

Battle Creek Parent Club Meeting Agenda

Wednesday, September 14th, 2016

Agenda Topic	Discussion Notes
Welcome & Intros (Jen & Stacia)	<ul style="list-style-type: none"> – Co-President Jen Scott welcomed parents to the meeting and members introduced themselves. – Review goals for year: <ul style="list-style-type: none"> ○ Better utilize staff members that attend our meetings. Stacia passed around a sign-up sheet for ideas of information that parents would like to hear about over the year ○ Improve communication via Facebook, website, and e-mail newsletters. To be added to the parent club e-mail list, please visit the webpage at www.battlecreekparentclub.com – Open positions: running club chair and committee – Last year, we talked about doing a running club for our students at the school. In order to do this, we need to have a chair person in place that can lead this effort. Stacia passed out a sign-up sheet for committee volunteers and a running club chairperson. If there is no interest in the running club chair, it's not likely that we would be implementing the running club this year but will continue to seek someone that is interested in coordinating this for next year. – Basket raffle chair 2017-2018: Last year, the basket raffle was very successful and Daisha is going to be the chair for the current year but will need someone to take over for next year so it would be good if the incumbent person can shadow Daisha this year which is why we're looking to fulfill that position now.
New Business (Stacia)	<ul style="list-style-type: none"> – Location change for parent club box: The mailbox for the parent club has moved from the staff room in the office to the work room adjacent to the library. The key to the volunteer work room will also be located in the workroom in the box. Going forward, parents should not be going behind Kristen's desk into the office. They should have Kristen assist them with anything they need in the office to maintain the confidential space for staff. – New website (Laura): Laura has set up the new website and will be adding more information about fundraisers. There is information about box tops and the amazon smile along with links to these programs from the website. Sign-ups to subscribe to the mailing list or update contact information are also available on the website. Calendar of events, documents, forms, meeting agendas and minutes and the by-laws will be posted to the website. Social media accounts will start to lead to the website. We will check to see if the website can be linked from the BC school page. Volunteer background checks, suggestion to add events taking place at the school. Any additional ideas to add send an e-mail to info@battlecreekparentclub.com. – Jog-a-thon t-shirts: this is the first year that t-shirts will be donated for all kids in the school. These can be worn for spirit days on Fridays. We've collected all sizes for students and teachers and the order will be placed this Friday. – Amazon smile: Visit smile.amazon.com to sign up. Each and every purchase families and friends make, donates .5% to Battle Creek Parent club. There are no exclusions on purchases as long as you shop on smile.amazon.com. Encourage family and friends to shop this way too! – Bear has arrived: The new bear has arrived and is in front of the library for those who have not already seen it.
Treasurer's Report (Raegan)	<ul style="list-style-type: none"> – Carry over from last year is \$11,138.85. Projected revenue is \$26,600. Regan presented the budgeted expenses for 2017-2018. Traditionally we've allotted \$7/student for each classroom. Raegan is proposing \$10/student for this year which adds up to about \$1700 more than last year. Mrs. McSween added that the amount of 5th graders this year has increased so we may need to raise the amount for the 5th grade celebration. Grade level funding increased to \$15/kid. A suggestion was made that Roth's schoolhouse program will donate food products for school events. Mrs. Burtis may need to have more than one bus for the choir as well. Once she has the numbers finalized, she will let us know. A motion was made to approve the proposed budget for 2016-2017, seconded and approved.

Committee Updates	<ul style="list-style-type: none"> – Jog-a-thon: Oct 7th is the jog-a-thon! Paperwork will be sent to print and packets will be coming home soon! – Family fun night: Oct 21st pirate theme to go along with the book fair. Come dressed as pirates and enjoy carnival games. Greta will be calling a committee meeting next week to begin planning. There will be a sign-up for volunteers for the event. – Book fair: Everything is going as planned. Delivery will take place on Oct. 13th and Lila will plan to set-up as soon as teachers are done meeting on Oct. 14th. Volunteer sign-ups will be sent out to help for set-up and to work the book fair before school, during lunch and after school. Volunteer spot has changed to sign-up so look for e-mails from that. – Volunteer Coordinator: Jennifer King sends out sign-ups for volunteers. Volunteers are required to have a cleared background check in order to volunteer at the school.
Principal Updates from Mrs. Dougherty	<ul style="list-style-type: none"> – 586 students currently enrolled for the school year. Every classroom in the building is occupied. Linda welcomes feedback on the smooth start program for kindergarten. Class sizes look really good. 5th grade is typically highest with 31 and kindergarten classes are as low as 22-24. There are four classes of each grade level other than 3rd and 5th grade, who each have three respectively. – Two changes since the school year began in regards to safety items are: <ul style="list-style-type: none"> 1. Students eating lunch with other parents – if you come and eat lunch with your child, other children will not be able to join you at the parent table. This will be communicated out to parents and students have been notified. 2. Parents coming into the school and walking students to their classrooms at the beginning of the day is taking teachers away from being able to greet children as they are arriving to the classroom. Starting in October, parents will be asked to say goodbye to students outside. 5th graders will serve as big buddies for students that may need additional assistance getting to their classrooms. Older siblings will be allowed to escort their younger siblings to their classrooms in the mornings. If you have an urgent message to communicate to the teacher, it is best to call the office to have a message relayed to the teacher. (Note: Parents should be only entering and exiting the school from the front doors when visiting.) – Salem Keizer is required to conduct two lock down drills within the first 10 days of the beginning of school and after returning from holiday break. Fire drills will also take place this week. – Notes for dismissal – the office is really busy and there are a lot of requests for changes in plans. The office needs to receive notice by 3:00 p.m. for changes that are taking place for dismissal so that they have enough time to get the message to the students in the classrooms. – Volunteers are needed to help with kindergarten lunches for the next two weeks would be greatly appreciated!
Staff Updates from Mrs. Ross	<ul style="list-style-type: none"> – We ran out of time to get to Mrs. Ross so we will have Mrs. Ross on the agenda for next month.
Mark Your Calendars	<p>Oct. 4th Back to School Night Oct 7th Jog-a-thon Oct 12th Parent Club Meeting 6:30 p.m. Oct 13th Picture Day Oct 14th No School Oct 17th – 21st Book Fair Oct 21st Family Fun Night!</p>

Connect with us on our website at www.battlecreekparentclub.com

Parent Club Meetings this year (each meeting is 6:30-7:30pm, childcare provided): Sept 14th, Oct 12th, Nov. 9th, No Dec. Mtg., Jan 11th, Feb. 8th, Mar. 8th, April 12th, May 10th, and June 7th.

To receive **parent club email** communications, please sign up at www.battlecreekparentclub.com



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