

Saint Charles Parent Teacher Organization
Monday, January 28, 6:30pm
PTO Board Meeting Minutes
(General Meeting to Immediately Follow at 7:15pm)

1. Business

- Book Fair – Feb. 4-8 – Volunteers are needed to help with this event. This is a great opportunity to help our library raise funds as nearly 25% of the proceeds goes back to us.
- Kindergarten Registration – is March 8. Discussed whether to have a table to just to have information available for parents. It was decided to just have the information available.
- School Dance Update – ECFE is willing to work with us on this event. Looking at doing it around the middle of May. Dance only, using Chester as the DJ.
- Spring Carnival Update & Budget Approval – Approved a \$700 budget for supplies to be purchased for the carnival. WE NEED MORE HELP for games. Sara Klubertanz will be in charge of the food for the evening. Volunteers need to be there at 5:30 to make sure their games are set up and ready to go.
- Child Care for March 25 & 26 Someone to organize and manage! If no one volunteers, it will not be offered.
- Elections – tabled this till next meeting
- PTO Requests: Ideas/Needs – We have received a request for some additional funding for School Patrol. Decided to continue the conversation regarding this at the next meeting. – We have been notified that Project GO is looking for leaders and helps, as well.
- General Meetings – Next meeting is going to be on March 19 as there was a conflict on the 25th.

2. Recap

- Art Fundraiser – was a lot of fun. Netted a total of \$424.25. 58 people participated, including some school board members. Mr. Roubinek sent a thank you note expressing his appreciation for the PTO putting on the event.

3. Officer Reports

- President – Diane attended the school board meeting and was well received. Plan to attend one school board meeting a year, to keep them updated on our projects and progress.
- Vice President – Deb will prepare a letter to send to area businesses asking for contributions for the carnival. There will be 4 tiers for donations.

For a \$25 donation – the business will get their name on the flyer/poster.

For a \$50 donation – the business will get their name on the flyer/poster and their name will be used as a sponsor of a game at the carnival.

For a \$100 donation - the business will get their name on the flyer/poster and their name will be used as a sponsor of a game at the carnival, and will get 4 free punch cards.

For a \$250 donation - the business will get their name on the flyer/poster and their name will be used as a sponsor of 4 games at the carnival, and will get 8 free punch cards.

Each punch card will be good for x number of punches at the carnival and will be sold in advance, as well as at the door. Each game will require a variable number of punches.

- Secretary- Approval of November 26, 2012 board meeting minutes. (Please view online)
- Treasurer-Approval of Bills – Balance in account of \$1731.44.
- Principal – Reminder that MCA testing is coming up. This testing is being done online.

4. Committee Reports – If there is anything further that we have not touched on above! (Committee Chairs/Co-Chairs please be prepared to report if there are any questions or concerns)

- Membership
- Activities
- Fundraising
- Publicity
- Non-Profit – Letter from Attorney Beatty suggesting that we wait to file with the IRS till 1 year has gone by so that we can better answer the questions and so that we will be able to just submit this once and not have to go back to re-submit docs in 5 years.

5. Next General Meeting: March 19, 2013, Elementary Library (Time 7:15pm?)

6. Next Carnival Meeting: Feb. 21, 2013, Elementary Library 6:30pm