KELLY MILL PTO
HOME OF THE COLTS | ESTABLISHED '12

BOARD MEETING AGENDA

Kelly Mill Elementary School PTO
Board of Directors, Executive Committee Meeting 2017-2018
Wednesday, October 4th
Room 134

1. Call to Order
2. Approval of Minutes from September
3. Financial Report- Treasurer, Sue Marshall
4. Reports of Officers and Committees
   - Principal, Mr. McAllister or rep
   - Co-Presidents, Nicole Bagwell and Marcia Silverberg
   - Vice President, Kelly Pellino
   - Vice President, Lauren Matrale
   - Vice President, Michelle DiFranco
5. Unfinished Business
6. New Business
7. Adjournment

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Secretary- Danielle Starke

Secretary's Report from previous board meeting:

Location:	#134
Date:	9/6/2017
Attendees:	Marcia Silverberg, Nicole Bagwell, Sue Marshall, Kelly Pellino, Michelle DiFranco, Kristin McCabe, Danielle Starke and Bradley Robertson.

Meeting called to order at 9:18 by Nicole.

Agenda items

SECRETARY'S REPORT – Danielle Sparke

- *Minutes from August 26th were reviewed; motion was made by Marcia to approve them; it was seconded by Sue; all were in favor. Motion passed.*

TREASURER'S REPORT – Sue Marshall

- Report Attached
- Starting Balance – $35,548.29
- Ending Balance – $37,491.14
- Sending report to Ron for Budget.

- Waiting on form from Kristin to begin working on form in MTK.
- Waiting on raffle form to take to Sheriff's office; Kristin will give to Sue.
- **To Do:** Reach out to bank to see if there are any gift cards with no fees for teachers prize from fun run.

PRINCIPAL'S REPORT – Bradley Robertson

- Excited about new trial writing program
- Chick-fil-A night we have 10 people ready to work 8 for first session and 2 for second session. Need a few more for 2nd session. Nicole thinks its 5/5.

CO-PRESIDENTS' REPORT – Nicole Bagwell

- Spirit Wear- waiting on faculty.
- Follow up about video- hold off for now, waiting for Tracy.

- Variety Show- meeting pushed till next week.
- Confirmed that Ron is paying for Watch Dog shirts.
- Braves- tickets to go home Thursday unless parents want to pick them up.

CO-PRESIDENTS' REPORT – Marcia Silverberg

- **VOTE:** Decide on if we are buying KME lunch for teachers conference day on Oct. 18th. Bradley is checking to see if all employees are going to be there. Nicole says yes, all voted **YES**.

VICE PRESIDENT'S REPORT – Kelly Pellino

- DJ- waiting to see how he does for M/S event before we use him for F/D event.

- Waiting on contract from Tanners.

VICE PRESIDENT'S REPORT – Lauren Matrale

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VICE PRESIDENT'S REPORT – Michelle DiFranco and Kristin McCabe

- **Color Run/Fun Run-** Thinking about doing bubble run; lots of soap and bubbles, cost effective! (not foam and not colored bubbles.)
- Timeline will need to be adjusted- tentatively set for actual run day of Nov 3rd with a rain day of Nov 8th.
- Collection of money from Monday to Monday, October 23rd to the 30th. Will still take till probably the 1st. Trying to collect for a shorter amount of time.
- Raffle prizes picked Nov 2nd and maybe some on CNN Nov 3rd.
- Online form- no more raffle sheets more of a general donation; would like online to be the prefered method of payment. Each child can have own form.

- **TO DO:** Kristin to send form to Sue. So it can get approved and then made in Membership Tool Kit. Sue needs at least 2 weeks for it to go live.
- Idea- Donate $35 or more the higher you donate the more chances you get to enter into the raffles. Maybe everyone that registers gets a spirit stick.
- Idea- either have kids wear their class colors or field day colors or just wear crazy colors.
- Classroom prizes- sky zone/stars & strikes will be given as raffle prizes. Leave classroom prize up to teachers- ie: no homework, pj day, crazy hair day... Especially since teachers are the ones to motivate! They will figure motivating ways to bring in money.

- Teacher prize- still 10% gift card. Top grade level catered lunch. Draw teachers name for automotive gift card.

- **TO DO:** Send sheriffs form to Sue for her to take up there with sample of raffle tickets.

GENERAL ITEMS:

- **GRANT:** Pirkle/Williams requested headphones for use in centers, personal use. They are child safe headphones. Approximately $140.00

- **VOTE:** Nicole votes yes, seconded by Kelly, all votes yes.
- Sandy resigned from 5th grade committee- reaching out to see if anyone can step in. Waiting for some communication from Sandy.

Meeting adjourned at 10:48

Recorded by Danielle Starke, Secretary

Treasurer- Sue Marshall

Status/FYI- (budget, monthly check reconciliation, insurance, Spirit Sticks)

Sandy is preparing to sell Halloween Grams. The form is going out in Thursday folders this week. I will be working with her to create an online form for her to sell them on the PTO site. Sorry for the delay, I have finally finished reconciling the bank statement for August. I'll be working on September's bank reconciliation now. The Spirit Stick store has been doing well on sales so far. They will be opening up again during lunch this Friday. I have not worked on the 990. I will need to work on completing it before November. When I was at the bank the Friday before break, I asked them about gift cards. There are no promotions at this time. I think that we need to go with Amazon gift cards.

Action Items-

I will provide the beginning and ending balance at the meeting.

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President – Nicole Bagwell

Status/FYI – (SchoolKidz, Spirit Wear, Room Parents, Bingo, TAW, Variety Show)

Spirit Wear – Vendor was delayed due to the hurricane. Orders will be distributed the first week of October.
BINGO – Everything is on schedule. All sign up genius' have gone out. Flyers advertising actual event will go home on Thursday.
Variety Show – Met with Tracie Barone on 09-19. She has all rehearsal dates and audition dates set. Judges have been chosen(all from WFHS; no conflict for KME). Flyers are finished. Registration form is finished. Judging score card is finished. Decoration plan is set. All website info will be sent to Marcia by first week of October which is when she would like to start marketing the show.
First Audition date is October 27.
Braves Family Night – Income amount KME PTO made was $933.00.

Action Items -

President – Marcia Silverberg

Status/FYI- (Membership Tookit (KME PTO website), Honoring Our Heroes, Hospitality, Yearbook, Colty Coordinator, 5th Grade Committee)

Membership Tookit (KME PTO website) -
- Created a Yearbook webpage and Variety Show webpage.
- Updated the Color Run webpage with image and 'Save the Date' information.

Honoring Our Heroes -
- Working on flyer this week that I am planning on sending out in the Thursday Folders on October 26th.
- The week of October 23rd, I will be sending an email to teachers to get their support on having their class participate.
- Entries will be due on Thursday, November 9th.
- I will be contacting the librarians at Post Library to judge the entries.

Hospitality -
- On September 20th, Erin Centanni and Jaclyn Burkes put out treats for the KME teachers and staff. The cost was $80.

- On October 2nd, Erin Centanni and Jaclyn Burkes are delivering Bundt cakes for National Custodians Day.
- Erin Centanni and Jaclyn Burkes will be sending out a Google doc to the KME teachers and staff for Zoe's lunch boxes on Wednesday, October 18th.

Yearbook -

- Currently, KME PTO has sold 149 yearbooks and 25 5th Grade Personal Ads. Our goal is to sell 700 yearbooks this year. Last year we sold 762 yearbooks and 102 5th Grade Personal Ads. October is our big sales "push" month.
- Flyer has been created along with directions on how to purchase a yearbook and a 5th Grade Ad. This will be going home in the October 12th Thursday Folders.
- On the KME PTO website, there are now instructions on how to purchase a yearbook and how to purchase a 5th Grade Ad. They are located on the Yearbook webpage under the 'PTO Programs/Events' menu.
- In September, Julie Shefchunas met with the KME Balfour rep, and gotten the ball rolling on for the yearbook design theme and layout.
- Julie Shefchunas is going to be putting together a flyer on information on how to upload pictures for the Balfour app. She will also be putting something together for the Colt Connection. The app is much better than last year.

Colty Coordinator -

- On Wednesday, September 13th, Meredith Sheffield volunteered to be Colty at the KME Chick-fil-A night.
- Andres Zea is trying to coordinate having a WatchDog Dad be Colty the third Thursday of each month for the last 20 minutes of the day.
- On Thursday, September 21st, Chris Lipp volunteered to be Colty the last ½ hour of the school day.
- On Wednesday, October 18th.Colty will be making an appearance at the Bingo Night. Becky Rice will be volunteering at the first session and Kristina Morris will be volunteering at the second session.
- On Friday, November 10th, Colty will be making an appearance at the Veterans Day Parade. Chip Kilgore is a Veteran and he has volunteered to be Colty.

5th Grade Committee -

- The 5th Grade Spirit Stick store was open on Friday, September 8th and Thursday, September 21st.
- On September 11th, Beth Becker and Preeta Mehta offered to take Sandy Dickerhofe's position as the 5th Grade Committee Co-Chairs.
- On Friday, September 15th, Sandy met with Beth and Preeta to transition all of the information and statuses.
- Beth and Preeta are currently working on getting a couple of quotes on the 5th Grade t-shirts.
- On Friday, October 13th, 5th Grade is going to be having a breakfast. More information is to come.
- The 5th Grade Spirit Stick store will be open on Friday, October 6th and Thursday, October 18th.

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Vice President – Michelle DiFranco

Status/FYI - (Fundraising, Redemptions, Watch DOGS, Extraordinary Student

Fundraising Report:

Color Run Update

- Letter to parents and donation forms will be sent home in Thursday folders on October 12th.
- Teachers will also receive the letter and form via email.
- October 23rd we will kick off the color run, checking with Tracey about getting ice cream for that day.
- October 31st is the deadline to have all donations in so we can tally up and announce prize winners the day of the run or the day before.
- Run will be November 3rd during each grade levels special times.
- **Times are as followed:**
  3rd Grade 8:35-9:20
  1st Grade 9:20-10:05
  5th Grade 10:05-10:50
  K- 11:55-12:40
  2nd Grade 12:40-1:25
  4th Grade 1:25-2:10
- We are working with Coach Williams and Coach Warner to help us set up a course to run and we will be running through bubbles. Mr Tomes will be our DJ.
- Prizes are all ordered and we will be adding some mid fundraisers prizes to help get the students motivated (AMC movie tickets)
- With Ms Tithof on CNN skits

Redemptions:

WatchDog:

Extraordinary Student:

Vice President – Lauren Matrale

Status/FYI – (Colt Connection, Facebook, Thursday Folders, TerraCycle)

- **Colt Connection** – Bingo Night will start to be advertised this week and I asked Coach Warner to add it to Marquee. Jenny Misek (who is in charge of Morning Mile with Coach Warner and who regularly reaches out to have Morning Mile info posted in Colt Conection) asked if PTO would

consider funding their supplies for the Morning Mile. The total is $368.39. I am waiting on more information as to what it's exactly for but I think it's for prizes for reaching mile goals. It will be open to all grades soon.

- **Facebook** – post about Custodian Day and Welcome Back posts went out Monday, waiting on posts about upcoming Bingo Night and Color Run.
- **Thursday Folders** – having issue with our Chair showing up – reminded her to always let me know if she can't make it, I am always happy to do it!
- **TerraCycle** – Going well, reached out to teachers about getting containers to use to collect TerraCycle items during snack time and lunch and delivered to those that needed them. Trying to locate Colty so we can start giving the award again - it was last in Mrs. Gibbons class but she doesn't have it.

Vice President – Kelly Pellino

Status/FYI- (Mother Son Event, Spirit Nights, Father Daughter Dance)

Spirit nights

- August- Chill Hill- recieved $500
- September 13th- Chikfila- recieved $777.84
- October 18th- Bingo Night- awaiting sign up genius sign up numbers for snack bar.
- November 5-18th- Five Below & Bobby Burger
- December- Papa John's pizza night
- No response yet from Builder Bunch

January 27- Mother/Son event at Lanier Tech- Mother/Son MVP Playoff, 5:30-8:30p.

1. The theme is Mother/Sons M.ost V.aluable P.artners Playoff (sports)
2. Photographer- Tanner Portrait Studio was the lowest with 2 photographers, 1 print for each couple and a custom background for $7/pc. Still working on contract.
   Also, brainstorming other options for photography. More to come.
3. DJ is booked
4. Using ticket system this year to reduce check in time.
5. We will send a themed invite on cardstock in Thursday folders.
6. Only providing desert, water & lemonade

February 10- Father/Daughter dance at Lanier Tech from 5:30-8:30p, Lanier is booked.

Updates:

1. The theme is Under the Sea.
2. Photographer- Tanner Portrait Studio was the lowest with 2 photographers, 1 print for each couple and a custom background for $7/pc. Still working on contract.
   Also, brainstorming other options for photography. More to come.
3. DJ will be same as Mother/Son

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4. Using ticket system this year to reduce check in time.
5.We will send a themed invite on cardstock in Thursday folders.
6. Only providing desert, water & lemonade

New Business

- Is it okay for Yearbook Committee to purchase some advertising materials from Balfour? It would be under $20.
- Do we want to participate in the World Wear Shoe project? More information here: www.worldwearproject.com
- Do we need our PTO Work Session on Wednesday, October 18th?

Upcoming Dates

October 6th - Spirit Stick during Lunch in Cafe

October 10th at 10 a.m.- 12:20 p.m. – Forsyth County Council PTA & PTA Meeting at Forsyth BOE

October 12th – KME Picture Retakes

October 13th at 9 a.m. – 5th Grade Breakfast

October 13th – 19th – Scholastic Book Fair

October 16th – 27th – Halloween Spirit Grams are on sale

October 17th at 4 p.m. – KME LSC Meeting in the Media Center

October 18th & 19th – ½ Days of School

October 20th – No School

October 18th – Bingo Night Session 1 from 4 p.m. – 5 p.m. & Session 2 from 6 p.m. – 7 p.m.

October 18th – Lunch bringing brought in from KME PTO for KME teachers and staff

October 19th @ 7:40 a.m. – Extraordinary Student Ceremony

October 23rd - 31st – KME PTO Color Run Money Collection Days

Next Board Meeting is Wednesday, November 1st 2017 from 9:15 a.m. – 11:15 a.m. This is our monthly meeting that is required by all board members to attend. We will be meeting at KME is room #134 (across from Mr. Tomes music room).

Please refer to KME PTO Online Calendar for additional dates and information.

KME PTO is a non-profit volunteer-run organization.
For more information about KME PTO go to www.kmepto.org
Join our **Remind Group** at http://rmd.me/b?rid=69479557
Follow us on **Facebook at Kelly Mill PTO**