

# MINUTES

## **Canyon Creek School's PTO Minutes**

*May 10, 2012*

The meeting was called to order by Krista Meier @ 6:30 p.m.

### **In attendance**

Krista Meier, Megan Molm, Tiffany Minchow, Melissa Bickelhaupt, Brenda Burley, Pamela Shafer

### **Approval of Minutes**

The minutes from the April 12, 2012 meeting were read and approved

### **Committee Reports**

**Treasurer- Megan** gave a financial report for the year thus far as reflected in the spreadsheet attached. Current balance at this meeting is \$4585.52 with outstanding expenses as MCT deposit check of \$500, and BBY balance cards of \$440.

**Scholastic Book Fair- The** event was held at the end of February in conjunction with the Curriculum and Science fairs. Overall sales were \$4168.21 with the school benefiting by \$2700 worth of free materials.

**Missoula Children's Theatre-** Tiffany, Melissa, and Krista updated the leadership team on the results of MCT. The program this year produced \$3467 in revenue with \$2927.24 in expenses with a yield of \$459.76. BBY cards currently remain unsold and Melissa will obtain the remaining cards and send check to BBY to at the conclusion of receipt.

**Website-** Krista updated the group on the website progress. A subsequent meeting was set up with Mr. Lipp and the web designer to discuss how to proceed for the school year 2012-2013 in hopes to have a more dynamic site that is updated much faster. The subsequent meeting yielded discussion on the idea that PTO would have its own web address and email. Then we could set some of our own content and have authorized privilege to update it. The web designer was going to begin this upgrade over the summer and hoped to have these changes made by August.

### **New Business**

- 2012-2013 Academic Calendar was reviewed for potential dates and conflicts with our event planning for the year.
  - Open House is slotted for August 27<sup>th</sup> the day before school starts. It was voted on to host an Ice Cream Social as a way to introduce ourselves to the parents and student body. This would be an ideal time to launch our No Fundraiser Fundraiser and Basket Raffle. We estimated that we would need 500 ice cream sandwiches. Brenda was going to check with Sysco for a possible donation and Melissa with Schwan's for the same. It was voted on not to do ice cream due to the other ancillary supplies needed.

- Directory- Krista informed the group that Mr. Lipp has requested that Mrs. Clark manage the directory from now on due to issues with privacy and multi-parent distinctions. Recommendations were made for Mr. Lipp that the Students be listed by grade level and remove middle and multiple names.
  
- Missoula Children's Theatre- Will be held 2/25-3/2 and the play this year is Black Beard the Pirate. The deposit check needs to be written and sent to confirm this contract. Becky Berg has agreed to assist us again in planning this event.
  
- No Fundraiser Fundraiser- The plan is to create informational sheets and flyers for the parents to see at the ice cream social explaining how we intend to support the student body over the 2013 school year. We will also be able to give parents our calendar of events at this time. If we set up a PayPal account to manage these funds we will have to pay a 3% fee on the funds received and none for sending us the remaining balance. Do we want to set a goal and give prizes out for the class with the best yield?
  
- Basket Raffle- Discussion on this topic lead us to vote on having the baskets created and ready for Raffle at the time of the Open House vs. hosting them through fall in the students classes. Our tentative themes were as follows: Pam/Melissa and Tiffany are planning to work on donations this summer.
  - A Red Lodge Getaway- Melissa
  
  - Tanning and Spa
  
  - Men's Basket-NAPA- Pam
  
  - Movie Basket- Tiffany

- Coffee/Book Basket
- 2-4-6 Reading Celebration was voted on to be held during February during Reading Month. The idea is that we would set a reading goal and reward the students as we go with Superintendent Support. We are planning to explore a tier system for rewards and prizes and other ways to highlight the event.
- Staff Appreciation- After feedback from concerned parents we decided to pull together a Staff Appreciation breakfast with flowers and muffins.
- Scholastic Book Fair- Has been relocated to the fall as not to compete with MCT and Reading Month. We voted to host it in conjunction with Fall Parent Teacher Conferences and shorten availability to 3 days instead of four. Those dates are Nov 6-8<sup>th</sup>. The scholastic rep thought we had a good opportunity to be successful at this time and suggested a possible second event. We declined the second event. The scholastic rep has also sent an introductory packet for our viewing and the timeline needed for event planning is roughly 8 weeks.
- Budget- was approved as listed

Open House	\$ 250
Missoula Children's Theatre	3,000
No Fundraiser Fundraiser	250
Basket Raffle	250
2-4-6 Reading Celebration	300
Staff Appreciation	250
Sign/Growing Garden	
Scholastic	250

- Skate Night- Plans are to continue Skate Night monthly. Brenda has agreed to set up the schedule, but is unable to be the contact for every month. We voted to share this responsibility among us.
- Possible other donations could include the Growing Garden and a CCS Street Sign
- We voted to send cookies to the 8<sup>th</sup> Grade Class after their promotion ceremony.
- Discussion was held about Parent Express Email as a tool endorsed by the PTO Today as a way to communicate with parents. It has a fee and non-fee option. We decided to wait on this vote until after the Web designer meeting.
- It was also voted on to create a link on our website as to all the CCS fundraising held during the year for all groups and purposes. Krista will create this.
- It was voted on to include a PTO introductory flyer is needed in the August newsletter, in addition to a calendar of events for next year. Krista will find out a deadline for this newsletter contribution and handle its contribution

### **Next Meeting**

August 2<sup>nd</sup> @ Pam's House on Jackrabbit Drive @ 6:30 pm

Motion to adjourn was made at 8:25p.m. and was passed unanimously.

