

# KETTLE LAKE PTO

## Minutes

Meeting called to order by Christy Morehouse, President

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January 23, 2024 (virtual, due to snow day)

### Mission Statement:

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

### In Attendance:

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Christy Morehouse

Holly Blough

Kelli Bonnell

Stephanie Shephard

Megan Ballmer

Brit Racinski

Sarah Bieszka

Carol Gray

Leah Smith

Niki Frontjes

Valerie Brooks

Jessica Reidl

Amy Hoss

Heidi Donohue

Jenna Hurless

### Approval of Minutes:

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Minutes from the November 23, 2023 meeting were approved and are now on the KL website.

Motion for approval by Jessica Reidl, second by Holly Blough

### Updates from the principal:

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- So grateful to all of us for stepping up and continually helping, appreciates our dedication.

- Looking forward to conferences - families shopping in the library, looking at art in hallways; everyone seems to leave with a smile, regardless of how the conference went ;)
- Using two new assessment platforms, started the year with some low numbers and have seen great increases!
- Excited for the first grade team to be here! Sarah Bieszka was already a member of KL as a parent, but has joined the first grade team this year - has been an amazing and seamless transition.

## School Staff - 1st Grade:

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Brit - question on if there will be shirts with Reading Month. Some discussion by Kelli and Leah over not having decided, but not currently planning to have t-shirts, as the good quality ones are outside our budget. Request that if we do t-shirts in any way, have them be worn on "Read a Shirt" Thursday.

Some discussion over kids in each grade having a color shirt, with the same saying, and tying that in somehow. Maybe a way to use some of the PTO funds next year...

Brit question - they have \$650 in first grade budget. They plan to go to the zoo this year, so will use some funds for that. If they are extra funds, could they do another, less expensive trip with the excess - a trip to the library. All agreed - utilize the funds best you can!

## Budget (Stephanie Shepard) :

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As discussed in the last meeting, Stephanie updated the budget for a couple of the items approved - increase in Teacher Appreciation, Family Fun night, and add of "Popcorn Fridays".

Also earned \$1,000 from Swan Orthodontics - are there any restrictions on how we can spend this? Christy doesn't know of any restrictions, but she would like to write them a thank you letter and include how we spent it once we decide on how to do so. One idea - the handicap swing outside - should we purchase one for Kettle Lake? Discussion over the swing - we have one now installed; we are borrowing it from Kent ISD. Holly will look into how much something like that costs. We should also discuss with the office how long the existing swing, which is currently installed, will be staying at KL.

Still have about \$2,800 left from excess WAT earnings - how do we want to spend those funds?

Leah asked if we had other excess funds, for instance if we didn't hit the goal for the Walk-A-Thon. Stephahnie said YES, a large amount of funds - she doesn't have exact numbers in front of her, but she'd estimated \$73,000 in checking and \$20,000 left in savings (believes leftover from playground fundraising). A great amount of reserve - should we be spending any of that?

Holly mentioned increasing teacher funds from \$200 to \$250.

Discussed creating a grant form of some sort that teachers can fill out to request PTO funds - this would be in excess of anything budgeted and would go through the PTO approval process. Holly will create a form for this.

## Committee Reports:

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- Talent Show: Stephanie Shephard (Amy Hoss, Hailey Metz, Alexander Reurink)
  - 16 acts! (last show 2 years ago had 13 acts)
  - Some discussion over an all grade performance - need to talk to Mrs. Reurink about that
  - Auditions were supposed to be today (snow day) and tomorrow
    - Will reschedule for January 30th (Jessica Reidl can help this day)
    - Callbacks will then be February 13 (Niki Fronmtjes can help this day)
    - Need volunteers to help with logistics - juggling kids, giving feedback, etc
  - February 23rd - rehearsal in the morning, which will be for K-2nd grade. Show at 2pm will be for all 3rd/4th grade classes and any parents.
- Room Parent Coordinator: Kelli Bonnell
  - No Update
- Book Fair: Kelli Bonnell and Leah Smith
  - Leah and I (Kelli) finished bulletin board on Friday
  - In full prep mode
  - Site is up and running and you can sign up to volunteer if you want!
  - Otherwise, will run as usual - family shopping during conference and lunch shopping on Friday the 9th

- Key Card Coupon Books: Christy Morehouse**
  - Working with the daughter after passing of dad (who Christy worked with last year)
  - 185 books sold so far, with a few more that have trickled in
  - Stephanie has deposited money - earned \$2,600 so far
- Moms and Misterys: Mallory Walsh**
  - Kelli will check with Mallory on if there is date set
    - We know that it is in April
  - Mallory has recruited Jessie DeBone to help as well as another KL rep
- Ladies and Loved Ones: Missy Visser (Lindsey Grysen)**
  - Kelli provided update - Missy has posted information on the FB page and all flyers have gone in newsletters
  - Save the Dates went out couple weeks ago
  - She has a sign up link posted to FB page as well - the committee needs volunteers to help with setup, decorating, night of, etc - 2 free tickets if you volunteer
- Family Fun Night: Jenna Hurless and Niki Frontjes**
  - Niki gave update:
  - They will be taking the Cake Walk off and working on what to add- Sugar Rush?
  - Will add some games where kids can win prizes, treats, etc
  - With extra funds for inflatables - they will have two obstacles courses and adding a double slide
  - They will have the original balloon guy (Stormy from last year was unavailable)
  - Looking at food ideas; working with school food ladies - working on details
  - Will do raffle baskets again - huge hit
  - Less tickets this year - stamps on hand for balloons, etc
- Teacher Appreciation: Valerie Brooks and Courtney VanHagen (Kelli Bonnell, Amanda Rasche, Nichole Paarlberg, Samantha Shultz)**
  - Valerie gave updates:
  - Affirmations every month - going well!
  - Working on the School Supply Refresh - have asked teachers/staff for specific needs
  - Will do an Amazon Wishlist - post on FB page, may have a QR code out during conferences
  - Would like to have a drop off box at the school for parents to bring goodies as well
- Terracycle: Amy Hoss**
  - Need to do a little more sorting; will send at the end of year.
- Cougar Kids Care Club: Amy Hoss**

- Trinket Sale this week (will be another post soon) - only doing Friday this time. Didn't have enough people to run for two days. Will be curious to see how it goes with having just one day, how much \$ they receive, etc
- PJ day for \$1 on Friday as well
- They have enough "trinkets" for the sale - Amy will refresh the "treats"
- Learning Garden: Amy Hoss**
  - No major update
  - She put in bulbs in the fall; hoping they come up in the Spring!
  - Clean up in the fall went well; will do again
- Key Communicator: Amanda Theisen and Leah Smith**
  - January meeting was canceled
  - Next meeting is February 22nd; another in May
- March is Reading Month: Kelli Bonnell and Leah Smith**
  - Denise Brennan-Nelson - local author! Coming Tuesday, March 26th - will do 4 1 hour presentations
    - Cost is \$1,000 - will use assembly funds
  - Will do a prize for everyone again - working on those details
  - More information to come!
- 4th Grade Celebration: Jessica Reidl**
  - Sent a survey of dates to those who have volunteered to see when they will meet up
  - Caricature is scheduled for Tuesday, April 9th - will use the Spanish Room
  - May 30th will be the celebration - is this the same day as the field trip? There was some talk of both being the same day being a little too much, Jessica will talk to 4th grade teachers
- Fundraisers (Pizza Hut, Whitecaps): Holly Blough**
  - We've been getting emails/posts about different types of fundraisers - pizza nights, family nights at games, etc
    - Do we have any interest in pursuing any of these
  - Feedback - some interest in doing a group/community type activity like family night at the baseball game - should just be known that we aren't doing it as a fundraiser (ie we don't need the money) but just as an opportunity to come together
  - Holly will look into the Whitecaps game!
- Girls on the Run: Jenna Zondervan**
  - Begins February 19th and will be completed at the Kent County Girls on the Run 5k on May 18th. Practices are Mondays and Wednesdays from 4:00-5:30.
- Other**
  - Popcorn Fridays

- First one was in December and went really well!  
Stephanie and Kelli dressed up as elves..
- Determined we need 4 people; Kelli added a slot to the volunteer sign up to have 3 parents come in (and either Stephanie, Kelli or Leah to help oversee)
- Does anyone know anything about a local author coming in on Friday, Jan 26th??
  - Stephanie received a paper on this - her kiddos are in Mrs. Dryburgh's class - maybe just her?
- Swan Orth - coming to 1st grade on February 7th to talk about dental health - have been giving swag bags!

2023/2024

<b>Expense Only Items</b>			
	Budget	Current Spend	Remaining
Administrative	\$ 600.00	\$ 125.44	\$ 474.56
Assemblies	\$ 1,000.00	\$ -	\$ 1,000.00
Bus Garage Appreciation	\$ 100.00	\$ -	\$ 100.00
Classroom Supplies	\$ 5,000.00	\$ 616.34	\$ 4,383.66
Reading Month	\$ 2,500.00	\$ -	\$ 2,500.00
Cougar Cool Awards	\$ 1,500.00	\$ 321.34	\$ 1,178.66
Cougar Kids Care Club	\$ 500.00	\$ 433.00	\$ 67.00
Grade Level Activities:1st Grade	\$ 650.00	\$ -	\$ 650.00
Grade Level Activities:2nd Grade	\$ 650.00	\$ -	\$ 650.00
Grade Level Activities:3rd Grade	\$ 650.00	\$ -	\$ 650.00
Grade Level Activities:4th Grade	\$ 750.00	\$ -	\$ 750.00
Grade Level Activities:Kindergarden	\$ 500.00	\$ 664.53	\$ (164.53)
4th Grade Celebration	\$ 1,200.00	\$ 150.00	\$ 1,050.00
KL Office Activity Fund	\$ 2,000.00	\$ 615.68	\$ 1,384.32
Learning Garden	\$ 350.00	\$ -	\$ 350.00
Other Bussing	\$ 1,200.00	\$ 187.28	\$ 1,012.72
Peer LINKS Program	\$ 300.00	\$ 69.97	\$ 230.03
Playground Maintenance	\$ 2,500.00	\$ -	\$ 2,500.00
Popcorn Friday	\$ 600.00	\$ 170.76	\$ 429.24
Scholastic News	\$ 2,500.00	\$ 2,115.03	\$ 384.97
Spanish/Music Program	\$ 600.00	\$ -	\$ 600.00
Talent Show	\$ 100.00	\$ -	\$ 100.00
Teacher Appreciation	\$ 3,750.00	\$ 1,515.12	\$ 2,234.88
Watchdog Meals	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 29,500.00</b>	<b>\$ 6,984.49</b>	<b>\$ 22,515.51</b>

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<b>Revenue Generating Items</b>		
	Current Earnings	Goal
Book Fair	(\$3.22)	\$0.00
Family Fun Night	(\$954.69)	\$5,400.00
Coupon Book	\$5,729.10	\$2,400.00
Daddy Daughter Dance	\$0.00	\$500.00
Interest	\$0.00	\$0.00
Moms & Misterys	\$0.00	\$400.00
Spiritware	\$555.90	\$400.00
Swan Orthodontics	\$1,000.00	\$0.00
Terracycle	\$0.00	\$80.00
Walk-a-thon	\$24,784.58	\$20,000.00
<b>Total</b>	<b>\$31,111.67</b>	<b>\$29,180.00</b>

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Budget 2023/2024						
Category	Expense		Income		Net	
	Current	Budget	Current	Goal	Actual	Budget
Administrative	125.44	\$600.00	-		(\$125.44)	(\$600.00)
Assemblies	0.00	\$1,000.00	-		\$0.00	(\$1,000.00)
Book Fair	1,429.15	\$3,000.00	1,425.93	\$3,000.00	(\$3.22)	\$0.00
Bus Garage Appreciation	0.00	\$100.00	-		\$0.00	(\$100.00)
Family Fun Night	954.69	\$4,600.00	-	\$10,000.00	(\$954.69)	\$5,400.00
Classroom Supplies	616.34	\$5,000.00	-		(\$616.34)	(\$5,000.00)
Reading Month	0.00	\$2,500.00	-		\$0.00	(\$2,500.00)
Cougar Cool Awards	321.34	\$1,500.00	-		(\$321.34)	(\$1,500.00)
Cougar Kids Care Club	2,043.13	\$3,500.00	1,610.13	\$3,000.00	(\$433.00)	(\$500.00)
Coupon Book	0.00	\$2,600.00	5,729.10	\$5,000.00	\$5,729.10	\$2,400.00
Daddy Daughter Dance	0.00	\$0.00	-	\$500.00	\$0.00	\$500.00
Grade Level Activities:1st Grade	0.00	\$650.00	-		\$0.00	(\$650.00)
Grade Level Activities:2nd Grade	0.00	\$650.00	-		\$0.00	(\$650.00)
Grade Level Activities:3rd Grade	0.00	\$650.00	-		\$0.00	(\$650.00)
Grade Level Activities:4th Grade	0.00	\$750.00	-		\$0.00	(\$750.00)
Grade Level Activities:Kindergarden	664.53	\$500.00	-		(\$664.53)	(\$500.00)
4th Grade Celebration	150.00	\$1,200.00			(\$150.00)	(\$1,200.00)
Interest	0.00	\$0.00	-	\$0.00	\$0.00	\$0.00
KL Office Activity Fund	615.68	\$2,000.00	-		(\$615.68)	(\$2,000.00)
Learning Garden	0.00	\$350.00	-	0	\$0.00	(\$350.00)
Moms & Misters	0.00	\$0.00	-	\$400.00	\$0.00	\$400.00
Other Bussing	187.28	\$1,200.00	-		(\$187.28)	(\$1,200.00)
Peer LINKS Program	69.97	\$300.00	-	0	(\$69.97)	(\$300.00)
Playground Maintenance	0.00	\$2,500.00	-		\$0.00	(\$2,500.00)
Popcorn Friday	170.76	\$600.00	-	0	(\$170.76)	(\$600.00)
Scholastic News	2,115.03	\$2,500.00	-		(\$2,115.03)	(\$2,500.00)
Spanish/Music Program	0.00	\$600.00	-		\$0.00	(\$600.00)
Spiritware Sale	0.00	\$0.00	555.90	\$400.00	\$555.90	\$400.00
Starter Cash	0.00	0	-		\$0.00	\$0.00
Swan Orthodontics	0.00	0	1,000.00	0	\$1,000.00	\$0.00
Talent Show	0.00	\$100.00	-		\$0.00	(\$100.00)
Teacher Appreciation	1,515.12	\$3,750.00	-		(\$1,515.12)	(\$3,750.00)
Terracycle	0.00	\$0.00	-	\$80.00	\$0.00	\$80.00
Walk-A-Thon	3,603.43	\$3,000.00	28,388.01	\$23,000.00	\$24,784.58	\$20,000.00
Watchdog	0.00	\$0.00	-		\$0.00	\$0.00
<b>Total</b>	<b>14,581.89</b>	<b>\$45,700.00</b>	<b>\$38,709.07</b>	<b>\$45,380.00</b>	<b>\$24,127.18</b>	<b>(\$320.00)</b>

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<b>Teacher</b>	<b>Grade</b>	<b>23/24</b>	<b>Spent</b>	<b>Remaining</b>
Gray	1	\$200.00	\$0.00	\$200.00
Racinski	1	\$200.00	\$200.00	\$0.00
Bieszka	1	\$200.00	\$0.00	\$200.00
French	2	\$200.00	\$0.00	\$200.00
Hurst	2	\$200.00	\$200.00	\$0.00
Dryburgh	2	\$200.00	\$0.00	\$200.00
Nankervis	3	\$200.00	\$0.00	\$200.00
Noakes	3	\$200.00	\$0.00	\$200.00
Asper	3	\$200.00	\$0.00	\$200.00
Dyksterhouse	4	\$200.00	\$0.00	\$200.00
Reurink	4	\$200.00	\$0.00	\$200.00
Zondervan	4	\$200.00	\$0.00	\$200.00
Quist	Art	\$200.00	\$0.00	\$200.00
Vansickle	EI	\$200.00	\$0.00	\$200.00
Brummel	Gym	\$200.00	\$0.00	\$200.00
Violin	Intervention	\$200.00	\$0.00	\$200.00
Wiechertjes	Resource	\$200.00	\$0.00	\$200.00
Frey	K	\$200.00	\$0.00	\$200.00
Rowley	K	\$200.00	\$0.00	\$200.00
Pyper	K	\$200.00	\$144.17	\$55.83
Bolinger	Library	\$200.00	\$52.89	\$147.11
Brooks/Willyard	Music	\$200.00	\$0.00	\$200.00
Dixon	Spanish	\$200.00	\$0.00	\$200.00
Anderson	Counselor	\$200.00	\$19.28	\$180.72
Itinerants	Special Ed	\$200.00	\$0.00	\$200.00
<b>Total</b>		<b>\$5,000.00</b>	<b>\$616.34</b>	<b>\$4,383.66</b>

1/23/2024