

# Endeavor PTO Meeting

July 8, 2014 7pm Endeavor Elementary School Library

Attendees:

Board Members: Ann McGuire (PTO Coordinator), Christina Chenier (Treasurer), Jennie Hodges (Secretary) & Matt Quada (School Principal)

Teachers: Redmond, D.Thompson, Sternberg, & Rademacher

Parents: 6 parents

Agenda items:

## **Introductions** - Presented by Ann McGuire

Ann asked that instead of a sign in sheet, everyone fill out an index card with their name, phone number and email address. They should also include what they are interested in regarding volunteering their time. She also introduced Clint Nickoles (a current Watch DOG & Endeavor parent) as being interested in running the Watch DOG program.

## **Review of Last Meeting Minutes** – Presented by Ann McGuire

*Name Change:* It was discussed at the last meeting to change the name of the parent committee back to something more common like PTA or PTO. Ann found out that PTAs have to pay an annual dues so an informal vote at tonight's meeting decided we would refer to ourselves as PTO from now on. Mr. Quada pointed out that any formal paperwork outside of the building would still have to use NEST for the upcoming school year since the new district tax paperwork had just been filed with NEST for our school. We are allowed to use PTO in house. The PTO decision led to a small discussion regarding changing our email and website to endeavorpto instead of endeavornest.

*Meeting Dates:* Meeting dates for the 2014-2015 school year will be held on the 2<sup>nd</sup> Tuesday of every month except for the month of November. Meetings will always be held at Endeavor in the library at 7pm and child care will always be provided. This will be communicated to parents prior to meetings.

*Volunteer Opportunities:* Ann has set up volunteer opportunities for Registration days (Aug. 13 & 14) and Open House (Aug. 27<sup>th</sup>) on volunteerspot.com. Some volunteers have already signed up and say the website is easy to use. As Ann receives more emails from parents, she will send out more invitations to use the volunteerspot.com website.

Melissa Vigh offered to be in charge of school clean-up day on Sat. Aug. 23<sup>rd</sup> from 1-2pm. Volunteers will be asked to pick up any trash on the school grounds and do some weeding where necessary. Water and Gatorade will be provided to the volunteers as will trash bags. Nina (parent) will make up fliers for this event to have available at the registration days.

*Open House:* The first ½ hour (5:30-6pm) will be for the ice cream social outside. Ice cream will be purchased from Gordon Food Service. It was decided to spend \$300 on ice cream cups. Jennie Hodges will take care of ordering the ice cream ahead of time. Brooke Storms will pick up the ice cream on the day of the event and bring it to the school. Melissa Vigh will contact the Kentwood library, Kentwood

Fire Department and Kentwood Police Department about possibly joining our Open House. Teachers will be wearing their SOAR t-shirts and t-shirts will be sold at the PTO table in the cafeteria or front lobby during the Open House. Parents will also be able to sign up for conference times during Open House. A committee of teachers will have the whole thing set up in the cafeteria or gym and some parents will be asked to on hand to help explain the process and how to sign up.

*Board Member Title Changes:* Since it was decided that the PTO will do fund raisers this year, Michelle McCloud will officially become the Fund Raising Coordinator and Jennie Hodges will change her title to Secretary.

#### **Budget – Presented by Christina Chenier**

Christina provided those present with a copy of the monthly budget report for June. There was no activity in June. She also provided all with a copy of the proposed budget for the 2014/2015 school year. Endeavor School Direct Support and PTO Special Projects were left blank as further discussion is needed in these areas. Ann is meeting with Mr. Quada and Barb Olsen on Aug. 19<sup>th</sup> regarding budget requests/needs.

#### **Other Items – Presented by Ann McGuire**

*T-Shirts:* We are looking into having new school t-shirts made. Ann is working with Mrs. Hondorp (the Art Teacher) to get this project going. There has been talk of making it a student contest.

*Fund Raisers:* Coupon books and Little Caesars Pizza are probably going to be what is chosen for fund raisers this year. Ann has asked that anyone with other fund raising ideas bring them to the next meeting and present them at that time. The t-shirt sales can also be considered a fund raiser.

*Flowers:* It was decided that flowers were the best gift to give the ladies in the front office to welcome them to a new school year.

*Gift Cards:* The teachers present at this meeting were asked if they would prefer to receive a gift card for the start up instead of providing the PTO with their receipts to receive their reimbursement check. The teachers present agreed that they would rather provide the receipts and have the freedom to purchase their items from anywhere they wanted. Ann will send out an email to all the teachers to see if anyone wants a gift card instead of a check.

Meeting Adjourned at 8:10pm

Next Meeting is on Aug. 19<sup>th</sup> at 7pm