

McDole Elementary School PTO – Minutes

Action Items in *Red*

Date: April 17, 2019

Called to Order: 7:03 pm

Attendees: Jen Kmiec, Bridget Hagspihl, Dave Wagner, Patrick Raleigh, Julie Gritzner and several via Facebook Live.

Welcome & Introductions

Secretary's Report:

March 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; Dave seconded; all agreed.
- Income was \$1,500 less than last year for Celebrate Our Daughters. Same number of people attended, which means raffle ticket purchases were down.
- Fun Lunch – Jimmy Johns refunded the error charge.
- Lou Malnati's dining night – received \$144.
- Spring Basket Raffle expenses have not been finalized. If you haven't turned in your receipts, please do so.
- Wish list items ordered in March will show in April's budget.

Committee Reports:

- Family Fun Nights, Family Nights Out & Other Events:
 - Celebrate Our Sons (4/28)
 - Tickets available now online as well as raffle tickets. \$5 discount online.
 - Trivia Night (5/18)
 - Theme to be announced.
 - Dining Nights
 - Culvers (4/29 5-8) – no flyer needed. Put together SignUpGenius for Culver's teachers.
 - Paisano's (5/22 all day). Need to provide receipt to them when order to put into McDole jar. If delivery, tell them it's a McDole order when you call.
- Teacher Appreciation – 5/6-10
 - Room parents have info to send out this week.
 - Daily themes (FaceBook reminders too)
 - Mon – bring a flower; Tues – bring a note of thanks (Exploratory teachers also); Wed – bring teacher's favorite snack; Thurs – wear teacher's favorite color; Fri – bring school supplies or new/gently used book. Check link on McDole PTO page for teachers' favorite items.
 - Monetary donations link provided on McDole PTO page for coffee cart and lunch.
 - Sign up link provided for volunteers and food service (coffee cart Monday & lunch Tuesday).
- Staff Requests
 - Fulfilled a lot of requests last month.
 - Lakeshore items – shipping is very expensive. Items were found on different sites with better shipping. Lakeshore will have store pickup soon.
 - Amazon – one of the books requested is held up until the end of the year.

New Business:

- Election
 - Jen K motioned to re-elect the current board members; Jen C seconded; all agreed.

- Bylaws have been updated (last updated in 2009). Includes a Code of Conduct for volunteers. Will be asked to check a box that have read the Code of Conduct when sign up to volunteer. Link to Bylaws is always available on the McDole website.
 - Jen K motioned to approve the updated Bylaws and Code of Conduct; Bridget seconded; all agreed.
- Movie Night
 - Tentative date – confirmed date to be communicated. PTO to provide a movie that is part of the licensing list. Will hold in Multipurpose room.
- Patrick
 - Tables being built for triangle area outside by trees.
 - Bounce Town covers more liability insurance than school has, so we use their insurance.

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 Bylaws and Volunteer Code of Conduct: https://www.mcdolepto.org/about-us/?fbclid=IwAR0yYQs3uRLbZaOH9Dv4KE20s_gowe7pv_BiLwCcUrEk48ZiPb_bjXFI7ao
- 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 – **Mrs. Bradford.**

The meeting adjourned at 7:21 pm.

Next PTO Meeting: Tuesday, May 21st at 7pm – McDole Library (***last meeting of this school year!***)