

FMS PTO Minutes for Wednesday, February 8th, 2012

Meeting began at 6:00 p.m.

1) Review of PBIS (Positive Behavioral Interventions and Supports)

- a. Mr. Jones reported a significant decrease in office referrals, tardies and detentions over the past year. Overall, the implementation of PBIS is believed to have had a direct influence on this positive trend. Additional variables to consider include overall class behavioral needs and likelihood of students being late to class.
- b. The PBIS program needs ongoing incentives that may be handed out to students, such as business donations. Several businesses in town have been great about donating (Family Video, Pizza Hut), but the program requires a lot of ongoing incentives. If the group could think of fundraising or donation opportunities to support the incentives, it would be greatly appreciated.

2) PTO Officer Responsibilities & Assignments

- a. The group agreed that we do need to write by-laws and a goal would be to have this done by the fall. Several members indicated skill with writing such requirements and examples may also be obtained from other PTO elementary groups.
- b. PTO officers were voted/nominated and include the following:
 - i. Co-Presidents: Janan Twohill, Teresa Roberts
 - ii. Treasurer: Laura Taglauer
 - iii. Secretary: Stacy Jeffrey
- c. Terms will last one year, with voting/nomination held in the fall.

3) Parent-Teacher Conferences

- a. Conferences will be held on Tuesday, Feb. 21st and Thursday, Feb. 23rd from 4-7:30
- b. The PTO will have a table with left over apparel, a PTO donation box and a poster board/tri-fold board with information about the healthy vending machine goal.
 - i. Sara indicated that she would be able to assist with making a tri-fold/poster board about the healthy vending machine goal.
- c. Teresa Roberts will organize the snack/food sign up for parent teacher conferences.
 - i. Meal will be provided on Tuesday
 - ii. Snacks will be provided on Thursday
 - iii. PTO members are encouraged to sign up/contact Teresa about bringing something or with names/contact info of people who would like to help.
- d. The silent basket auction concept was reviewed, but in light of the quick turn around needed, the group decided to offer the silent auction during a future family event/activity (ex: fall conferences).
- e. The milkshakes that were offered to the students recently were received very well. Fundraising /incentive idea?

4) Vending Machine

- a. As a group, the decision was made to proceed with a loan to purchase the vending machine as soon as possible. In doing so, we would be able to sell items before school is out for the summer.
 - i. Detra will check into obtaining a loan through Pathfinders and report back asap. She believes that the interest rate may be as low as 4%.
 - ii. A review of interest percentages was made by members who have looked into getting a personal loan in local banks and interest percentages range from 5-8%. Laura Atwood had indicated that she spoke to her own personal bank about obtaining a loan and they would support our group. We will wait to find out what information Detra obtains before proceeding.
 - iii. Laura Atwood did indicate that she needs the dimensions of the vending machine as soon as possible, so that spacing is secured for it during the renovation.
 - iv. Fred did indicate that the money obtained from the purchase of items in the vending machine would have to go to a school based group, such as Student Council. The logistics of the percentage of profit may be something that the PTO group obtains by sampling a "typical" profit made during lunchtime.
 - v. The company that we would purchase items from needs to be determined, where items will be stored will be handled by Laura Atwood, and adults/students need to be designated for stocking the machine.
 - vi. Additional funding ideas, such as Fuel up to Play 60 at Midwest Dairy, were tabled due to a focus on obtaining a loan as soon as possible.

5) **Future Fundraising**

- a. The group agreed that we do need to obtain information about the process of becoming a non-profit organization, since so many businesses have an interest in giving monetary donations to the group.
- b. The Hy-Vee pie sale may be an option for Mother's Day or during fall conferences.
- c. The bake/apparel sales have brought in around \$1000, but we need to pay our bill for the apparel.
- d. Silent basket auctions may also be a future fundraising project.
- e. The Band Aids fundraising model may also be something that our group considers for the fall registration. A membership fee is paid (\$10) during registration time and only requires a flyer in registration material packets. Laura Atwood would need to get that idea approved by the superintendent prior to implementation.
- f. An idea about "FMS Bucks" was raised. This would provide students with "bucks" that they could exchange for other incentive items. This may also be appropriate for the PBIS incentive need.

6) **McDonald Neighbor's Program**

- a. Receipts are continually flowing in and are only good for a year from the date of purchase on the receipt.
- b. Laura will ask teachers to prioritize their wish list and indicate preferences on the web. The total number of reward points is now at 2250.

7) **PTO Checking Account**

- a. Several options were reviewed for opening a checking account for FMS PTO within the community. Laura Atwood will create a letter that designates who the officers are on FCSD letterhead. Laura Taglauer will then take the letterhead to First National Bank to inquire about what is needed to open an acct for the PTO. If there is a need for non-profit status documentation, she will then check into obtaining an account at Libertyville Savings Bank.
 - i. Laura T. will update us on the status of the account by email and let us know which bank will be servicing the account.
 - ii. PTO officers will most likely need to go to the bank and complete a signature card on the account.

8) **Clubs**

- a. The Service Club will be open to 5th through 8th grade students.

9) **PTO Meeting Dates/Times**

- a. The group agreed to continue meeting on the 2nd Wednesday of the month.
 - i. Time will be changed to 5:15 p.m.
 - ii. There is a PTO tab on the FCSD website. Please email Laura Atwood with news/updates that you would like added to the tab.

Meeting adjourned at 7:15

2/9/12: Update on Vending Machine Loan through Pathfinders:

Detra's email below:

I don't have everyone's email here at work for PTO, so perhaps this could be forwarded.

Here's the feedback I got on the loan from our committee:

I think the project sounds pretty good. We could surely bend our guidelines if it didn't quite fit the norm. The PTO committee could grant a couple of their officers the authority to sign the loan. If they have the funds on hand to stock it the first time, then the repayment could be set up on a percentage of sales rather than a fixed payment. That would give them some protection if sales aren't stable and time off if there are no sales during summer. I say go for it. The machine would be our only security but that is better than nothing.

So, if you want to proceed we can get the paperwork going you can talk to our office manager, Katy Anderson, to get the application emailed. Her email is katy@pathfindersrcd.org and our phone number is 472-6177. Here's a link on our website for more info: <http://www.pathfindersrcd.org/loans.html>

