PTK Meeting Minutes

September 9, 2021

Call to Order – 7 pm

Minutes from last meeting – N/A

Introductions – parents, Mr. Tovar, Mrs. Coleman, Mrs. Marsh

Treasurer’s Report – Clarissa Marsh

* Veronica Betz, current treasurer, staying on to help new treasurer (TBD)
* Current PTK account balance: $3721.84
* Last deposit made from Spirit Wear Sales during Open House: $683
* Annual costs:

1. Insurance
2. Sam’s Club renewal
3. Back to School activities
4. Teacher Appreciation Week

* Last Spring fund requests

1. Reading department asked for funds
2. PE department asked for funds
3. Library asked for funds to purchase new books
4. Green Tigers asked for funds to beautify school grounds

Principal’s Report – Mrs. Coleman

* Newsletter

1. Information on things staff is going over with students
2. Tardies - emphasizing the importance to be on time to class
   * + Hallway sweeps have begun
     + Students are given a warning the 1st time they’re tardy
     + 2nd offense, detention before or after school
3. ROAR rewards

* Given out once a month
* Given to students meeting ROAR expectations
* Teachers nominate students
* Students receive certificate, picture with Kimball Tiger (showcased in hallway on 1st floor), name in newsletter

1. IDs

* Important to be worn every day
* Temporary IDs issued to those who do not have theirs
* Pictures for IDs will be taken on Picture Day, Wed., Sept. 22

1. Entering school building for meetings (especially PTK)

* Communicate where to enter building in email/newsletter
* Possibly add temporary signage to direct participants

Committee reports – need members

1. Spiritwear

* Sale at Open House
* Made $683
* Paper orders
* Orders turned in at the end of the month
* Special orders for Christmas

1. Fundraising

* 2020 Dodge Ball Tournament – last big event
* Butterbraids
* Orders delivered before Thanksgiving
* Usually come in Monday or Tuesday before Thanksgiving
* No Cook Nights? – only if we see a need for them
* Funds used for:
* Teacher Appreciation Week
* Cater lunch
* Ice cream social
* 8th grade party
* Only for 8th grade students
* Sometimes there’s a theme
* Each 8th grader purchases $10 ticket to attend
* Activities include outside games, inflatables, raffles (including prizes like a free yearbook), selfie station (photo booth with props – loved by students and staff)
* DJ
* Pizza, drinks, Dairy Queen
* Possibly for 8th Grade Recognition Night
* Held at Larkin HS
* Held during the week
* Awards given for community service, sports, etc.

1. School Improvement (School Leadership Team)

* Need parent reps
* Meets twice a month, 8 – 8:50 am (sometimes on Tuesdays)
* Meet in library
* Look at data, improvements needed

1. CAC (Community Advisory Council)

* Need 4-5 parent reps
* Like PTK, but on a district level
* Meets once a month
* Meetings on Zoom through December of 2021
* Meetings at Elgin HS library starting in January
* Initiatives start with CAC
* Has “open tables” where CAC parent reps are able to ask School Board candidates questions
* We need reps so that our school has a vote
* You learn a lot about how the district works

1. Concessions

* PTK runs all concessions at home games
* Current season is girls volleyball
* Other sports include girls basketball, boys volleyball, boys basketball
* As of 2 weeks ago due to COVID restrictions, we cannot sell concessions; put on “back burner” for now
* Closet located in school for coolers, paper products

1. School Store

* Parents needed to run
* Open once a month
* Open during lunch hours, 10:30 am – 2:00 pm
* Cabinet with supplies located in cafeteria
* Table set up in cafeteria with school supplies (those found on the school supply list)

1. Staff Relations

* Cater dinner for teachers & staff during parent/teacher conferences
* Thursday, October 21, 5 pm – 8 pm
* Set up dinner in Room 16
* Conferences in gym
* Dinner: trays with food, dessert, paper products
* Teachers & staff serve themselves
* Need volunteers for set up & clean up
* Set up starting at 4:30 pm
* Clean up starting around 7:30/7:45, be out by 8
* Place leftovers on plates so teachers can take & go

Old Business

New Business

* Meeting dates for 2021 – 22

1. Email from Mrs. Coleman
2. TBD at meeting with officers

* Officers for 2021 – 22: Call for volunteers

1. President – Kelly Lockard volunteered
2. 8th grade VP – Yesenia Sanchez volunteered
3. 7th grade VP – Julia Smith volunteered
4. Secretary – NEEDED; take notes & send to President to share with Administrators and Parents
5. Treasurer – NEEDED; good with numbers; keep track of financials; account audited each summer; previous treasurer is available to help

* PTK Bylaws – read, revise if needed, then approved for school year

(Parents asked to take home and read, then let Mrs. Marsh know if any changes need to be made; any changes will be voted on by PTK members present at next meeting)

* Request made to Mrs. Coleman to send home a physical or hard copy of the Kimball weekly newsletter

Adjournment: 8:20 pm

Next meeting: TBD