

Benjamin PTO Board Meeting Minutes
Monday, August 10, 2015
6:30 pm - IMC

- Welcome - President
- Round the room – Introductions and welcoming of the 25+ parents in attendance
- Secretary Report
 - May minutes approval
 - Motion to approve by Carrie Baumann/Seconded by Ann Groomwald
- Treasurer Report
 - Audit report – There was an audit done in July with PTO board and principal to check both deposits and withdrawals/payments
 - Close of 2014-2015 budget
 - 2015-2016 budget was sent out to the committee chairs, seeking any feedback or thoughts and hope to approve budget tonight so we can write checks to the teachers
 - Sought questions and any feedback from attendees on budget. No concerns.
 - Zach Perschall motion to approve/Carrie Baumann seconded = Budget approved
- Principal Report
 - Teachers posted on Friday, 8/14 @ 5:00 pm
 - August/September newsletter items due to Marlys by this Friday, 8/14
 - District open house – Unit 5 wide program, Wednesday, 8/26, 5:30-7:00 at Parkside Elementary
 - New magnets (Benjamin phone numbers) will go home in the folder on the first Friday
 - New staff:
 - Both secretaries – Chris Kriter & Samantha Stevenson
 - Mrs. Laura Delgado – Kindergarten
 - Ms. Hayes – First Grade
 - Posting 4th
 - Babies – Mrs. Ghrist (boy), Mrs. Lee (girl)
 - Still looking for Citizen's Advisory Committee member to represent Benjamin – see Marlys (Five annual meeting and then sub-committees activities dictate how much time is truly needed)
 - Back-to-School Open House Night – August 17th 6:00-7:00 pm (not usually with Evans – apologies to the scheduling oversight)
 - Kindergarten – teachers are working on their master's degree and cannot be there – doing 3:30-4:30 on Monday. Very sorry for inconvenience.
 - Institute day on Monday, 8/17
 - Tuesday, 8/18 – staff at district event
 - Wednesday, 8/19 – First full day

- Friday, 8/21 – big packet of materials to go home (get materials to Marlys on Thursday, 8/13 to go in the packet)
- Curriculum night – Thursday, 9/10 – trying a different format for sharing. Will send more details out as we get closer
- Approximately 595 enrolled as of 8/10
- Teacher Report - Mrs. Gibson
 - Teachers are very excited to be back!!
 - Thank you again for the May events and a great teacher appreciation week
- Vice President/Dine to Donate
 - Avanti's – Monday, 8/31 all day at Bloomington/Empire location
 - Please send any suggestions for possible locations to do dine to donates for the upcoming year to Carrie Baumann
 - Remember the Papa John's deal – we did get \$17 already
 - Tell PJ's that you are from Benjamin and they will give you 30% off and then get 10% back
 - Other percentages back:
 - Red Robin – has a community membership option – they will give 1% back each purchase to the school
 - Potentially explore Amazon Smile – portal to order through that gives back to school
 - Zach is going to work on compiling a list of 'How can you help the school?' for reference
- Committee Reports
 - Box Tops-Carrie Baumann
 - Baggies going home in first Friday packet – first drive will end 10/23
 - Carnival - Erika Hunt
 - Friday, April 1st – Carni-Fool's day
 - Continuing to recruit committee members
 - Setting high goals for fund-raising and perhaps have a large 'issue/goal' that we push that will help get support for the carnival to drive student and teacher engagement
 - Hospitality - Mandy Fischer
 - Explain all three committee aspects (Teacher, student, late start breakfasts)
 - Back-to-School luncheon on Monday, 8/17
 - Date for breakfasts to be set asap
 - Seeking volunteers to help with committee work
 - Labels for Education - Barbara Johnson
 - My Coke Rewards - Aslihan Spaulding
 - Go to the My Coke Rewards website and find Benjamin and then put in the numbers from the cap
 - If you don't want to enter them yourself can bring them to school and they will be entered

- Room Parent Coordinator - Ebony Nebel
 - Will put sheets out on Curriculum night since it is just parents
 - Can sign-up as group of parents to support a class or support a grade-level
 - Will send master spreadsheet out when all rooms have room parents
 - Will do "A Few of My Favorite Things" sheets again for the teachers and get those to room parents
- School Directory- Jill Kramer
 - Form sent to Marlys for entry in Friday packet
- Spirit Wear- Barb Macke
 - Working on current order form so please let her know if you have any 'desired' products for this next order
 - Perhaps items like cups, mugs, promotional items
 - Will be waiting until after the Friday packet but still try for an early order (potentially around 8/26 due 9/3)
 - Online ordering as an option for future but does require the parent to pay tax since it is a personal order rather than an overall school order
 1. Will consider sending out an electronic copy of the order form as a reminder of if the sheet gets lost
- Supply Kits- Shanna Phillips
 - Everything was a great success
 - Set-up went super smoothly
 - Organization and distribution was great!
 1. Assignment notebooks were placed in the boxes for pick-up
 - Assignment notebooks and portfolios will be on sale on Back-to-School night
- Un-Raiser - Stacy Herren
 - Form is in the for the Friday packet – Thank you to all who donate!
- Volunteer Coordinator - Traci Sweeney
 - Will be sending the form out in the Friday packet
 - Will be structured the same as last year so parents will need to 'opt-out' if they do not want to be contacted
- Old Business
 - Laptop purchases update - Steph
 - Approved in May to spend from our Wish List and Operating profit for \$14,000
 - Bid came back in this summer at \$17,000 and the additional increase was approved by the board
 - Ordered 30 laptops and the cart on July 10th
 - Soccer goals update- Steph
 - Soccer goals are up and nets will be for the first day of school!
- New Business
 - Deadline dates for the "big packet" information – Thursday, August 13th

- PTO dates for 2015-2016 school year:
 - 2015: August 10th, September 14th, October 5th, November 9th, December 14th
 - 2016: January 11, February 8th, March 14th, April 11th, May 9th
- Suggestion of 5th Grade recognition discussion early since this is the first class that came through Benjamin from Kindergarten to Fifth
- Motion to adjourn Margaret/Carrie second

Next PTO Meeting: September 14th at 6:30 pm