

MINUTES

Kettle Lake Elementary PTO

Date | time 9/11/2017 7:00 PM | Meeting called to order by Holly Valencia, Co-President

Mission Statement

It is the mission of the Kettle Lake PTO to support quality education for the children of Kettle Lake Elementary School.

In Attendance

Jennifer Putnam	Mindy Klein	Nancy Dryburgh
Crystal Saidoo	Amy Otto	Elizabeth Shrewsbury
Holly Valencia	Lisa Walbeck	Tammi VanderZwaag
Katie Decker	Jason Saidoo	Beth Rapa
Jenni Stout	Amy Richardson	Jim Rapa
Amy Pugh	Becky Warnock	Jessica Priem
Pam Tava	Laura Jakel	Laura Gifford
Malisa James	Cindy Keson	Leah Smith
Richard Mulholland	Toni Verburg	Ginger Schmidt
Matt Davis	Tammy Rowley	Lisa Dupuis
Jamie Ryder	Tricia Stacer	Sarah Rose
Amanda Jones	Jen VanderRoest	Amy D'Agostino
Allison Pitsch	Marianne Whittaker	Grace VanEss

Approval of Minutes

Minutes from the May 2017 meeting were made available via the PTO website, and were also made available at the meeting. They were reviewed by the board and PTO members in attendance, Lisa Walbeck made a motion to approve, Laura Jakel seconds the motion.

Treasurers Report – Jennifer Putnam

The final budget from 2016-2017 was submitted and reviewed by the board and PTO members present. First approval came from Marianne Whittaker, second by Amanda Jones.

The proposed budget for the current school year was presented, reviewed by the board and PTO members present, approved by Tammy Rowley and seconded by Amy Pugh.

As part of the budget discussion it was explained that a couple of no cost fundraisers have been removed, as they are no longer offered, the PTO is giving more money to the teachers for classroom supplies, and the proposed income for the Walk-A-Thon was raised to \$17,500. A question was raised about the budget for

Heritage Day. The budget for the whole day is \$200, the storyteller for the Kindergarten classrooms is \$375, an email will be sent out to vote on the Heritage Day budget if more than \$300 additional is needed.

Walk-A-Thon – Amana Jones

The Walk-A-Thon packets went home last week, this event raises money to support a number of things throughout the school year. This year's goal is \$17,500, the stretch goal is \$20,000 if that amount is raised the children will receive a reward. On the day of the event parents, grandparents and siblings are welcome to come and walk with their student. The Warren Track is used for this event, and will be moved into the gym if necessary due to weather. Each grade walks for 30 minutes. Walking times will be posted on the PTO website, in the Facebook group, and in the Wednesday Word approximately a week prior to the date of the event.

Key Communicator – Jason Saidoo

Once a month the Key Communicators from each school in the district and the Superintendent, Randy Rodriguez, all meet and share information with each other. If there are any questions or concerns that come up that parents would like to be taken to the superintendent, you may contact Jason. His contact info is available on the PTO Website. The first Key Communicator meeting is set for the last week of September. Jason will provide an update from that meeting, as well their meeting in October at our next PTO meeting in Nov.

Survey Results – Holly Valencia

A survey went out to parents last spring, and the PTO gained a lot of useful and helpful information from that. As a result of this survey changes are being implemented. A recurring theme that came up was the request for a "one and done" fundraiser, the PTO encourages parents who want a "one and done" to use Walk-A-Thon for that purpose. All of the "no cost fundraisers" are options for parent to pick and choose from to be able to donate money to the school without having to actually give money to the school. Another issue that came up was communication, the PTO will be using the website for streamlined communication.

PTO Website – Katie Decker

This year the PTO is streamlining all information through the website: kettlelakepto.weebly.com. The Wednesday Word and Facebook group will have information posted with clickable links to each event or fundraiser page on the website. Please bookmark this page for easier access.

Student Directory – Holly Valencia

The directory is a voluntary resource for parents. In order for parents to receive a copy of the directory, they must participate. The cutoff to submit your contact information is October 6th, and can be found on the webpage is <http://kettlelakepto.weebly.com/pto-student-directory.html>

Box Tops / Tyson A+ - Crystal Saidoo

The chairperson for this fundraiser is Keri Snow, who was unable to attend. There is currently a contest running through September 29. Volunteers will be needed at the end of the contest to count box tops, which can be done at home. Sign Up Genius will be used to recruit volunteers.

Playground – Crystal Saidoo

The new outdoor classroom was installed over the summer. It features a reading deck and curriculum for the third and second grades. It is open for any classroom to use. A grant from the Caledonia Education Foundation was awarded to pay for the classroom.

This past summer a pavilion was supposed to be installed, but due to misinformation regarding whether or not a permit was needed this build has been delayed. The funds are there for this piece and work is hopeful to begin either later yet this fall or next spring.

Jamie Ryder, the Terracycle chair, was instrumental in the school winning the new piece of playground equipment. Votes were submitted both electronically and by sending in recycled materials. The Terracycle equipment is scheduled to be installed in early November.

The Playground Committee hopes to finalize fundraising efforts this year and project next summer for playground renovation to be complete.

Kettle Lake Night – Crystal Saidoo

Kettle Lake Night is an adult only night at Wildwood Family Farms near 84th St. & Snow Ave. to raise money for PTO & Playground. Money is made off of ticket sales, so families are encouraged to attend even if they don't think they will bid on items in the silent auction. This is a great way for the community to spend time together outside of the school. The event takes place November 17th, tickets will go on sale November 1st.

SCRIP – Jennifer Putnam

Chairperson, Emily Ploeg, was unable to attend. SCIP is a fundraiser/service that is offered to Kettle Lake families. Gift cards can be purchased for many different stores, restaurants, websites, etc. in varying denominations. The school gets a percentage back in rebate form. The school offers a 50/50 split with the family on the rebate, which can be applied to hot lunch or Cougar Cash (which can be used to purchase a planner, field trips, or donated back to the teacher to use for supplies). If you opt to use the 50/50 split there is a form that needs to be filled out, which is available on the PTO website. The form can be returned to Jennifer or Emily. If you filled one out last year, you do not need to fill out another one. To sign up for this program email Emily kettlelakescrip@gmail.com

Terracycle – Jamie Ryder

Thank you for your votes during the playground contest. Kettle Lake collected a record amount of waste, with 12,094 units.

We are now collecting air care products, and have stopped collecting juice pouches. Another new collection stream will be clear cereal bags that go inside the box, or cereal that comes in a bag. Begin saving them now and send them in immediately.

Our school is still collecting snack pouches, and you can now send in baby food pouches. Continue to collect foil lined energy bar wrappers, and oral care products (not mouth wash).

Room Parents – Katie Decker

Room parent volunteer forms went home last week, and are due back this Friday, September 15th. There will be a meeting either at the end of September or early October.

Cougar Kids – Toni Verburg and Cindy Keson

CCKC is a group of 3rd – 5th graders that meets once a month on the first Thursday of the month. The purpose of the group is to teach the children to serve others. The group chooses 3 charities and hold bake sales throughout the year to raise money for them. They have a snack and Mr. M will read a story to the children. The CCKC also sponsors a blood drive twice a year. Watch the Wednesday Word and PTO Webpage to sign up to donate blood or volunteer for the event.

No Cost Fundraisers – Holly Valencia

KULA is no longer offering their services, thank you to those who signed up and were using KULA, we will still receive a check for funds raised from last year. Check out SCRIP, Amazon Smile, Shoparoo, Mabel's Labels, and iGive. The PTO will no longer utilize an email list to send out requests for volunteers, watch the website and Facebook group for opportunities.

Open Positions – Crystal Saidoo

- Kettle Lake Night Committee Members
- Carnival Chair Shadow
- RIP Committee Chair Shadow
- RIP Volunteer Coordinator Shadow
- RIP Tally Team Shadow (2 needed)
- Science Night Committee Members
- Talent Show Committee Members
- 5th Grade Promotion Chair & Committee Members

Coupon Book – Allison Pitsch

The Save Around Book will go home on October 6th. The oldest child in each family will bring home the book. Cost is \$25/each. If you don't want it, send it back or you can sell it to someone else. If you sell 5 you get one free.

Book Fair – Leah Smith

The book fairs are the main source of income for the school library. Last year the library earned approximately \$3000 during the book fairs. Book fairs run on both nights of the parent teacher conferences.

Special Presentation – Sean McLaughlin, Principal

Mr. McLaughlin gave a presentation on the new House Bill 4822, The Third Grade Reading Law (CAL Reads!). The law requires that all 3rd grade students not reading at proficient on the Third Grade state summative assessment be retained. The legislation timeline is as follows:

- September – administer first reading assessment
- October – hold date meetings with teachers to review the assessment results

- November – share & review IRP with parents during parent teacher conferences
- Spring 2020 – use state assessment date to determine retention

Parents of students at risk of retention may request a Good Cause Exemption within thirty days of CEPI's notification. Good Cause exemptions may be granted for a variety of reasons: The student has an IEP or a 504 plan, the student has been previously retained, the student is an English Language Learner with less than three years of instruction in an EL program, or the parent requests the exemption.

Next Meeting

Meeting adjourned at 8:30 PM. Next meeting November 6th, 2017 7:00 PM .

Current Budget 2016/2017

Category	Expense		Income		Net	
	Actual	Budget	Actual	Budget	Actual	Budget
Walk-A-Thon	\$ 2,415.55	\$ 2,000.00	\$ 17,487.03	\$ 17,000.00	\$ 15,071.48	\$ 15,000.00
Candy Sale	\$ 1,342.50	\$ 1,000.00	\$ 2,459.00	\$ 2,000.00	\$ 1,116.50	\$ 1,000.00
Carnival	\$ 4,582.31	\$ 5,500.00	\$ 9,677.58	\$ 10,000.00	\$ 5,095.27	\$ 4,500.00
Key Cards	\$ 3,508.95	\$ 2,600.00	\$ 6,738.50	\$ 5,000.00	\$ 3,229.55	\$ 2,400.00
Cougar Kids Care Club	\$ 805.15	\$ 600.00	\$ 100.00	\$ 100.00	\$ -	\$ (500.00)
Cougar Kids Care Club Donations	\$ 2,431.26		\$ 2,431.26		\$ -	\$ -
Interest			\$ 183.13	\$ 50.00	\$ 183.13	\$ 50.00
Box Tops	\$ 100.46		\$ 2,053.60	\$ 3,000.00	\$ 1,953.14	\$ 3,000.00
Terracycle	\$ 51.30		\$ 300.00	\$ 300.00	\$ 248.70	\$ 300.00
Meijer			\$ 266.48	\$ 300.00	\$ 266.48	\$ 300.00
Amazon Smile			\$ 282.29	\$ 300.00	\$ 182.29	\$ 300.00
Shoparoo			\$ 293.28	\$ 300.00	\$ 93.28	\$ 300.00
Rebates:Tshirts				\$ 200.00	\$ -	\$ 200.00
5th Grade Graduation	\$ 449.35	\$ 750.00			\$ (449.35)	\$ (750.00)
Administrative	\$ 706.12	\$ 600.00			\$ 106.12	\$ (600.00)
Assemblies	\$ 2,000.00	\$ 2,000.00			\$ -	\$ (2,000.00)
Classroom Supplies	\$ 4,635.09	\$ 4,000.00			\$ (2,000.00)	\$ (4,000.00)
Field Trip Bussing -All Grades	\$ 184.67	\$ 550.00			\$ (184.67)	\$ (550.00)
Grade Level Activities:1st Grade	\$ 560.10	\$ 650.00			\$ (560.10)	\$ (650.00)
Grade Level Activities:2nd Grade	\$ 718.64	\$ 650.00			\$ 68.64	\$ (650.00)
Grade Level Activities:3rd Grade	\$ 611.94	\$ 650.00			\$ (611.94)	\$ (650.00)
Grade Level Activities:4th Grade	\$ 518.80	\$ 650.00			\$ (518.80)	\$ (650.00)
Grade Level Activities:5th Grade	\$ 682.39	\$ 1,300.00			\$ (682.39)	\$ (1,300.00)
Grade Level Activities:Kindergarden	\$ 342.59	\$ 500.00			\$ (342.59)	\$ (500.00)
Cougar Cool Awards	\$ 2,000.00	\$ 2,000.00			\$ -	\$ (2,000.00)
Meals & Entertainment	\$ 182.50	\$ 350.00			\$ (182.50)	\$ (350.00)
RIP	\$ 1,488.64	\$ 2,000.00			\$ (1,488.64)	\$ (2,000.00)
Paperator	\$ 452.98		\$ 452.98		\$ -	\$ -
Moms & Mistrs	\$ 889.95		\$ 1,101.81		\$ 211.86	\$ -
Daddy Daughter Dance	\$ 7,814.55		\$ 9,000.00		\$ 1,185.45	\$ -
Script	\$ 2,759.38		\$ 3,454.19		\$ 694.81	\$ -
Playground Donations	\$ 27,632.30		\$ 39,432.22		\$ 11,799.92	\$ -
Spiritware Sale	\$ 1,567.00		\$ 1,888.00		\$ 321.00	\$ -
Science Night	\$ 300.00				\$ (300.00)	\$ -
Total	\$ 71,734.47	\$ 28,250.00	\$ 97,601.35	\$ 38,550.00	\$ 25,866.88	\$ 10,300.00

Proposed Budget 2017/2018

Category	Expense		Income		Net	
	Actual	Budget	Actual	Budget	Actual	Budget
Amazon Smile						
Administrative						
Assemblies	\$	600.00	\$	300.00	\$	300.00
Box Tops	\$	2,000.00			\$	(600.00)
Candy Sale			\$	2,000.00	\$	(2,000.00)
Carnival		1,000.00	\$	2,000.00	\$	2,000.00
Coupon Books		5,500.00	\$	10,000.00	\$	1,000.00
Cougar Kids Care Club		2,600.00	\$	5,000.00	\$	4,500.00
Cougar Kids Care Club Donations		600.00	\$	100.00	\$	2,400.00
Classroom Supplies					\$	(500.00)
Cougar Cool Awards	\$	5,200.00			\$	(5,200.00)
Daddy Daughter Dance		2,000.00			\$	(2,000.00)
Grade Level Activities:Kindergarten					\$	-
Grade Level Activities:1st Grade	\$	500.00			\$	(500.00)
Grade Level Activities:2nd Grade	\$	650.00			\$	(650.00)
Grade Level Activities:3rd Grade	\$	750.00			\$	(750.00)
Grade Level Activities:4th Grade	\$	650.00			\$	(650.00)
Grade Level Activities:5th Grade	\$	650.00			\$	(650.00)
Grade Level Activities:5th Grade Graduation	\$	1,300.00			\$	(1,300.00)
Interest		750.00			\$	(750.00)
Moms & Misters			\$	50.00	\$	50.00
Other Bussing					\$	-
Paperator	\$	550.00			\$	(550.00)
Playground Donations					\$	-
RIP					\$	-
Script	\$	2,000.00			\$	(2,000.00)
Shoparoo			\$	300.00	\$	300.00
Spiritware Sale			\$	200.00	\$	200.00
Science Night					\$	-
Teacher Appreciation	\$	500.00			\$	(500.00)
Terracycle	\$	50.00			\$	(50.00)
Vendor Fair			\$	300.00	\$	300.00
Walk-A-Thon					\$	-
Weekly Readers		2,500.00	\$	17,500.00	\$	15,000.00
Watchdog Meals		2,500.00			\$	(2,500.00)
		350.00			\$	(350.00)
Total	\$	-	\$	28,250.00	\$	38,550.00
					\$	10,300.00

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