**Meeting Minutes For Battle Creek Elementary PTC**

Date: September 2, 2025

AGENDA:

1. Welcome
   1. Introductions of board members
2. Approve minutes from last meeting
   1. Minutes approved
   2. It was brought up after the June meeting that we might post meeting minutes after meeting - Do we want to do that?
      1. Post next to the volunteer room.
3. President’s Report
   1. Need board members and volunteers
      1. Need a vice president
      2. Need volunteer coordinator
      3. Need communications coordinator
      4. Need help with the Jog-a-thon
      5. Need Field day coordinators
      6. Need Book Fair coordinators
      7. Need someone to work on the website
      8. Possibly need someone bilingual for translating all the information
   2. Vote to make changes on the bank account
      1. Next month
   3. Vote on meeting time going forward for the year
      1. Google form has been created to ask for best time
   4. Any help needed for anything else?
   5. Website - paid or free?
4. Treasurer’s Report
   1. Make/report budget changes
      1. All money has a place, everything was allocated
      2. Kindergarten packets knocked down to $50
      3. Photocopies changed to $50
      4. Family Fun Night moved up to $1000
      5. Jog-a-thon brought down to $500
      6. Silent actions and movie nights taken down to zero
      7. Field day bumped up to $2000
      8. Outdoor school will need to get back to us but was left at $500
      9. Classroom allotments for teachers bumped up to $20 a kid with 30 kids in a class
      10. Can we separate out the end of year assembly from the other assemblies?
          1. Yes, but assemblies was increased
      11. Band/Choir was decreased to $100 from $300 but they want it back up
      12. Student Council? Are we doing it this year? We need to ask and find out.
      13. 5th grade celebration was raised to $1250
      14. Accounted for yearbooks going up, but it might be used for something else
      15. Scholastic magazines was taken out last year, but might want to add it back in. Figure out how many teachers are actually using it. $1460 and change would be our portion
      16. PE, Music and Library went up $50
      17. LRC was not used last year, do we need it this year?
      18. Did budget for some equipment for the PTC like the computer, hot dog machine, and possible other equipment
      19. Staff appreciation went up a couple hundred dollars
   2. Vote to approve budget
      1. Changes need to be made for the things that are unknown at this time and we will vote next month
   3. Approve purchase of a laptop
      1. Is in the budget and will be voted on next month
   4. Approve purchase (or add to budget) purchase of cotton candy machine and/or sno cone machine?
      1. $200-300 for a cotton candy
   5. Any help needed for anything else?
   6. Any other big budget items we might want?
      1. An awning for the students waiting in the morning
      2. Civil engineer parent has offered to draw up the paperwork for the school district. Could be a $100,000 project.
      3. Looking into other big things that the administration might want
5. Principal’s Report
   1. Food truck vendors just need a regular background check
      1. What if they are parked on the street, do they still need a background check? We probably do still want the background check because it is our children.
   2. 429 children
      1. Pretty high for in the district
   3. Classrooms are 27-29 kids because of losing the teacher last year
   4. Meeting last month to plan with the administration was a good use of time
   5. Hopefully everybody remembers how to do the car line
   6. They are going to be able to walk up the slides
      1. Parents should talk to their child about boundaries for that
   7. Breakfasts are going to release differently
   8. Putting a staff member on the path because kids are not being nice to each other
   9. Kindergarten lists were able to be put out already because almost all the kindergarteners showed up for jumpstart
6. Current Activity
   1. Fundraiser Reports
      1. Book fair is next month Oct 13-17 and then family fun night on the 17th
      2. Family Fun Night
         1. Trying to find some games that will last us a few years. Have a fishing game and a lollypop toss. Looking into others
         2. Want to do food again. Hot dogs, popcorn, and pizza, maybe cotton candy
         3. Ask for donations of little toy prizes and candy
         4. No trick or treating this year
         5. Create an amazon wish list? Possibly
         6. Make it more of our school event and not a community event
         7. Continue to do tickets for food. Charge for food and games will be free. Tickets will be $1 and then each item with be $1
         8. Might need someone crafty to make the lollypop board and the fishing poles
      3. Family Fun Night needs another volunteer
   2. Jog-a-thon update
      1. Sept 30th
      2. Web based with donations
         1. Donations will be split between the kids
         2. Wont turn away donations if someone doesn’t want to go online
         3. Prize will be given for just signing up and asking for donations
      3. Flyer is ready to go out on Friday of this week.
      4. Goal is to raise $22,000
      5. Prizes are being done individual and class and school
      6. $6600 in donations at this point which will take care of all the shirts for this year
      7. There is an FAQ page
      8. Do an assembly at the end of October to announce and do the pie if the school makes the goal. Bring in some of the donators
      9. Working on the times for when each class is going to run
      10. On the 15th will be the volunteer signup
      11. Have some custom bracelets for the kids and then do paw stickers for each lap
      12. Otter pops for the students after
7. Upcoming Activity
   1. Any help needed with anything?
8. New Business
   1. Christi was president last year, and would maybe like to be the communications director.
9. Any Questions?
10. Close