

Atchison County Community Elementary PTO Inc.

Meeting Minutes/ Tuesday August 20, 2019/ 6:30 p.m./ Elementary Library

Attendance: Emily Bare, Stephanie Green, Pam Martin, Kim Hoffman, Megan Neill, Mrs. McMilland, Eileen Montgomery, Anita Stutesman, Nancy Trevino, Megan Bodenhausen, Sarah Fassnacht, Sabrina Handke, Courtney Caplinger

Meeting was called to order at 6:37 p.m. by President Stephanie Green

Approval of minutes: Kim Hoffman motioned to accept minutes of May 22, 2019. Megan Neill seconded motion.

Treasurers Report: Megan Bodenhausen read through the report giving each member a copy with balance and spending. Sales Tax redemption must be renewed by October 2020. The sales tax redemption will be renewed and sent in for approval the end of the school year, May 2020. Sabrina Handke motioned to accept treasurers report and Kim Hoffman seconded.

Old Business

Student Directory: Sabrina Handke discussed what is happening in organizing directory. As discussed last year there will only be one directory handed out per family. Changes on this will be on the form and sent home with each student. There will be a copy of the form put on the weekly announcements as well for parents to see. Directory forms will go out August 26, and due date to be back will be September 6th. The directory will be ready to go home by October 7th.

Back to School Night: Turn out for back to school night was big. There was positive attendance and excited families entering into the school building. Due to not being able to be there for a PTO table, as discussed last year, t-shirt sign up for kids will be given out for parents to fill out sizes per kid through a google document.

School Supply List: Stephanie handed members a copy of companies who do the back to school supply lists with prices. Lists and needs from teachers have to be done and submitted by February in order to get the supplies families need. Once teachers have submitted lists PTO needs to vote and submit by April. A committee for School Supply Lists will be set up in the October Meeting to finalize options for the 2020-2021 school year.

New Business

Nurse Station Water Cooler: Water station in the nurse lounge has recently quit working. PTO bought coolers in 2013 and in 2014. Nurse asking if PTO would be willing to purchase new cooler with one water bottle. She would continue to purchase water bottle for herself. \$150 budget was given for a New water Cooler and water bottle. Megan Neill motioned to approve \$150 budget and Sarah Fassnacht seconded.

Fall Fundraiser: At last meeting it was discussed PTO talking with Mr. Wallsch and serving a dinner at a fall sport activity. Due to not wanting to take away from other school groups PTO will not do a fall concessions.

- Trash Bags: Trash bag sales will begin on August 26, and run through September 9th. Flyer will be put with weekly announcements sent by school and sent home with students in bags. Pizza party for the top 25 sellers.
 - Pick up for bags will be September 26th, during Parent Teacher Conferences, with this being a positive schedule we had last year
 - Will be looking for volunteers once bags are delivered to organize and get sat out for parents to pick up. Volunteer list will go out on Sign up Genius.

Fit and Fund Glow Run: Pam Martin and Stephanie Green have taken the glow run co-chairman responsibilities with the help of Courtney Caplinger and all else who would like to join. Glow run was a fun experience for those who came and participated in the fundraiser.

- Stephanie and Pam will have together in the October Meeting a presentation set up to decide which steps to be taken next and get other volunteers if needed.

T-Shirts for Kids: When Ms. Corey sends out announcements weekly there will be a web page for parents to go to and place down child's shirt size for the PTO shirts for the kids. Google form will be made available for parents to see and fill out August 23. Shirt sizes must be filled in by August 28th. If the parents have not done so the teachers will get the students sizes for them and turned in no later than August 30th. All sizes will be handed in for the making of the shirts by September 3rd. Shirts will be handed out at Parent Teacher Conferences September.

- Once the shirts for the kids have been turned in and handed in there will be a link for parents to visit that will allow for the parents to buy additional tiger shirts. There will be several options for families.
 - PTO voted to add \$5 on to each t-shirt cost to use as a fundraiser. Sarah Fassnacht motioned to add the \$5 total to t-shirts and Megan Neill seconded.

Bully prevention/ Red Ribbon Week: PTO will give Lindsey Cordell \$250 for Red Ribbon Week as done in the past. Megan Neill motioned to give the \$250 and Kim Hoffman seconded.

PTC Meals for teachers: Parent Teacher Conferences will be held September 26th, 2019. Teachers have asked that this year with the time of conferences running 12 hours 8-8, if PTO would want to do 2 meals. A brunch in the morning 9-9:30 and a 3-4 in the afternoon dinner.

- Kim Hoffman motioned to have Marthas cater for the brunch and PTO make a Taco feast for the afternoon. Giving a total of \$300 to Martha for a budget. Megan Neill seconded recommendation and members voted yes.
- Sign up genius will go out for what individuals would like to help with for the Taco meal, preparation, clean up and set up.

Book Fair: October 25 will be the school book fair. This is the same night as the Schools Halloween Reading program. Mrs. McMillian will check with library to see if any Volunteers will be needed from 6-7:30. A Sign up genius will be sent out for parents to sign up and help when able if needed.

Open Discussion: Members decided to have Emily Bare submit monthly to the schools weekly reminders of any important dates to come and always welcoming in new members.

Teachers Report: Teachers just gave suggestions for meal on PTC.

Principal Report: At this time there was nothing new to report.

New Officers for PTO: First meeting of the year brings in the elections for new officers.

Officers for 2019-2020 school year PTO:

President: Sarah Fassnacht

Vice-President: Pam Martin

Secretary: Emily Bare

Treasurer: Megan Bodenhausen

Web Master: Jennifer Miller

Label Coordinator: Kelli Bottorff

Auditing Committee: Chairman Megan Neill,

Stephanie Green

Kim Hoffman

Congratulations all officers and Thank you to those who served the 2018-2019 School year!!

Motion to end the Meeting was given by Megan Neill, and seconded by Sabrina Handke

Submitted by,

Emily Bare

PTO Secretary