

Endeavor PTC Meeting

June 26, 2014

7:00 pm

Endeavor Elementary School Library

Meeting called by: Ann McGuire, PTC Coordinator **Type of meeting:** General Meeting
Facilitator: Ann McGuire **Note taker:** Michelle McCloud

Attendees: Board Members: Ann McGuire-Incoming PTC Coordinator, Christina Chenier-Incoming Treasurer, Michelle McCloud-Outgoing Treasurer, Incoming Secretary & Matt Quada-School Principal
Teachers: Redmond, Polzin, Bos
Parents: 5 parents Guest- Peg Cramer

Minutes

Agenda item: Introductions **Presenter:** Ann McGuire

Discussion:

Everyone present introduced themselves, starting with the board members. Thirteen people were present

Conclusions:

Everyone seemed to be excited about the upcoming year and was eager to get involved.

Action items	Person responsible	Deadline
✓		

Agenda item: Reach for the Stars & Cards for a Cause **Presenter:** Peg Cramer

Discussion:

Reach for the Stars: A fundraiser program geared around teacher involvement and direction. It is a reading at home program that offers rewards to students that benefit them and the classroom. This program was discussed at an Endeavor staff meeting and the teachers really seemed to like it.

- It was suggested by the teachers Academic Committee.
- Program begins the 3rd week of September (September 15th)
- 100% of program pledges goes towards books for the classroom and/or the students
- 50% of profits go to the classroom, 50% goes to the student (in the form of books earned)

Cards for a Cause: Peg passed out a flyer, which is attached to the minutes.

Conclusions:

- The Reach for the Stars program will be utilized for the upcoming school year.

Action items	Person responsible	Deadline
✓ What can the PTC do to help with this program (i.e. marketing, support)?	Ann McGuire & Teacher academic committee members	Before program begins

Agenda item: Review NEST By-laws, update year end **Presenter:** Ann McGuire

Discussion:

- **Endeavor PTC (NEST) name change** – Ann indicated that many people (parents/teachers) have inquired about the name for the NEST and what it meant. Many have suggested that it should be changed in an effort to make the purpose of the organization clear. It was agreed by all of those present that the name should be changed. It will be changed to PTO or PTA, but it was not clear at this point what it will be changed to.
- **Bylaws** – The PTC bylaws are outdated and need to be updated. Ann would like to form a committee to review the by-laws and suggest updates to the board. People will be able to sign up for the committee at the end of the meeting.

Conclusions:

- Either the review committee and/or the board will review and update the by-laws. The revisions will be presented to the group for review.

Action items	Person responsible	Deadline
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| ✓ Sign up for the review committee needed | | |
| ✓ If no committee formed, the PTC board will review and update | | |

Agenda item: Schedule Monthly Meetings **Presenter:** Ann McGuire

Discussion:

- **Dates for upcoming meetings discussed**
 - Suggestions: 2nd or 3rd Tuesday of each month
- **Childcare will be provided** – Ann’s babysitter, along with NHS volunteers will be utilized to provide care for future meetings. It was suggested that at least 2 volunteers be present for each meeting so that adequate coverage is maintained for the children present.

Conclusions:

- None at this point. Will be discussed further at the next meeting.

Action items	Person responsible	Deadline
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| ✓ Ann will work with Matt to put a meeting schedule together so that it can be published in time for the school calendar | Ann McGuire | |
| ✓ Childcare volunteers will be organized and information will be provided to parents and teachers | Ann McGuire | |

Agenda item: Summertime Volunteering Opportunities **Presenter:** Ann McGuire

Discussion:

- **Open House**
 - PTC will have an information table at the Open House, with information about Box Tops/Labels for Education and other PTC endeavors
 - Teachers will have conference schedules available at Open House to allow parents to sign up for conferences.
 - As in the past, the PTC will provide ice cream and giveaways
 - Computers could be made available for people to sign up to volunteer, via volunteerspot.com for PTC or school events
 - The Kentwood Fire Dept., KDL and other participants will be contacted to see if they will participate in the event.

- Communication was stressed. Teachers need to know about the fundraisers ahead of time and need to understand their role in the fundraiser process.
- Suggestions for fundraisers: Boosterthon fun run

Conclusions:

- Communication is key. Teachers feel left out of the loop many times with PTC events and are then placed in a position of finding out at the last minute when something is going on.

Action items	Person responsible	Deadline
✓ Board will work on developing a proposed budget, which will be presented to the group at the next meeting.	PTC Board	
✓ Fundraising ideas suggested will be investigated and others will be presented	PTC Board	
✓ Contact Kentwood Fire, KDL and any other participants, so that we can get on their schedule		

The meeting adjourned at 8:08 pm.

Minutes respectfully submitted on 6/30/14 by: **Michelle McCloud, 2014/2015 Secretary**

Other Information

Communication:

Website is in the process of being revamped and updated. Ann is working with a KPS employee that has volunteered to assist with the process. Facebook, email and volunteerspot will all be utilized to improve communication between teachers, administrators and parents in the upcoming school year. Details to follow in the upcoming meetings.

Next Meeting:

General Meeting – **July 8, 2014 @ 7:00 pm**

Cards for a Cause

An Exciting and Generous Fundraising Program

Usborne Books & More proudly offers a unique program with value-for-money greetings cards and a high return to the organization raising funds.

The Cards for a Cause Fundraising Program offers two boxed sets of 30 beautifully embellished cards with matching envelopes.

- **Box 1: The All Occasion greetings cards** come in a charming organizer box with dividers, and include an array of cards to meet most needs from birthdays to new home, and get well to weddings.
- **Box 2: The Kids Cards** contains a wild assortment of cards suitable for adults or kids to send to kids. Birthdays are a blast and remembering to say Thank You is fun. Plus there is a bonus batch of stickers inside every keepsake box (the perfect place to hide treasures).

Either box makes a thoughtful gift or provides a beautiful selection of cards to have on hand. Collect money at the time of order. Cash or check written to PTO.

Funds Raised:

Your group earns \$13.00 per box of cards sold, with no maximum earning potential.
Tax free/shipping free!

Earning Potential: Sample Group size 400. Half or 200 participants sold:

Every person sold 1 boxes: 200 boxes sold = \$2,600.00 raised

Every person sold 2 boxes: 400 boxes sold = \$5,200.00 raised

Every person sold 3 boxes: 600 boxes sold= \$7,800.00 raised

Sell to: self, extended family, friends, neighbors, church members, Dr. /Dentist office, etc.

Ideas for promoting and getting the students excited: Posters, announcements, class graphs

1. Contest for "Most sold in School" (girl, boy), "Most sold by grade level" – Certificates – announcement, picture in hallway, Special lunch for group.
2. Class Challenges: Each class that sells at least 100 boxes gets an ice cream party –(average 4 boxes each student) Ice cream party will cost estimated \$15.00 per class/18= \$270.00
Potential: 100 boxes x 18 classrooms = 1800 boxes 1800 boxes x \$13.00 = \$23,400.00 raised!
3. Drawing: Get a donation(s) from a business in Kentwood:
For each 5 boxes sold by same student, student's name gets put into the drawing.

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