

## Hamilton Elementary PTO

### Board Meeting

August 16, 2011

*Present: Craig Hoekstra, Cindy Kleinheksel, Amy Rudolph, Jennifer Stork*

#### 1. Calendars

The calendars will be completed the Monday before Open House.

#### 1. Open House

August 31 from 6:30-7:30

PTO board members will staff a table that has samples of the Fall Fundraiser cookies, and calendars for sale. Mrs. Maxson had suggested having our Best Buy friends staff a table for us, but ultimately we decided that we should be the faces behind the cookies and calendars.

#### 1. Vice-President ideas???

Amy said that she is willing to approach Kate Blauwkamp.

#### 1. Fall Fundraiser

Amanda Head has agreed to chair this for us.

There was recently a meeting with the fundraiser company, in which the prize program was discussed. We want to do it a little bit differently than what they typically do.

#### 1. Popcorn Machine

The first popcorn day will be Friday, September 23. We still need to find a chairperson. Popcorn is going to be prepay only again this year. Amy will send a note home to the students the first week of school.

#### 1. Review Budget for 2011/2012

Some changes were made in the budget for this school year. InfoTech and Library books will continue to have their full amount as budgeted. We will cut some of the Music budget, since Music will probably only be part time, the second semester. We removed the Other and allotted \$500.00 for Summer Library. Hats and Mittens will have a \$100.00 budget, if needed. The Family Corn Maze budget will be split into \$250 for Mom/Son Something and \$250 for a Daddy/Daughter Dance, since the Corn Maze doesn't need any PTO funds. (Please be sure to review Amy's budget for complete and accurate info.)

#### 1. New Hamilton EI shirts for incoming Y-5's/Kindergartners

The PTO will not be attending the Y5/K Open House. Mr. Hoekstra will ask the teachers to collect the students' shirt sizes, so that the new students to school will receive shirts. The parents will be told about the calendars.

#### 1. Other Business

Information was shared about our first Everything for Kids Sale, which will be taking place on October 1. Great job Melinda Jurries and Melissa VanderHulst!

The idea was put out there for us to have a monthly PTO newsletter. It would be a wonderful tool to keep the parents up to date with upcoming events, what the fundraising money goes for, etc.

Hamilton Elementary PTO  
Board Meeting  
September 19, 2011

*Present: Craig Hoekstra, Cindy Kleinheksel, Amy Rudolph, Jennifer Stork*

## 1. Welcome/ Introductions

### 1. Review budget/ Treasurer Report

An updated copy of the budget for the year was handed out, including the changes we discussed at our last Board Meeting.

### 1. Any leads on Vice-President?

We are still searching for a Vice-President. Hopefully someone will step up at the general meeting tonight.

### 1. Calendars

\* How many have we sold?

We're not sure of an exact number that were sold at Open House, but 37 were sold throughout the past week (the order forms that were sent home.)

We need to decide how we can further promote the sale of these calendars. We discussed lowering the price at a later date, but not quite yet.

### 1. Fundraiser

#### o Kick-off was Friday, September 16

Mr. Hoekstra shared with us that in the assembly for the children, he pointed out that no one is expected to sell, but how the money that we earn helps our school. I appreciate how he didn't force this on our children. We will not be having a separate Ultimate Party this year - this is what we will use for Last Blast.

Orders due on September 26, and the product will be delivered on November 3.

### 1. Hamilton Elementary T-shirts

#### o Request for new ones

Parents have contacted Cindy asking if they can buy an additional t-shirt (because last year's has been stained, ruined, doesn't fit, etc.) Cindy is going to contact Superior Sports to see if they would be willing to allow parents to contact them directly, so that we don't have to be involved.

We do still have a reserve of t-shirts in the office that are used for students new to our school, and shirts will soon be passed out to the K and Young Five students.

### 1. Any new business?

Reminder about the upcoming Everything for Kid's Sale on October 1. Sellers will set up on the 30th from 4:30-6:30, the sale will be 9-12, and clean up will be 12-2. They are hoping to have a mobile ATM on site.

The Family Corn Maze is coming up October 6. We also discussed having a Mom/Son Movie Night (Marcy Beyer is contacting a movie theatre) and a Daddy/Daughter Dance. Past complaints from parents about us having a big budget dance and a low budget, inactive movie night were shared.

Hamilton Elementary PTO  
General Meeting  
September 19, 2011

*Present: Craig Hoekstra, Cindy Kleinheksel, Amy Rudolph, Jennifer Stork, Dawn Heneveld, Amanda Kapenga, Kate Blauwkamp, Amanda Head, Melissa VanderHulst, Katie Wettlaufer, Jodi Sikma, Melinda Jurries*

## 1. Welcome/ Introductions

Mr. Hoekstra welcomed the parents to the meeting. He shared with us that Andy Rienstra will again be the Teacher Representative. We will also have other teachers join us from time to time.

## 1. Review budget/ Treasurer Report

Our budget needed to be adjusted from last year because we have less expenses this year.

Teachers are looking at the afforded amounts for their grade levels. They appreciate the PTO money that we make available to them, and are attempting to make the most meaningful requests by prioritizing. They are going to maintain a quality education for our children, even though the district budget has gone down.

All PTO money will all be used directly for our kids.

## 1. Calendars

- Feedback - The kids are excited to see their work in the calendars.
- How do we promote the sale of these?

Ideas - put another announcement in the newsletter, have some at the Kid's Sale, fundraiser pick-up, fall conferences

## 1. Fundraiser Update - Amanda Head

- Kick-off was Friday, September 16

Mr. Hoekstra showed the students the prizes at lunchtime. There will be a reminder slip sent home on Friday before the order form is due, and another regarding pick up day. They are looking for volunteers to help count money on Monday when the orders are due.

## 1. Review committees and Events for the year

- Corn Maze - Marcy Beyer October 6 (5-9 PM)
- Discuss dates for the upcoming year - Marcy Beyer is talking with the Holland 7 about having a Mom/Son Movie Night.
- Daddy/Daughter Dance - We are looking for someone to chair this event. If we do not have a volunteer by November 1, we will plan another event (less time consuming.)

## 1. Popcorn

- Need a chairperson - Sue Wiley and Julie Burch agreed to do this for us.

\* First date is Friday, September 23 We will see how the machine works, and then decide if we need to allot money to purchase a new machine.

- Pre-pay forms went out today

## **1. Upcoming Events**

- Bus Driver Appreciation Week - Amber Lohman will do this for us again.
- School wear sale during conferences - anyone willing to chair?
- Donuts with Dad (November) - Dawn Heneveld and Amanda Kapenga will do.

## **1. Teacher Business and Concerns**

Jodi Sikma shared that the year is off to a great start. Everyone is getting back in the swing of things and “going strong.”

Mr. Hoekstra shared that the laptop for us to log in when we volunteer at school is still a work in progress.

## **1. Everything for Kids Sale Update - Melinda Jurries**

We currently have 26 sellers. Some sellers are from Blue Star, Bentheim, people with younger kids and no school age children yet, etc. Jennifer Hoogeveen has done a wonderful job advertising all around town. Signs are up at other schools, churches, local businesses, and ads will be run in the Flashes, Holland Sentinel, and Allegan County paper.

We currently have 23 volunteers for Saturday, and 16 for Friday night.

The advertisements have cost around \$300, which is almost covered by the \$10 fee that each of the 26 sellers has paid.

We had a discussion about opening up the next sale for other schools to join us, and hold a big sale at the High School. There are concerns that other schools’ would have copycat events and then ours wouldn’t be so special anymore. After this first sale, we can contact the other schools to invite them to join us.

## **1. Santa’s Workshop Update - Melinda Jurries**

The fliers for the Christmas Workshop will be going home on October 21. The Workshop will take place on December 1 and 8, with a snow date of the 15th.

\*\*\*Next scheduled General PTO Meeting is October 17, 2011 at 7:00 p.m.\*\*\*