

BFA GENERAL MTG- September 12, 2017

ERC

ATTENDEES: Jen Crane, Jen Soares, Jennifer Khan, Shanna Coyle, Christine Tyll, Jamile Perico, Katie Feltz, Janice Neme Foley, Betsy Matthews, Kim Audette, Wendy Doty, Andrea Twedt, Heather Kerrigan, Claudia Boix, Kerri Fleming, Katie Wyzukovicz, Tiffany Nemuras, Kristin Malek, Carrie Groth, Amy Weaver

Treasurers- Amy Weaver and Jennifer Crane

1) REV-TRAK webinar

-Greg Macon, Senior Acct. Manager with RevTrak

Contact: 888 847 3216x7

Service@RevTrak.com

-allow credit card payment for different PTA/PTOs, create webstores to allow for online payment

-tutorial for how to set up the webstore:

Send Greg email with request. He will send link back via email with webstore build request

-fill out information template and add attachments as necessary

-once you submit form, Greg will create a link of a webstore, send back to original requestor for final review, once approved then webstore can be established to collect online payments

-Question: can an item be an open amount (i.e. donation)/does dollar amount need to be specified?

A: yes, can be open-ended. No set amount necessary

-sample page presented of Family Association webstore. Click on Butterfield link. So far Food Days is only example shown; can provide information and links to internet

-Question: How do we get credit card readers?

Answer: Can rent (4.95/mo.) buy (94.95), borrow- (free if returned within 2 weeks) send Greg email, documentation to be filled out. Mailed out 1-2 business days. Card Reader needs Web Trak portal to function. If you want webstore function, that can be done but only via request so that RevTrak can build the page appropriately. 2 stipulations: 1) need USB port and 2) need Wi-Fi access; Return process- we pay for the postage

-Question: Can we get a total to cross-check monies received

Answer: can generate reports on portal- deposit report by date, or transaction details by department

-Question: What if parent gives wrong amount? How can we refund this?

Answer: send email to Greg and he will reimburse credit card

Christine Tyll, Food Days Chair, talking about need to give yourself time to get it together. Easy to collect data and put it into spreadsheet. Greg very easy to contact. Call first versus email chain would be more helpful;

--there were some who did not do online payment (paid via check) all information can still be collected and each person can still be accounted for financial/order totals.

--vote to show service fee as a district. Cannot bury service fee into total price to "hide it"

-actual fee 4.17% to each family. The district is covering the difference to 3.99% and reimburse

-fees go to help build website. Other websites (i.e. PayPal etc.) also have fees but we get more through RevTrak support. Data collection is ongoing to see best way to incorporate fees

-does LHS bury their costs? They also use RevTrak (d128)

-RevTrak uses for First Half of Year: food days, original works, DVD sales, directory, spirit wear

Second Half: mother son dance, yearbook, Trak-a-thon, funfair, movie night?

## 2) Financial review

-spirit wear, kick-off picnic,

-trying to figure out RevTrak, figure out how to itemize it for the budget since it's a new program

-clothing sale coming up

-spreadsheet goes over monies in/out

## 3) Budget pass out to committees

-each committee gets manila folder with information. Budget last year/this year

-cash box request for committees that needs to make change (need 24-48 hours advance), put in treasurer box, or email Amy Weaver

-deposit sheet record. Needs to be filled out

-check request if you buy something for committee, get reimbursed. Tax exempt form

## 4) Protocols/Processes

-Committee folders are in office. Check periodically

Principal/Asst. Principal- Dr. Candice Kehoe, Steve Feldman

Dr. Kehoe- This week is attendance week. 95% yesterday, today 99%. Announcement for students and mass blurb to be sent out.

-Focus on safety: retraining safety procedures (law enforcement drills, fire drills, bus evac. drills)

-Great American Shakeout: earthquake drills

-Starting Sept. 25<sup>th</sup>- reestablish info for parent/teacher conferences (PTA Wizard)

Oct 18/19 are Fall conference dates

-Picture Day- either proofs or online. Makeups coming in October

### Teacher Rep Update: Tanya Surdick

Little balloon cards will be hung with pictures and words of what teachers have used their gift cards for.

- 1) Thanks for new reading area, personalized book bins
- 2) Lisa Entans; motivational tools (treasure box)
- 3) LRC: award book
- 4) K teachers: word works supplies, early readers
- 5) Early Childhood teacher- candies, calendar
- 6) Linda Knoll: new stools and picture/chapter books
- 7) Lisa Wolf: cute seating for kids
- 8) Hogan- Mo Willems books, math cards and clings for binders
- 9) Simon- material
- 10) Blank- classroom library
- 11) Stein- memory book
- 12) RN Althoff- clean underwear for
- 13) EIP- monies being saved for special lunch after the Marriott winter show
- 14) Amy Wilton, secretary- fun borders for bulletin board.
- 15) Others still waiting. All teachers appreciative of the time/dedication to the staff

Tanya Surdick is also going to be developing and teaching the Makerspace and Coding lessons. 2x/trimester per class (6x/year per class) to come outside of library time to get Makerspace or coding lesson. Makerspace is STEAM-related lesson. 45 minutes each class. Each week is dedicated to a grade level. (i.e. last week was all 4<sup>th</sup> grade classes, this week 1<sup>st</sup> grade classes). Connection of lessons with the teacher's curriculum teaching is long-term goal.

### Committee Report Outs

Author Visit- Tanya Surdick. Teacher Rep for BFA mtg. Big Reveal in October. National name. Visit for early April.

Birthday Book- donation form sent home with child around child's birthday. Name plate inside. That child can be the first to check it out. >200 books bought last year

Field Day- nothing to report yet

Fun Fair- working with insurance agent to resolve issue with the bouncy houses; looking for committee members; looking for any new ideas

Mother-Son Dance- proposed for 1/19/18. 6:30-8:30. Goal for ticket sales to fund the entire event. DJ/Photo Booth/Desserts. Need volunteers for dessert donations and decorations. Try to get dads as volunteers (tickets, photo booth) ticket cost undetermined at this point. First One!

Yearbook- nothing to report

Art Appreciation- nothing to report

Assembly- 2 for the year--first one planned for 9/28 comedy troop (diversity circus); arts at lunch every day during lunchtime week prior to spring break

Beautification- few new volunteers, targeting Sept 30 to take on Thistle beds in the back. Fall Clean up late October. Figure out sidewalk area now that its fixed

Bernie's Book Bank- planning to start that after clothing sale.

Book Fair- October conferences. Theme for fall "Cowboys" Theme for spring "Pets"

Clothing Sale- Oct 13/14. Held in Gym. 5:30-8; Saturday the 14<sup>th</sup> 9-2. Not just for Butterfield family. Advertised throughout Lake Co. for people to both buy and sell. Bring-a-Bag this week. Pizza Party for winning class. Direct profit off donations. Sellers get percentage separately. Bring a Bag gets kids more emotionally involved/participating. 48 bags brought in on first day. Need volunteers for hanging/tagging. Done on weeknight. Butterfield volunteers only. Last year, teachers helped donate 30mins of their time and knocked out a bunch of work. Emails and word-of-mouth to get volunteer interest. 6 or 7 charities can take the leftovers after the sale is completed. Struggle to find volunteer and time. Last year for the clothing sale? Not sure yet. NEED VOLUNTEERS!!

Food Days- all orders are in and volunteers signed up. RevTrak in place. How much do we make this a fundraiser? Raised costs= drop in orders?

Concessions: NEED ONE MORE CHAIR/VOLUNTEER. (concessions for showcases, basketball games)

Father/Son: no report

5<sup>th</sup> Grade Legacy: ideas being collected

5<sup>th</sup> grade picnic- no report

International Families- new committee. Explain how our school system works compared to abroad

DVD Sales: decreased sales; should we move to digital download?

President- Lynda Flayter

FAD 70 minutes to be sent out via email/online (look for included attachment)

Each exec board member will be doing a pulse check on committees

BFA expo feedback- possible time adjustment or keeping time flexible during curriculum night.

Rocktoberfest- supports Camp Duncan and MS charity. October 14. More info to come.

Free viewing of Screenagers- open to ages 10+; can go with parents, social workers on hand. Date in fall, not officially determined date yet

1<sup>st</sup> VP-Carrie Groth

Spirit signs- sold at least 25 thus far

2<sup>nd</sup> VP-Jennifer Khan

Room Parents- not supposed to have both parents sign up for a class

Secretary-Shanna Coyle

Minutes to be posted on BFA page as well as email blast from Dr. Kehoe