

Benjamin PTO Board Meeting

Monday, August 12th, 2013

6:30 pm

- 1) Welcome
 - a. Around the room introductions
 - b. PTO meetings for 2013-2014 school year
 - c. Committee list – please review and make changes
- 2) Secretary Report
 - a. May Minutes approval
 - i. Motion from Carrie Bauman, Seconded by Mandy Fischer
- 3) Treasurer Report
 - a. Auditing report for 2012-2013 school year
 - i. Audit on July 17th. All were correct.
 - b. Current budget overview
 - i. Checkbook balance is added to the budget so that it balances out.
 - ii. Money was split between short term (25%), long term (25%), and field renovation (50%)
 - iii. Budget was also adjusted to account for decreased enrollment (715 -> 590)
 - iv. Line item for New Family Welcome will be removed
 1. Motion carried
 - v. Directory and Printing services were consolidated into one budget line item.
 - vi. Popcorn was also added as a budget line item.
 - vii. Will be seeking budget approval next month.
 - c. Review of forms for reimbursement
 - i. All forms are still on the website under PTO
 - ii. Also included in the PTO folder
 - iii. PTO requests that any purchases made on behalf of PTO be on separate receipts from personal purchases.
- 4) Principal Report
 - a. Enrollment Info and Staff Changes
 - i. 590 enrollment allows Art, Music, and Computer rooms to be used for original purpose.
 - ii. 4 of every grade except 1st grade (3)
 - iii. Mrs. Gerike back in 2nd grade
 - iv. Ms. Thomas, now Mrs. Wall, Kindergarten
 - v. Ms. Traynor is the new Art Teacher
 - vi. Mrs. Murray is the new School Nurse. She'll be here in the mornings.
 1. A medicine nurse will be available from 11:30-1:30.

- b. Budget cuts came from the state, so class sizes stay high (29 in 1st grade).
 - c. Upcoming Important Dates
 - i. Class Lists posted on 8/16 @ 5pm
 - ii. Open House Night on 8/19
 - iii. First Day of School on 8/20 (Full Day for all classes)
 - iv. School Pictures on 9/6
 - v. Curriculum Night (Parents Only) on 9/19
 - 1. Two identical sessions from 6:30-7:30
 - vi. Project FIT / OSF Celebration on 9/26 (PM)
 - 1. New equipment and materials have been provided
 - vii. No early dismissal for Homecoming; No parade
 - 1. Spirit days will still occur, as well as support of high school homecoming activities.
 - viii. Music Concert Dates
 - 1. Available on the website
 - ix. MAP Testing – 8/26-9/10
 - x. Student Packets – 8/28, due back on 8/30
 - d. Area Class Times Changed
 - i. Music and PE – 25 minutes
 - ii. Art and IMC – 50 minutes
 - e. Mission Statement painted above the doors.
 - f. Open House night will include sign-ups for Parent-Teacher Conferences
 - g. Containers for Coke Tops, Labels for Education, and Box Tops will be available on Open House Night as well.
- 5) Teacher Report
- a. No updates. All is well.
- 6) Vice President
- 7) Committee Reports
- a. Playground and Field Improvement
 - i. Committee has been pulling together bids
 - ii. Target is to address the 2.5 acre field that is uneven with holes, and full of weeds.
 - iii. Prochnow/Kickapoo Landscaping has provided a bid that was passed around at the meeting.
 - 1. This bid is quite a bit lower than others that were provided, namely due to this being a new company.
 - 2. \$3600 for seeding, fertilizer, and aerating.
 - iv. Mr. Delveaux is helping to evaluate and gather bids so we can leverage his experience.
 - v. Approval has to be received through the Unit 5 Facilities, which meets August 30th.
 - vi. Will be safe for kids to play on after it's dry.
 - vii. Motion made by Kiersten Douglass to utilize Prochnow/Kickapoo for \$3600

1. Seconded by Laura Avery
- b. Fund Raising
 - i. Dine and Donate
 1. Cherryberry check received - \$22
 2. Total intake was better than projected (\$1075 vs. \$500)
 3. Targeting once a month for each event
 4. Suggestions for restaurants accepted
- c. Box Tops
 - i. Due November 1st, Bags need to be back October 22nd.
 - ii. Bags may be inserted into the Student Packets
 - iii. Another collection will be made in the spring.
 - iv. Rewarded with ice cream and extra recess in the spring if we have a good turnout.
- d. Carnival
 - i. No update. Date: April 11th 5-8pm.
- e. Hospitality
 - i. Staff
 1. Luncheon scheduled on Friday (Taco/Nacho Bar)
 2. All volunteers have been staffed.
 3. Mrs. Bennington will check on if the tables will be setup.
 - ii. Student
 1. Arranging cookies for the Open House night. Students only.
 - a. Nut and gluten free options available.
 - b. Need volunteers to help hand out food.
- f. Labels for Education
 - i. Letter will go out in the Student Packet and will have the same October 22nd turn-in date.
 - ii. Promotion currently on the site to win stuff for the school.
 - iii. Barb Johnson has requested the Back To School packets for Labels for Education.
- g. My Coke Rewards
 - i. No update
- h. Room Parent Coordinator
 - i. Starting solicitation for Room Parents.
 - ii. Targeting to have the list in September.
- i. School Directory
 - i. No update, but Stephanie will track down how to get sheets in the Student Packet.
- j. Spirit Wear
 - i. Forms will be available for August 22nd, returned by August 26th.
 - ii. Embroidered polo shirts will be made available.
 - iii. Baseball tee will also be available.
 - iv. Will examine a corner logo for the winter.
 - v. Stickers will still be on the order form.

- k. Supply Kits
 - i. Ordered 207 kits. Only 27 were not picked up.
 - ii. Only one kit had anything missing, so very happy.
 - iii. Supply Kits will be in the Commons Area for each grade with their names on the box.
 - l. Un-Raiser
 - i. Forms will be going out in the Student Packet.
 - m. Volunteer Coordinator
 - i. Request form has been created and will be included in the Student Packet.
- 8) Old Business
- a. Sam's Club card will need to be transferred from Erin Steers to Ebony Nobel and Jenn Coe.
 - b. Website renewals will be coming up in October. Mrs. Mroz will be gathering information from the teachers and amounts and provide it to the PTO Board for review that way it can be evaluated.
 - c. Dorothy Benjamin, who donated the land for the school, passed away recently. Flowers and a donation to The Baby Fold in her name were made on
 - d. Noon Hour Supervisors needed - 11:15-1:15
- 9) New Business
- a. None
- 10) Adjourn
- a. Motion to adjourned by Traci Sweeney ; Seconded by Shanna Phillips

Next PTO Meeting: 09/09/13 at 6:30 pm