Events:
 - Multicultural Night – Held Friday, March 15th
 - All enjoyed different performers and displays. A big thank you to our coordinators, volunteers and presenters/performers. Committee meeting to discuss holding again next year.
 - Tech Take Apart Night – Held Tuesday, Feb 26th
 - Students remained engaged the entire time. Approximately 30 families attended. A big thank you to our coordinators, volunteers and presenters. Hoping to hold again next year.
 - Smencils – Sales held February 26 & 28th
 - Still have around 500 left after multiple sale opportunities this year. Will see if another school wants them, if we will sell next year or if we should try a new item (most people might already have all of the Smencils they need).
 - Celebrate our daughters – Held Saturday, March 9th
 - A big thank you to our coordinators, volunteers and vendors for their donations.
 - Spring basket raffle/open house – Held Wednesday, March 13th
 - Saw a decrease in profit between the dance and basket raffle. Unclear as to why – possibly too many events in a short amount of time or perhaps not having a specific reason/location for the profit (last year, donations went to One Book, One School instead of just to the PTO in general for events, etc.).
- Box tops – Deadline was February, 20th
 - Received a total of \$184.20 for the second half of the school year.
 - Total for the entire school year was over 3,600 Box Tops equaling \$904.60 (\$542 more than last year).
 - Mrs. Schulz's 2nd grade class collected the most Box Tops (382). Their class earned a basket filled with brand new school supplies!

New Business:

- Joint Kaneland PTO Meeting
 - Jen Crocker attended the latest meeting.

- Blackberry Creek PTO is hosting a community 2k/5k Walk & Run on May 4th. Information posted on the McDole PTO Facebook Page and Virtual backpack.
- Kaneland Performing Arts Boosters are holding a mattress sale fundraiser on April 14th.
- One School, One Book will be held again next school year – deciding on book choice. Will be a lighter topic than Ivan.
- One & Only Ivan Escape Event \$5 per person (\$20 per family max). Date is unclear.
- Taste of Kaneland will be held on August 25th from 3p – 7p at Kaneland High School.
- The next Joint PTO meeting is August 27th. They are looking forward to an update on our Multicultural Night.
- **Dining Night**
 - Will be adding one more Dining Night before the end of school due to lower profits from other events. McDole Facebook page contains a poll to vote for Culver's-Sugar Grove or Paisano's.
- **Teacher Appreciation (May 6th – 10th)**
 - Coffee cart on the 7th. Lunch on the 10th – **conflicts with Fun Lunch & tea for two, so will need to look for a different day.**
 - Expecting 40-45 staff members for lunch. **Patrick will advise of food type preferences.**
 - Parents can decorate doors the Friday before (May 3rd).
- **Teacher/Foundation Requests**
 - No music or tech requests provided.
 - 2nd Grade: Request to approve purchase of books from Amazon for a combined total not to exceed \$1,000. Jen C motioned to approve; Bridget seconded; all agreed.
 - **Create an Amazon Wish List and email to Info@McDolePTO.org.**
 - **Send copy of request letter to Info@McDolePTO.org.**
 - 5th Grade: Request to approve purchase of 6 dry erase tables from Amazon for a combined total not to exceed \$1,200. Jen K motioned to approve; Bridget seconded; all agreed. Patrick will have them put together wish list.
 - **Create an Amazon Wish List and email to Info@McDolePTO.org.**
 - **Send copy of request letter to Info@McDolePTO.org.**
 - Special Ed: Original request was over budget. New request asking for membership to SuperTeacherWorksheets.com – \$20 for individual membership. Request to approve purchase membership from SuperTeacherWorksheets.com for a combined total not to exceed \$20. Jen K motioned to approve; Bridget seconded; all agreed.
 - **Send copy of request letter to Info@McDolePTO.org.**
 - Kaneland Arts Initiative (KAI): All other Kaneland schools provide an annual donation. Donation supports free or reduced cost tickets to the Kaneland Community Fine Arts Festival, KAI Performance Series, and Festival Performance Series. Request to approve donation to KAI for a combined total not to exceed \$1,000. Jen K motioned to approve; Bridget seconded; all agreed.
 - Bridget provided request letter to Jen Crocker.
 - Library: Request to approve purchase of a flex space lounge and learn chair from Lakeshore Learning for a combined total not to exceed \$200. Jen K motioned to approve; Bridget seconded; all agreed. See next month's budget for possible change.
 - **Send copy of request letter to Info@McDolePTO.org.**
 - Kindergarten: Request to approve purchase of flexible seating for a combined total not to exceed \$1,000. Jen K motioned to approve; Bridget seconded; all agreed.
 - **Send copy of request letter to Info@McDolePTO.org.**
- **Movie Night**
 - Host event at McDole using the new building license. Working out the date and details, including pre-ordering pizza. Free for the movie; pay for concessions.
- **Trivia Night**
 - Date TBD.
- **Celebrate our Sons**
 - Date TBD

- **Talent Show**
 - Not having this year, as we did not have a volunteer to lead.
- **Elections**
 - Voting next month for Board positions. Let the Board know if you are interested in running for any of the spots. To become eligible for the President and Vice President positions, you must be an active PTO member and have attended at least fifty (50%) of the monthly meetings. The current Board members are planning to run again.
- **Bylaws**
 - The Board will be updating the Bylaws to include a Volunteer Code of Conduct to better communicate expectations.
- **Patrick Items**
 - Happy with the turnout for latest events.

Important Links:

- Fun Lunch Volunteer Registration for all events: <https://www.signupgenius.com/go/30e0c4da5aa2fa5fe3-spring>
- Directory: <https://mcdolepto.ptboard.com/> School Code: B3QPDC
- School Year Volunteer Registration Form: <https://2018-2019mcdoleptovolunteers.paperform.co/>
- Online Reimbursement Request Form: <https://mcdoleptoreimbursements.paperform.co/>
- Paper Reimbursement Request Form: <https://www.mcdolepto.org/wp-content/uploads/2016/10/Expense-Reimbursement-Check-Request.pdf>
- McDole Staff Favorites Survey: <https://pto.pythonanywhere.com/>
- PTO Website: <http://www.mcdolepto.org/>
- PTO Facebook Page: Search “McDole PTO” in Facebook to view or to be added to the group.
- Kaneland Calendar: <http://www.kaneland.org/calendar>

The Extra Recess award in honor of the most parent attendees (both in person and via Facebook live) during this month’s meeting – **Ms. Steimel!**

The meeting adjourned at 7:30 pm.

Next PTO Meeting: Tuesday, April 6th at 7pm – McDole Library