

CCS PTO General Meeting Minutes

Cotton Creek PTO~March 13, 2024 @ 4 PM

Minutes will be prepared by: PGrant

Attendees: Ali Woitas, Jocelyn Burns, Sheila Roth, Theresa Neises, Shannon Allen, Carrie Balian, Paula Grant, Cherish Dickert

Call to Order~JBurns/AWoitas (quorum = 5 members. 2 of which are board members)

4:02PM Motion/Second: AWoitas/CBalian

Welcome & Introductions~JBurns/AWoitas:

- PTO officers introduce themselves and give a brief description of their duties
- Introduce board members
- Committee chairs introduce themselves
- Administrators and staff in attendance introduce themselves
- Welcome and introduce new attendees

Minutes

- JBurns : Review and approval of minutes from 2/21/2024 meeting.
- https://docs.google.com/document/d/1xMX9MSOgF2redzr3ryhWmF3J11X_nPnGaIhsXArjMBO/edit
 - Meeting notes approval motion/second: AWoitas/JBurns

Officers' Reports

- **President's Report~JBurns/AWoitas**
 - District PTO report
 - Membership is due: ~ \$8 fee this year
 - Sign up online <https://wauconda.d118.membershiptoolkit.com>
 - **Membership Drive is over, but you can still become a member anytime throughout the year. Being a member allows you to vote.**
 - District PTO organizes Bingo Night, membership, & elections.
 - 22/23 D118 PTO Responsibilities:
 - *Help WMS with Bingo Night and create flyers for District PTO events*
 - CCS PTO
 - EMAIL ADDRESS info@ccs.d118pto.org
 - Website: <http://ccs.d118pto.org>
 - will be updated to include current events
 - minutes will be posted as soon as they are approved (month late for minutes)
 - Volunteer page (SignUpGenius)
 - Ingredient List (most current list of the food products we sell & their ingredients)
 - Google Calendar (found on the CC School website) You can add this to your smartphone.
 - Google Drive
 - Facebook <https://www.facebook.com/groups/CottonCreekPTO/>
 - Twitter <https://twitter.com/CCSpto118>

- **Vice President's Report~CBalian**
- **Treasurer's Report~Shannon Allen**
 - approve current Category Summary Treasurer's Report
The bank account has \$24,946.15 as of 3/9/2024. This includes the money for book fair and Scholastic still needs to be paid.
 - PDF **Category Summary - March 2024.pdf**
 - **Approved Motion/Second: JBurns/CBalian**

Administration Comments (C. Dickert/ARodriguez)

- Sign is up and running. Very easy to update messaging
- Thank you all for your efforts during Mathnasium Night
 - Low turnout, but this is similar to past Mathnasium nights
 - Other schools had events going on
 - Need to do better with PTO messaging on it next year

Committee Head Reports

Year Long

- **Movie Nights~**
 - Need a Chair for Future Movie Nights
- **Fundraising~**
- **Ice Cream Lunch Sale~Jenelle Anderson ~ 50¢**
 - Runs first Friday of the month
 - Next Ice Cream Day is **May 10th**
 - **New Item** - Do we increase the price for the 2024/2025 school year?
 - **3/13 notes: keep pricing for this year. Revisit next year to see what pricing is for product**
- **Pencil Box ~ JAntoni with co-chair TNeises**
 - Runs the 4th Tuesday of every month in the afternoon
 - No Pencil Box for March due to Spring Break
 - Next Pencil Box is April 30th
- **Popcorn Lunch Sale~Roxanne Clark ~ \$.50**
 - Runs third Friday of the month
 - Next Popcorn Day will be **April 19, 2024**
 - Special thank you to everyone who signed up to help. Every spot is full.
- **Room Parent Committee~NBailey - possible co-chair is Sarah Ulrich**
 - PTO needs to check on Vanselow's classroom for TA Week due to no room parent
 - **New Item:** Identify other classrooms that may need support outside of WeKids Programs
 - **3/13 notes: Touchbase with Nicole**
 - Did anyone collect money for Vanslowe's class?
 - Support needs for Solano?
- **Spirit Wear~JBurns/JCecola/SAllen**
 - Runs itself with 1st place spiritwear
 - **3/13 notes: Tuesday is the end of March spirit sale**
 - **Add Spirit wear to sign**
- **Staff Appreciation~Sheila Roth**
 - March 20th - Supply Bar
 - **3/13 Notes: Not getting a lot of support for supply bar.**
 - PTO will purchase remainder of the items
 - approve \$700 (remaining amazon wish list amount) Motion/second:

- **New Items:**
 - Update on amazon wish list
 - **See note above**
 - Confirm set up/take down support
 - **3/13 notes: Set up Tuesday**
 - April plans/next steps?
 - **3/13 notes: Will discuss in next meeting**
- **Book Fair ~JCecola/SCurran**
 - **Spring Book Fair Updates**
 - **Mathnasium updates/comments**
- **Restaurant Nights~ Need Chair**
 - **March**
 - **Chuck E Cheese**
 - Spring Break Wednesday **Mar 26, 2024** from 3:00 - 9:00
 - Chuck E will be at school the Friday (3/22) before Spring Break at Dismissal like last year
 - **April**
 - **Jersey Mike's**
 - April 17th - 19th
 - **3/13 Notes: Be sure to add in Lakemore location to flyers**
 - **May**
 - **Possibly Funnel Truck**
 - **3/13 Notes:**
 - **Funnel Truck confirmed**
 - **Thurs May 23rd**
 - **Communicate to get here at 3:50 after the buses leave.**
 - **Have coned of location available**

Date Specific

- **Candy Buy Back~ (Conlon Thompson Orthodontics)~(Oct/Nov) Anna Anderson**
- **PTO Bingo Night - Chair Geralyn Mrozowski**
 - **Successful Night**
 - **Thanks to all who came to have fun!**
- **APEX RUN~ Nicole Bailey/Ali Woitas**
 - **Beginning of September**
- **Holiday Shop - Chair - PGrant**
 - **Find time with Ali to go look at Matthew's storage for possible items to buy from them**
- **Winter Break Gifts for Students ~ JBurns - Order every November**
 - **verify with CMohr class counts before ordering**
 - **wrap in gift bags, sort and distribute the last week before Winter Break begins**
 - **2021 was popits**
 - **2022 was squishies**
 - **2023 was puzzle erasers and putty erasers**
- **Breakfast with Bulldogs AWoitas**

- **2/21 Meeting Follow ups:**
 - Ali to research if “pie the teacher will work” (volunteers?) or other alternatives like silly string (less messy/sticky)
 - **3/13 Notes:** Ali to discuss with staff during Apr5 meeting
 - Ali contacting caterers
 - **3/13 Notes:** Eduardo’s is confirmed
 - will reach out to McDonalds for coffee & doughnuts
 - When should a sign-up genius be sent out?
 - **3/13 Notes:** Send out April 8th
 - 2 weeks to sign up
 - 2 weeks to prep
 - Send out save the date before Spring Break starts
 - Estimating 300 people (do we cap it at this?)
 - **3/13 Notes:** Approve budget at April’s meeting
- 5th Grade Send Off (May 2024)~ JBurns
 - **3/13 Notes:** May 10th 6-8pm
- 5th Grade Yard Signs - JBurns
 - Start designs in March
- Field Day -
- Birthday Books
- Bussing for Field Trips
 - \$250 has been approved per Grade Level. Additional amounts will be approved via the Grant process.
- PTO Nomination Committee Rep.~JTschatpat 23/24
 - President & Secretary up for election in 2024
- **Pura Vida Bracelets - SAllen**
 - \$8 each for single strand and \$10 each for braided

Grants

- Grant Budget is \$7,000
- As of today, we have approved \$3,316.63 in Grant requests and an extra \$700 to 5th Grade Bussing with \$3,683.37 left to spend
- **3/13 Notes:** \$ left to spend is \$2611.01 (-\$80 for Baum)
- We have 2 Grants to vote on today
 - Susan Treanor is asking for \$250 - \$275 for headphones
 - **3/13 Notes:** approved motion/second AWoitas/JBurns
 - Alison Houston is asking for \$89.99 plus tax for headphones
 - **3/13 Notes:** Will approve \$200 in case Alison intended to order more than 10 Motion/second C.Balian/PGrant

New Business

Unfinished (old) Business.

- Teacher Appreciation Week of May 6th
- Kindergarten Registration Night March 20th
 - PTO will have a table and board members will be present with mini waters, bagged popcorn and a PTO flier (welcome packet).
 - **3/13 Notes: Potentially 50 attending. Will do skinny pop bags instead of popping popcorn**

Announcements

- PTO Meeting Dates going forward are the 2nd Wednesday of Every Month at 4:00 in the CCS Library
 - **Next meeting is scheduled for Wednesday April 10, 2024**

Adjournment

5:14pm Motion/second: C.Balian/AWoitas