



## **PTO Meeting**

**11/8/2022**

## **Public Meeting**

**Call to Order 6:30pm**

Present: Volunteer Chair Daniella Stein, Secretary Katie Kidder, Principle Brent Huck, previous treasurer Rachael VanKalker, Vice President Beth Spees, current Treasurer Heidi Schoolman, Niki VanderKodde, Jen Labun

- Approve minutes from 10/11/22 meeting: Approved
  - Minutes will be posted on Caledonia Elementary PTO website each month

### **Review of Bank Statements**

- Previous PTO Treasurer Rachel VanKalker brought bank statements for review
- Beth Spees reviewed and signed off on statements
- Brent Huck reviewed and signed off on statements
- Huntington Bank account is now officially closed all accounts have been transferred to United Bank in Caledonia

### **Walk For FUNds**

- Total cost of class parties and prizes cost \$1,611.40
- 3 teacher's chose a Cal hoodie
- 6 teacher's chose a gift card of their choice:
  - 4 Amazon
  - 2 other store
  - In the future the PTO will specify the gift card is for school/classroom use not personal use
- All WFF prizes were delivered to the teacher for distribution the week of 11/7/22

### **Budget Review**

- WFF: earned \$15,250 after fees
- Back to School Open House: Budget was \$1000 but overspent \$429
- Family Fall Fun Fest: Budget was \$8,000 - has spent \$7,625
- School entrance flower pots: Budget is \$400 - has spent \$131
- Miscellaneous PTO: PTO Sign and checks cost \$153

- Principle fund: \$1500 - has spent \$250
- Staff Appreciation: \$500 - has spent \$236
- Lounge Refreshments: \$800 - has spent \$250
- Parent/Teacher Conferences: \$1000 - has spent \$742
- T shirts for class - used COVID funds \$2,152 - has over \$14,300 left
- Positive Reinforcement Fund: Mr. Huck uses for monthly ticket drawings for students, but has not needed any funds this school year yet

#### Holiday gifts for Teachers

- Nothin Bundt Cakes- cost is approximately \$475 for 40 staff
- Customizable boxed packs of 12 individually wrapped cakes
- 3 Gluten Free cakes will be needed
- Cakes will be distributed 1st or 2nd week of December

#### Socks & Underwear drive

- PTO officially voted and approved to pay for shipping to Fort Meyers school

#### Popcorn Fridays

- Many parents expressed interest in helping at the beginning of the year
- Machines need to be checked for cleanliness
- Supplies will need to be ordered
- Grand Rapids Popcorn will be contacted for a potential service call and order of supplies
- Every other Friday beginning in January will be attempted
- Popcorn is free to students and staff at Cal EI

#### Chicago Trip

- Money will be set aside this year for the current 3rd grade class so they may use the funds next year on their trip (2023-2024 4th grade trip)
- Current year cost is approximately \$5000, so approximately \$5000 will need to be reserved

#### Spirit Sale

- Laurie from Cal Wear on Main will supply goods
- Laurie will supply logos for adult and youth options
  - 2 logos for long sleeved and short sleeved so there is variation
- Laurie believes she is able to get the order completed by 2nd week of December for potential Christmas gifts
- PTO is concerned about timeframes, so Laurie needs to be consulted on specific deadlines she will need to process the order
- In the future, Grand Rapids Graphic could be considered
- Order form will need to be created and passed out to teacher's for distribution
  - Possible send home 11/18 and due back 11/30? Final dates are TBD

#### Running Club

- Weather dependent
- Will begin in April and end in May
- 12-1:30pm 2 or 3 days a week
- Volunteer will punch card or mark laps

- 2 or 3 volunteers will be needed
- Mr. Huck, Beth Spees, and Mrs. Reitkerk will lead the club

#### Christmas Party

- Unsure if PTO will participate in donating classroom goods this year
- Staff have not asked for any goods, and the ice cream and cookies were not well received last year by student's
- If a need arises, Mr. Huck will notify the PTO

#### Staff Info Forms

- Katie K will submit a questionnaire form to each staff member via mail box on 11/9
- Forms will be utilized to find out favorite food, snack, catering idea, etc. and used on PTO website via Google Doc (or similar)

#### Wish List's

- PTO will try to link Wish List info to PTO web page
- Mr. Huck will ask teacher's to send out Wish List's in their weekly emails

#### Receipt points

- Jen Labun continues to collect receipts from D & W, Family Fair, etc. to get to goal of \$150,000 in points.
- Cal El will then receive a \$1500 check in exchange for collected receipts tallying up to \$150,000
- Currently about \$80,000 in receipts have been donated
- No time limit

#### End of Year Celebration

- Target date is 5/19/23
- Kona Ice will need to be scheduled
- 3 to 4 jumps will be needed
- Minimum of 3 hours for jumps
- Timeframe of 12:30 to 3:30pm is best
- Contact ACP now for a wide selection of jumps

PTO needs to advertise benefits of Amazon Smile, D & W receipts more so people participate