



Cal EI PTO Meeting

2/16/23

6:32pm - 7:56pm

Present via Zoom: Cal EI Principle Brent Huck, President Katie Weidner, Vice President Beth Spees, Volunteer Chair Daniella Stein, Treasurer Heidi Schoolman, Secretary Katie Kidder, parent Jen Labun

Direct Your Dollars

- Program will be ended 3/1/23
- Cal EI will partner with KMIS and submit receipts
- \$1500 will be split between Cal EI and KMIS
- Any remaining receipts at Cal EI will be given to other schools to assist their goal of obtaining a payout from the program

Updates from the Treasurer

- Spartan Nash will begin a new program, Direct to Labels, which is similar to Direct Your Dollars program. Heidi shared the link with PTO members.
- If 500 UPC labels from Our Family brand's are saved, a \$25 gift card can be redeemed
- Heidi has the information on enrollment and will sign up on behalf of the PTO. She will activate the account for the PTO.
- Jen Labun agreed to assist with the collection of Our Family UPC's to redeem for the \$25 gift card
- Daniella will update PTO website with Our Family program and delete Direct to Labels program

Read-a-fun

- Katie W is working on CVS upload for online student roster's
- The new checking account at United Bank will need to be added to existing account
- Of all proceeds, 15% will be kept as a program fee. Remaining balance will be kept by Cal EI.
- Heidi and Katie W will set up bank account/monetary info
- Event dates are 3/1 - 3/31
- Main focus is reading and not fundraising
- Prize Info
 - Last year all participants received a book mark - this was well received and will continue this year. Beth will order bookmarks.
 - Prize Info:
 - Pizza Party: top earner and top reader from each class
 - Class with most minutes read: extra recess and popsicles for lower/upper elementary
 - Donut Party: most class participation upper/lower elementary
 - Barnes & Noble gift card for 10 random kids that log minutes at any time in the month.

- Amount will be \$20 gift card and Katie W will purchase ahead of time
- Monetary goal: \$100 per kid
- Reading goal: 20 minute minimum per day per kid
- Question arose regarding limiting the number of minutes read each day. Over the past 2 years a few students have claimed to have read up to 7 hours in one day. A cap on limits would prevent exaggeration. However, this is not possible at this time for a multitude of reasons.
- Social messaging in the app needs to be turned off. Kids were able to message each other last year and this was an error. It will not be allowed this year.
- Xellerate Program: if purchased in the future, it may be more appropriate for only 3rd and 4th grade due to structure of the program. A different program (or level of Xellerate) may be appropriate for K-2. This will be researched at a later time.
- Anonymous donors will need to be watched closely so the money is logged correctly

Running Program

- PTO will help with Sign Up Genius's 2 weeks in advance to give volunteers plenty of time to submit background check request and schedule
- Dates will be Tuesday's and Thursday's beginning after Spring Break
- 2 to 3 volunteers will be needed from 11:45am to 1:30pm
- Course will be set up around playground
- Brent will include information/Sing Up's in email blasts
- Brent will purchase punch item to track laps
- Small trinket will be given as a prize after a certain amount of laps are run

Popcorn Friday's

- 1st Popcorn Friday on 2/10 was a great success and well received by staff and students
- 4 volunteers assisted with popping
- 350 bags popped
- Used about 25 pounds of popping corn, 1/2 jug of oil, 1 salt container, and 14 clear bags for transport
- More popcorn bags are needed, but may be in a different storage closet on school grounds
- Beth replaced popcorn tools (salt cup, measuring cups, utensils, etc.) for approximately \$90
- Any popcorn left in May will be used at the End of Year Celebration so there is not popcorn left over during summer break
- All Popcorn Friday volunteer spots are filled in Sign Up Genius

Teacher Appreciation Week

- 1st full week in May: 5/1 to 5/5
- Last year the succulents, potluck breakfast, snacks were a bit hit
- This year succulents will not be possible
- Beth will research a specialty bag that is customized for each staff member. Cost will be provided at a later time.
- Monday: Special Bag (Beth is designing)
- Tuesday: granola/trail mix bar day
- Wednesday: Potluck breakfast
- Thursday: undecided
- Friday: Brent's day

Request to PTO

- Mrs. Tape requested a new microwave for staff lounge. However, this will be taken care of by Food Services and not PTO.

Budget Updates (Heidi will email an updated budget to all members)

- Extra funds are available if needed
- Parent/Teacher Conferences: \$167 is left in budget. Fall and Winter conferences have been completed, so no more conferences for the 2022-2023 school year will take place
- Bereavement: \$76 left in fund
- Reading Counts: spent \$40 too much. Program was estimated at \$1200 but cost \$1240
- Chicago bus costs: \$8000 budget
 - \$22 per kid (70 x \$20 = \$1540)
 - Budget line 12f was added for this cost
- Reading Garden: \$26,668 set aside for the project. The project cannot begin until building improvement plan with drainage/additional classrooms/etc. is known
- \$8000 left for rollover
- 4th Grade Party: PTO will buy shirts and pizza. No other other information at this time.
- Heidi Farm Stand bus receipt from Kindergarten field trip: submitted recently for payment
- Upcoming field trips:
 - 2nd grade will attend the fire station and waste water treatment plant
 - 3rd grade will attend a museum in the spring
 - Kindergarten will attend Swiss Farms in the spring

Academic Night

- A district wide event will be held in March and will most likely be at the library with little/no cost

Daddy Daughter Dance: no updates. Apparently went well

Stem Money

- \$500 can be used for Teacher Appreciation Night

PTO Terms

- President and Secretary terms are ending the end of this school year
 - Quick review of bylaws for term info
 - President/Secretary terms are together
 - Vice President/Treasurer/Volunteer Chair terms are together
 - Terms are 2 years in length
- Information will be posted so Cal El parent's are aware of possible open positions
- If multiple people are interested, Chairs such as WFF, Popcorn Friday's, Read-a-fun, etc. could be added

Website

- Add President/Secretary position info
- Take off Direct Dollars program info
- Update with Our Brand UPC label information when program starts

Facebook

- Make current page into a secure group
- Do not allow anyone other than Admin to create a post on page