



## Center Valley Elementary PTO Meeting Minutes January 11, 2019

Meeting was called to order at 12:00 by Co-President, Kayleigh Whisler.

**President** – Kayleigh Whisler introduced herself, called the meeting to order and asked Mrs. Chandler for the Principal's Report.

**Principal** – Mrs. Chandler wanted to remind parents to follow CVE on the Website and Facebook page. The school posts upcoming dates, events and pictures to these sites. She announced Parent's Night for Math/Coding is scheduled for January 31<sup>st</sup>. The School Recognition Program Financial Reward committee has preliminary ideas and more information will be shared during future meetings.

### **Board Reports:**

Kayleigh asked for the board reports according to the agenda.

**Secretary** – Vicki Pool was not in attendance. Amberlee Wesselhoft recorded the meeting minutes and reported the December meeting minutes have been posted to the CVE Website/Documents/PTO Forms and Minutes/PTO Meetings Minutes 2018-2019.

The PTO co-presidents noticed the CVE website information has not been updated for the 2018-2019 school year. Kayleigh will schedule a time to review and update with Mrs. Kordsmeier.

Jennifer Van Wie made a motion to accept the Secretary report. Sha Dickerson seconded, and motion passed.

**Treasurer** – Melanie McCrotty was not in attendance. Kayleigh Whisler reviewed the Treasurer's report. She reported the PTO purchased Christmas gift books for every student this year. A big Thanks to Mrs. Kordsmeier for ordering the books. We spent \$999.67 on the books. The PTO paid for our top two spelling bee winners to go to the county spelling bee. Entry fee was \$10 and this expense will be paid from our student recognition funds. We spent \$172.86 on the Christmas "Teacher Trolley Cart" for cookies, drinks and chips. The results for Cougar Christmas were fantastic. We raised \$2,410 and spent \$722.50 resulting in a profit of \$1,687.50. Melanie checked with Beacon Ink and they stated we sold approximately 100 t-shirts from our on-line order campaign. Based on this information, we should profit approximately \$500 from this fundraiser. All shirts have been delivered except one for Dawn Winsauer. The school staff is continuing to search for the associated student to deliver this final shirt.

Melanie provided a note with information regarding the Health Fair on February 12, 2019. The school will be hosting this event during Parent/Teacher Conference night (see attached note for details). She is requesting the PTO join this event with an information and recruitment table. We are trying to recruit more parents and

volunteers for upcoming events. Tech students will also be at the event to help entertain the students. Kayleigh will post a sign-up sheet on Facebook requesting volunteers to work the PTO table.

Kayleigh suggested we buy a tablecloth to be used at PTO events. Sha Dickerson made a motion to approve this purchase. Amberlee Wesselhoft seconded, and motion passed.

Jennifer Van Wie made a motion to accept the treasurer report. Lindsey Seelye seconded, and motion passed.

**Fundraising** – Lindsey Seelye stated we are going to do a special lollipop for Valentine's Day. Mrs. Chandler asked if we are going to sell these during Parent/Teacher night. The consensus was to offer in the office like the Smencil sales and discontinue the Valentine Gram approach like previous years. We will set specific times during the day for students to purchase the suckers. Kayleigh and Lindsey will work with Melanie to purchase the suckers. They will sell for \$1 each and our profit will be approximately \$.75 per sucker.

Kayleigh made the motion to sell suckers as the Valentine Fundraiser. Amberlee Wesselhoft seconded, and motion passed.

Lindsey also discussed BINGO night with the group. We need a lot of donations to make this event successful. She has a sign-up sheet for PTO members and parents to ask businesses for donations. We also need PTO members to volunteer to serve during BINGO night (concessions, set-up, clean-up, etc.).

**Hospitality** – Kayleigh reported that Ginger Cloud will establish a Sign-up Genius for the Parent/Teacher conference meals.

**Room Parent Coordinator** – Christina Reinold has contacted all the home room parents regarding class Valentine's Day parties scheduled for 2pm on February 14<sup>th</sup>.

**Yearbook** – Jennifer Van Wie stated we have sold 38 yearbooks to date. The last day to order will be February 15<sup>th</sup>. She mentioned that we still need pictures to include in the yearbook. Please submit your pictures to either [CVYearbook1@gmail.com](mailto:CVYearbook1@gmail.com) or post to ReplayIT app. Password to post to this app is "cougarproud".

**Teacher Report** – Kim Bates was in attendance. No reports/updates were provided.

**Parliamentarian** – No reports/updates were provided.

**CVE T-Shirts** – no reports/updates were provided.

## **Old Business:**

Kayleigh reported that "It's a Specials Cougar Christmas" was a big success. She stated the picture packaging needs to be different for next year as the pictures didn't fit well in the current packaging. All volunteers and teachers were in favor of doing the event during "Specials" vs. "After Hours". This has been put on the recommendation list for the 2019 Christmas fundraiser.

## **New Business:**

Kayleigh Whisler is working with Mrs. McGuigan regarding Donuts with Dad and Muffins with Mom. Friday, January 25<sup>th</sup> from 7:45-8:05 is scheduled for Donuts with Dad. She will have someone available to discuss the "Watch Dog" program and will have the calendar available for spring volunteers. Wednesday, January 30<sup>th</sup> is scheduled from 7:45-8:05 to be Muffins with Mom. Mrs. Chandler suggested we have a sign-up sheet to ensure we know exactly how many people will be attending. Last year it was promoted as Donuts with Dad and it

should be Donuts for Dad and not include the students. The intent was to re-introduce volunteer opportunities for parents while not disrupting the student's classroom breakfast time. They are going to work with Mrs. McGuigan to rename the events to clarify the intent of recruitment.

Melanie McCrotty and Lindsey Seelye will be ordering the BINGO license and cards in the coming weeks.

Spring Pictures are scheduled for February 7<sup>th</sup> and we need several volunteers to help with organizing classroom picture times. Amberlee Wesselhoft and Lindsey Seelye volunteered to help.

The PTO will not hold a fundraiser or special event for 100<sup>th</sup> Day of school. It will be teacher discretion for their individual classroom activities.

Rebecca Bramlett mentioned the volunteer sign-up sheets that were distributed at the beginning of the year. She stated they have not been utilized and parents are not getting contacted for volunteer opportunities. The decision was made to send out quarterly volunteer requests to keep it timelier and more relevant. It was also mentioned to send a reminder to the room parents and teachers regarding food allergies and party foods.

Mrs. Chandler stated that Aramark, our food service provider, is going to offer 4 night classes this semester. The classes are for parents, will be an hour long and childcare will be provided. Information will be sent home with students in the upcoming weeks.

### **Important Dates/Information:**

Important dates were included in the meeting package.

The PTO has a Facebook page along with a new E-mail address. For correspondence, please use the new E-Mail address. It is [centervalleypto@gmail.com](mailto:centervalleypto@gmail.com)

Kayleigh Whisler motioned to adjourn the meeting at 12:55 and Jennifer Wan Wie seconded.