

# KETTLE LAKE PTO

## Minutes

Meeting called to order by Christy Morehouse, President

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September 20, 2022

In person meeting - Cafeteria

### 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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Megan Ballmer	Leah Smith
Christy Morehouse	Amanda Theisen
Holly Blough	Amy Hoss
Kelli Bonnell	Niki Frontier
Stephanie Shepard	Jenna Hurless
Erin Hedges	Jessica Riedle
Carol Gray	Lindsey Grysen
Brittney Racinski	Molly Carl
Amy Tompkins	Amanda Rasche (virtual)
Jenn LaPorte	Lacey May (virtual)

### Approval of Minutes:

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Minutes from the May 2022 meeting were approved and are now on the KL website.

## Updates from Mrs. Ballmer:

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Mrs. Ballmer thanked everyone for coming :) She shared that the First Grade staff collaborated to create a "Resume Collective to Highlight the Wealth and Experience" of the staff; it was amazing to see. She, and all the staff, are all excited about how great the beginning of the year has gone. They loved the Capturing the Hearts training this summer and are loving seeing it in use and live around the school. All the classrooms have a social contract. She thinks it really has been the perfect start to the year!

She introduced the first-grade teachers who mentioned that they feel the school is fully staffed/supported and ready to go this year! They are also loving capturing hearts - they really think it is, and will, make an amazing difference. They love that their classrooms are by the bus entrance, so they get to greet their current students, as well as bussers - including many previous students. They love sharing good news during the day and leaving the students with something inspirational as they leave.

## PTO Budget (Erin Hedges):

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Erin prepared a budget for 2022-2023 using last year as a guide. Changes can be made throughout the year if we need to move funds; we will just have to vote. Megan will be talking to Emily Dixon about the Spanish/Music program spend, as well as thinking about a classroom supply spend for counselor, occupational therapists, etc. We can vote on adding this next meeting; money is there for whatever they decide. She also provided goals for revenue generating events. We will not be going after box tops this year; it does not bring in enough revenue to make it worth finding a lead. Goal for the Walk-A-Thon (largest money maker) is \$30,000 - we can do it!

Jessica Reidel motioned to approve the budget. Kelli Bonnell approved the motion. Vote to approve was unanimous.

Erin will be working with Stephanie Shephard this year as a co-treasurer; Stephanie will be doing more of a bookkeeping role. Erin has a new job, so she will only be coming in/available to pick up receipts, etc on Monday and Fridays.

## Committee Reports:

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- Book Fair (Oct. and Feb.) - Leah Smith/Kelli Bonnell
  - Set up will be September 30th during the school day. Kelli can't be there, so Leah would love a helper or two. Fair is scheduled from 3:30-7 during conferences, as well as Friday lunch/recess. Sign up genius is out there for volunteers to help with registers, etc. Flyers will be coming home later this week.
- Spirit Wear- Amanda Theisen
  - Amanda wants help in deciding between vendors! We have Lauri from CalWear (local) as well as a vendor in Novi, who can do everything online! Lauri is doing the prizes for the Walk-A-Thon. Amanda showed us some pictures of some items available. Feedback is unanimous - we will give the new to us vendor in Novi a shot for this year. The online vendor option will have more options, but more importantly will be easy to manage.
- Direct you Dollars- Amanda Theisen
  - Direct your Dollars - for every \$150,000 in receipts, we receive a \$1,000 check.
  - There is a competition within the classrooms right now! Winners will get a "prize" or "activity" - teachers choice! i.e. pizza, ice cream, movie, etc. Will run this competition again next Spring.
- Key Communicator- Amanda Theisen & Leah Smith
  - October 3rd is the first meeting - we will put them on the agenda for next time to give us an update
  - The idea behind key communicators is to have a bridge between each building and the district.
- Shop with Script- Erin Hendges
  - This is a no sale fundraiser. You buy gift cards and the school gets a portion of that sale. Erin signed up for a new account; it is called Raise Right now. She will post to Facebook page once a new account is set, etc.
  - Amazon Smile is another no sale fundraiser - you just set Kettle Lake as your default and school receives a portion of any purchase made. She will post this one on Facebook as well.
- Learning Garden- Molly Carl and Erin Hendges
  - Molly and Erin will touch base outside of the meeting. Cub Scouts will be taking this on as a project. Amy Hoss and Cougar kids will be helping as well!
- Student School Directory - Molly Carl
  - The link for the directory went out last week in the newsletter and will stay in until the end of September. Only about 62 families have signed up; in the past it has been closer to 300 students. Molly may have teachers send out in their communication, maybe a separate blast and Facebook post as well.
- Walk-a-thon - Christy Morehouse
  - Switched up prizes a little bit; keychain instead of wristband this year. Ready for the walk on Friday; money is coming in. Amanda Theisen is putting together a

playlist; Megan will have speakers all set up and ready. A group of us will be there all day to count money - art room is open and we can take over that room for the day.

- Coupon Books (Key Card) - Christy Morehouse
  - Switching to Key Card this year - Key Card has 3x as much to offer as compared to Save Around. It has a book, as well as the card (easier!). Christy will meet with rep in early October, with fundraising to be at the end of October into November. Depending on how much we earn, Key Card may provide a pizza party for the whole school - on them!
- Room Parent Coordinator- Kelli Bonnell
  - Discussed whether we have one room parent or teachers to organize and have all parents help. Having room parents helps that organization, as they will reach out to have other parents involved. We will send out the form asking parents who want to volunteer.
  - We discussed binders, and that they are not super updated or helpful. We are trying to get parents to upload documents to google in digital binders and will continue to use that method. If a room parent wants to reach out for a binder, they could always pick up from the office.
- Moms and Mr.'s- Jenna Hurless and Niki Frontjes??
  - Jenna and Niki do not want to chair this event as KL representatives this year. The timing is too close to Family Fun night.
  - Jenna did see that there is a potential date of April 29 - this is on the Caledonia Moms and Misters facebook page, which the new chairs can get access to once we find the,
- Carnival/Family Night- Jenna Hurless and Niki Frontjes
  - Will do a family fun night again - similar to last year, but better! Niki would love the idea of bringing back classroom baskets as a fundraiser - maybe getting themes out early so room parents can get started early. They definitely need more volunteers this year! First grade teachers would like to have front tables again ;) Discussed food trucks (which we dont make money on) vs doing hot dogs and treats - need to explore. EB truck may be an option - there is a connection with CalEI and may be worth reaching out to to see what options are there.
- TerraCycle - Jamie Ryder
  - Jamie sent an email to the PTO - she is on her way out and NEEDS a shadow if we want this program to continue
- Cougar Kids Care Club - Amy Hoss (needs another volunteer)
  - The first meeting was scheduled for October 6th, which conflicted with conferences and Book Fair - so they are moving to the next week. Does need another volunteer - about 20 people signed up as interested at the open house. Had considered including second grade, but given lack of volunteers it will likely continue to be 3rd/4th grade only.

- Blood Drive (Linsey Gysen) - has a first grader in Mrs. Gray's class who directly benefits from these amazing blood drives (she received 30 transfusions last year). The need is urgent and now. She would love to see increased participation and would love to see some type of classroom incentives to urge students to bring in more donors. When the donor does the paperwork they should be able to put in a student's name as how they heard about the event. Megan and Lindsey would also both support teachers who want to take an hour out of their day to get out there and donate as well.
- Box tops- Need a volunteer
  - Not doing this year; does not bring enough funds to make it worth it. No chair needed.
- Teacher Appreciation- Jen LaPorte
  - Jen is in her last year; will need more people. There are still several people on the team who have several years left at the school. Will do "events" in October, December, February and the full week in May. Supply refresh in February was a hit - will do again.
- Daddy Daughter Dance- Enneesa Ewing??
  - Ennessa is no longer at Kettle Lake - will need a chair!
- Reading Month- Melissa Olrich??
  - Jessica Wood was on the team last year - reach out to her to see if she's interested?
- Talent Show? (Are we doing this year?)
  - Off year - no update and no chair needed at this time

## To Do:

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Continue working on the 2022-2023 events - need leads or help for a couple of events still!

- Daddy Daughter Dance - needs chair
- Moms and Misterys - needs chair
- Reading Month - needs chair
- Cougara Kids - just needs help
- Teacher Appreciation - a new face or two would be great

<b>Expense Only Items</b>			
	Budget	Current Spend	Remaining
Administrative	\$ 600.00		\$ 600.00
Assemblies	\$ 3,000.00		\$ 3,000.00
Bus Garage Appreciation	\$ 100.00		\$ 100.00
Classroom Supplies	\$ 4,800.00	264.19	\$ 4,535.81
Reading Month	\$ 2,500.00		\$ 2,500.00
Cougar Cool Awards	\$ 1,500.00		\$ 1,500.00
Cougar Kids Care Club	\$ 500.00		\$ 500.00
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		\$ 500.00
KL Office Activity Fund	\$ 2,000.00	\$ 482.70	\$ 1,517.30
Other Bussing	\$ 550.00		\$ 550.00
Playground Maintenance	\$ 2,500.00		\$ 2,500.00
Scholastic News	\$ 2,500.00		\$ 2,500.00
Spanish/Music Program	\$ 600.00		\$ 600.00
STEM Night	\$ 500.00		\$ 500.00
Talent Show	\$ 100.00		\$ 100.00
Teacher Appreciation	\$ 1,000.00		\$ 1,000.00
Watchdog Meals	\$ 350.00		\$ 350.00
<b>Total</b>	<b>\$ 26,300.00</b>	<b>\$ 746.89</b>	<b>\$ 25,553.11</b>

<b>Revenue Generating Items</b>		
	Current Earnings	Goal
Amazon Smile	\$134.08	\$300.00
Box Tops		\$250.00
Carnival		\$5,000.00
Coupon Book		\$2,400.00
Daddy Daughter Dance		\$500.00
Direct Your Dollars		\$1,000.00
Interest		\$50.00
Moms & Misters		\$0.00
Scrip		\$300.00
Spiritware		\$0.00
Terracycle		\$300.00
Walk-a-thon		\$30,000.00
<b>Total</b>	<b>\$134.08</b>	<b>\$40,100.00</b>

<b>Pass Through Accounts</b>
Book Fair
PaperGator

**Budget 2022/2023**

Category	Expense		Income		Net	
	Current Spent	Budget	Current Income	Goal	Actual	Budget
Administrative		\$600.00				(\$600.00)
Amazon Smile			\$134.08	\$300.00		\$300.00
Assemblies		\$3,000.00				(\$3,000.00)
Book Fair						\$0.00
Box Tops		\$50.00		\$300.00		\$250.00
Bus Garage Appreciation		\$100.00				(\$100.00)
Carnival		\$5,000.00		\$10,000.00		\$5,000.00
Classroom Supplies	264.19	\$4,800.00				(\$4,535.81)
Reading Month		\$2,500.00				(\$2,500.00)
Cougar Cool Awards		\$1,500.00				(\$1,500.00)
Cougar Kids Care Club		\$500.00				(\$500.00)
Coupon Book		\$2,600.00		\$5,000.00		\$2,400.00
Daddy Daughter Dance		\$300.00		\$800.00		\$500.00
Direct Your Dollars				\$1,000.00		\$1,000.00
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				(\$500.00)
Interest				\$50.00		\$50.00
KL Office Activity Fund	482.70	\$2,000.00				(\$1,517.30)
Moms & Mistrs		\$300.00		\$300.00		\$0.00
Other Bussing		\$550.00				(\$550.00)
Papergator						\$0.00
Playground Maintenance		\$2,500.00				(\$2,500.00)
Scholastic News		\$2,500.00				(\$2,500.00)
Scrip				\$300.00		\$300.00
Spanish/Music Program		\$600.00				(\$600.00)
Spiritware Sale						\$0.00
Starter Cash						\$0.00
STEM Night		\$500.00				(\$500.00)
Talent Show		\$100.00				(\$100.00)
Teacher Appreciation		\$1,000.00				(\$1,000.00)
Terracycle				\$300.00		\$300.00
Walk-A-Thon	95.38	\$3,000.00		\$30,000.00		\$27,000.00
Watchdog Meals		\$350.00				(\$350.00)
<b>Total</b>	<b>842.27</b>	<b>\$37,550.00</b>	<b>\$134.08</b>	<b>\$48,350.00</b>	<b>\$0.00</b>	<b>\$11,546.89</b>

Teacher		22/23	Ck #	Ck Amount	Remaining
Gray		1	\$200.00		\$200.00
Racinski		1	\$200.00		\$200.00
Tompkins		1	\$200.00		\$200.00
French		2	\$200.00		\$200.00
Hurst		2	\$200.00		\$200.00
Dryburgh		2	\$200.00	\$112.07	\$87.93
Nankervis		3	\$200.00		\$200.00
Noakes		3	\$200.00		\$200.00
Asper		3	\$200.00		\$200.00
Carl		4	\$200.00		\$200.00
Reurink		4	\$200.00		\$200.00
Clark		4	\$200.00		\$200.00
Zondervan		4	\$200.00		\$200.00
Kuiper	Art		\$200.00		\$200.00
Vansickle	EA		\$200.00		\$200.00
Brummel	Gym		\$200.00		\$200.00
Dyksterhouse	Intervention		\$100.00		\$100.00
Violin	Intervention		\$100.00		\$100.00
Wiechertjes	Intervention		\$100.00		\$100.00
Frey	K		\$200.00		\$200.00
Rowley	K		\$200.00		\$200.00
Pyper	K		\$200.00	\$152.12	\$47.88
Bolinger	Library		\$200.00		\$200.00
Brooks/Willyard	Music		\$200.00		\$200.00
Dixon	Spanish		\$200.00		\$200.00
Torres	Speech		\$100.00		\$100.00
<b>Total</b>			<b>\$4,800.00</b>	<b>\$264.19</b>	<b>\$4,535.81</b>