



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday August 8, 2018
Meeting Location KHS Café

6:15-7:30pm

AGENDA		
TOPIC	DISCUSSION	ACTION ITEMS
Introduction of the New Board Officers		
Volunteer Opportunities Explained		
HOT TOPICS:		
Constitution & Bylaws	Present the newly revised Constitution/Bylaws (voting on these will happen at the September meeting)	
2018/2019 Budget	<ul style="list-style-type: none"> *Present the 2018/2019 Budget (voting on this will happen at the September meeting) *Credit Cards *Trailer purchase <ul style="list-style-type: none"> -Possible Fundraiser to offset this cost? -Humphrey's Popcorn? -Market Day Pies? 	
UPCOMING EVENTS:		
HOME GAME 1- Aug 24, 2018	<ul style="list-style-type: none"> *Ensure volunteers in place *Discuss Concession Prices *Discuss Concession Flow *Discuss Pizza vendor *NEW: Band Bucks/Music Money *NEW: 3rd quarter "Band Only" line 	
Prepare Concession Stand	Needs: Cleaning Supplies Cleaning Team Paint the cupboards	
50/50 Raffle	<ul style="list-style-type: none"> *NEW: Must have a list of volunteer names -No longer handing an apron and a wad of cash to anyone that walks up to the table and says they are the volunteer 	
OTHER:		
Boosters FB Page and Website	<ul style="list-style-type: none"> *Show our new Webpage and Facebook Group *Discuss FB page security 	



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday September 12, 2018 6:15-7:30pm
Meeting Location KHS Café

AGENDA		
TOPIC	DISCUSSION	ACTION ITEMS
Introductions (Vickie)		
Thank You! (Vickie)		
Trailer Update (Vickie)		
HOT TOPICS:		
Constitution & Bylaws (Vickie)	Voting on new version	
2018/2019 Budget (Carrie)	Voting on new version	
Tag Day (Jen)	What goes in the envelopes Stuffing the envelopes Routes Tag Only routes Drivers Students That day: *session times *breakfast *lunch *positions in the room (banker, runner) BACK UP DATE OCT 6- keep open on calendar	
UPCOMING EVENTS:		
HOME GAME 2- Sept 14, 2018	Ensure volunteers in place Cash for starter banks	
WALKATHON- Sept 14, 2018 5-6pm	Open Concession stand Early Volunteer arrival times Pizza early?	
HOCO Bonfire- Sept 18, 2018	Pop/Water/Chips \$1 each 1 large cooler? Need ice from Julie's room Volunteers (2 min-4 max) Cash for starter bank	
HOME GAME 3- Sept 21, 2018	Homecoming	
HOME GAME 4- Sept 28, 2018	Mass Band Cuy Hghts Pre-Game Picnic?	
OTHER:		
Apple Pencils for Directors (Vickie)	Completed \$89 each	



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday October 10, 2018

6:15-7:30pm

Meeting Location KHS Café

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
HOT TOPICS:		
Tag Day- What's Next?	<ul style="list-style-type: none"> • "Thank You"s to drivers • 3 Tag routes left • Stickers need sent out to \$30 & \$60 donors • How can we keep this organized continuously as they come in? (Google Doc?) 	<ul style="list-style-type: none"> *Needham to finish 306 *Lisa has the 3 remaining route envelopes *Some streets need to be added (Chapin Ledges for example) *Jenny is going to help us make new maps *\$4400 day of, \$420-\$14 fees on Paypal *Need to meet with Lisa and Chera on how to organize sending out the stickers to the \$30 and \$60 donors
Spirit Store Update	<ul style="list-style-type: none"> • 38 orders = 119 items ordered • Profit will be between \$400-\$450 • Another one in December? • Definitely one in Spring- add Choir logo if they create one • I will ask her to make the store visually more compact in the future (can more be added as a drop down option instead of so many main page options) 	<ul style="list-style-type: none"> *Will discuss in November
December 4 th Choir Concert	<ul style="list-style-type: none"> • Time? • Location? • What can we do to support? • Popcorn Table Sale? • Mugs? What cost now? 	<ul style="list-style-type: none"> *Discussion Tabled- Mrs Adkins not present
Model Show Nov 4 th 730-430	<ul style="list-style-type: none"> • Volunteers • Menu 	<ul style="list-style-type: none"> *Need 4 adults present plus any students helping- 3-4 shifts of not more than 2.5 hours each *Set up at 7am for 730 opening with coffee and donuts/Danish/fruit *Cookies/Sweets *All leftover candy/chips from SS *Menu Ideas: Walking tacos, chili, hot dogs from our new roller, nachos, queso cheese, side dish (potatoes? Pasta salad? Etc) *pop/water *Popcorn- we are able to use the athletic dept popcorn machine
Senior Night Oct 12 th	<ul style="list-style-type: none"> • Concession volunteers • 50/50 volunteers • Boosters pays for the Marching Band Senior Dinner (3pprox.. \$400) • Vickie decided on one flower per adult for Marching Band (resulted in 9 extra flowers) 	<ul style="list-style-type: none"> *Volunteers are set *Carrie & Mike to help with 3rd quarter line
Our Social Media	<ul style="list-style-type: none"> • We need to keep them updated 	<ul style="list-style-type: none"> *Discussion tabled

Platforms	<ul style="list-style-type: none"> Let's outline the specific roles and expectations Maintain Balance- we don't want to bombard the KPI and KMB groups with multiple posts with the same content from all of our personal profiles Utilize the Kirtland Music Boosters profile for group-related posts to those groups The Distribution List had at least 5 emails come back as Undeliverable- we need to recheck them in the system 	*Need to add Jeanette Blankenship, Needham and Board members to the email DL
Debit Cards	<ul style="list-style-type: none"> Expectations Rules 	<ul style="list-style-type: none"> *Carrie discussed the cards *Carrie to confirm is limits are per transaction or per day/month *Jenny to look over the form
Band OSU College Trip	<ul style="list-style-type: none"> Confirmed that the Lemonade Stand money dedicated to pay the transportation for this trip Should be no other ask to Boosters for this trip unless there is a huge discrepancy in the estimated cost vs actual cost of transportation 	*No Lemonade Stand check yet
Trailer Update	<ul style="list-style-type: none"> Working on Wrap Lighting will come after that Balance of the tow equipment has been paid for (4pprox.. \$1500)- this was needed to make the school vehicle able to tow the trailer 	*Discussed as noted
Band Banner	<ul style="list-style-type: none"> \$500-\$800 Outdated This year? Next year? When would it be used? 	<ul style="list-style-type: none"> *Discussed as noted *Price is closer to \$800-\$1200 *Mr D says that a new banner with a current logo will be used far more often *VOTED- Yes
NYC Trip Band	<ul style="list-style-type: none"> \$1,000 Requesting Music Boosters to cover cost of a Nurse to attend the trip This is a new thing, but requesting because of the past trips experience, high need for medicine distribution and illnesses 	<ul style="list-style-type: none"> *Discussed as noted *Who is the nurse? School employee? *Can this be divided up among the students cost? *What the is money paying for? Salary? Trip expenses? *Is there a legal requirement for the nurse to be there? If so, shouldn't the school district pay for it? *Who pays the travel expenses for Directors? *Could we pay a portion of it? *VOTED- Tabled until above questions are answered
Request for Music Class Apps	<ul style="list-style-type: none"> \$40 School purchased iPad Pros for the HS Music Dept Teachers are requesting funds to add 	<ul style="list-style-type: none"> *Discussed as noted *VOTED- Yes

	Music Apps to them – i.e. Tuner, Metronome, Sight Reading, Learning to read music	
Toolkit needs replaced	<ul style="list-style-type: none"> • \$200 • This needs to happen every few years • Replace the tools and carrier box (currently a fishing tackle box) 	<ul style="list-style-type: none"> *Discussed as noted *VOTED- Yes
Thank You's	<ul style="list-style-type: none"> • To Athletic Boosters • To Art class/ Mr Harvey 	*Need to delegate this out to Lisa and Chera
UPCOMING EVENTS:		
Band Banquet- Oct 30 th	<ul style="list-style-type: none"> • No known needs from Boosters • Will discuss with Mr D and communicate 	*Discussed as noted
Wood Squad fundraiser	<ul style="list-style-type: none"> • Flyers and 1 example at Friday night concession stand • Table set up at Choir concerts and band concerts • Event Day? 	<ul style="list-style-type: none"> *Discussed as noted *Suggested to do an event or promote during Band Camp BBQ
Conn-Selmer Instrument Plant Tour	A chance for the Boosters Board to learn about how instruments are made- gives us insight on the cost and care of instruments	*Discussed as noted
OTHER:		
Uniforms		<ul style="list-style-type: none"> *Lots of 8th graders coming up next year *Uniforms take 6 months to arrive so need to order by January 2019 *Mrs Needham to take a look at 8th graders and determine size ranges to order *PLAN: List of current uniforms by Nov Size up the students in Dec Put ideas to Mr D and order final by end of Jan *Need Hats *Will size them during Try Outs in the Spring instead of during Band Camp so there is time for new uniforms to arrive
New Snack Shack Ideas		<ul style="list-style-type: none"> *CuppaSoup *Bubly water and/or additional Diet options *Squeeze bottle ketchups (instead of packets)



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday November 14, 2018
 Meeting Location KHS Café

6:15-7:30pm

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
QUICK UPDATES:		
Tag Day	<ul style="list-style-type: none"> “Thank You”s to drivers- Vickie & Jen working on this 3 Tag routes left- Status? Jen Stickers need sent out to \$30 & \$60 donors- Vickie, Chera & Lisa working on this Total amount so far? Carrie Will discuss redoing the routes/maps after the new year. 	
2 nd Spirit Store	<ul style="list-style-type: none"> 26 orders = 42 items ordered Profit will be at least \$150 Delivery should be the week after Thanksgiving 	
Finance Update	<ul style="list-style-type: none"> Carrie to provide Treasurer Report 	
UPCOMING EVENTS:		
December 4 th Choir Concert	<ul style="list-style-type: none"> Time? Location? Reception afterward? Drinks/Desserts? What else can we do to support? Popcorn Table Sale- Vickie ordering from Humphrey’s to sell outside of concert. Will need volunteers to man the table 	
TO VOTE:		
Mr Soeder Request for \$3850 for KES Interactive TV in Music Room	<ul style="list-style-type: none"> Total Cost is approx. \$8000, KEF paying half Number of Music Students served by the request = 485 Current SmartBoard is not functioning and is beyond repair See attached for his formal request information (this is from his KEF request, it provides all of the necessary info so it is easier to just use that for review) 	
OTHER:		
Uniforms- These notes were from the October meeting that Mrs Needham was present at. We need to keep these on the top of our mind because if she is not available to do this plan in December, we need to reassign this to someone else.	<ul style="list-style-type: none"> *Lots of 8th graders coming up next year *Uniforms take 6 months to arrive so need to order by January 2019 *Mrs Needham to take a look at 8th graders and determine size ranges to order *Need Hats *Will size majorettes during Try Outs in the Spring instead of during Band Camp so there is time for new uniforms to arrive *PLAN: -List of current uniforms by Nov (Noah) -Size up the students in Dec (Mrs Needham) -Put ideas to Mr D and order final by end of Jan 	

Pulled from Mr Soeder's responses to the formal KEF Grant Application:

This grant request is to upgrade our current, out-dated, and poorly functioning SmartBoard with a Viewboard 4K Interactive Flat panel TV. This will serve as a model for future upgrades district-wide. The TV itself will greatly aid in the current delivery of music education which is 80% technology driven. In addition, the learning environment will be enriched by increased ability of individual and group presentations, collaborative learning by allowing more students to work simultaneously and the ability to provide instant student feedback and assessment

The recent adoption of the Kirtland Schools Strategic Plan states that the mission and vision for our schools will be to personalize the education for all students and to educate them to become empowered students. Goals of the document share that the district will expand technology to promote personalized learning in grades K-12 and to update and modernize the district's curriculum, instruction (literacy) and assessment to promote intellectual curiosity. Assessments are to promote intellectual curiosity and ensure alignment to state and local standards, while preparing students for life after graduation. It goes on to state that the district will do this in a fiscally responsible manner and effectively focus on student learning.

The Viewboard will reduce cost for long-term maintenance due to expected longevity of the unit, reduce energy cost due to LED technology and reduce the need for separate board and projectors which will save the district money in the long run. Since it is a self-contained unit that does not require a computer, it will also create a more flexible learning environment.

In 2014, Kirtland Elementary adopted the Quaver Music Program as its main tool to bring music instruction to the students in grades K-5 but has reached into the Middle School with use as a part of the choir program at times. This program, which is aligned with the Ohio Standards for music education, is becoming one of the fastest growing delivery systems for music in the country. The benefits of this program for teachers and students include evidence based data reflecting higher teacher job satisfaction along with increased retention, engagement and behavior among students. Additional, on-going studies are showing that that this program assists students with Auditory Processing Disorder and having a positive impact on student performance.

The addition of the Viewboard, as stated above, will increase the collaborative learning in the room as well as increasing the ability of students to provide/receive feedback and for more creative assessments to evaluate and provide data of student learning.

The effectiveness of the funding of this project will be on-going through observation of student engagement, increased opportunities to design and implement collaborative lesson and the ability to create more meaningful, performance based lessons which is currently the focus of professional development for teachers.

In addition, being a model for the school, this technology will be used to inspire other teachers across the district to implement this in their classrooms bringing an even wider reach and further the strategic plan for our students.

The time schedule for implementation will be based upon obtaining the grant money. Once the funding has been received, the unit can be ordered and installed in three weeks. It is hoped that it would be in place by the end of this calendar year.

Our current SmartBoard is rapidly approaching the end of its useful life and parts to repair are becoming scarce. Only one student at a time is able to use it, it does not maintain its orientation points which must be reset constantly and it does not communicate effectively with the computer which disrupts the learning environment and requires modification of the lesson.



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday December 12, 2018

6:15-7:30pm

Meeting Location KHS Café

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
QUICK UPDATES:		
Tag Day	<ul style="list-style-type: none"> • “Thank You”s to drivers- Done • Stickers sent out to \$30 & \$60 donors- Done (ongoing as new ones come in) • Total amount so far? Carrie • Will discuss redoing the routes/maps in January 	
2 nd Spirit Store	<ul style="list-style-type: none"> • Profit was \$256.50 	
Popcorn sale at Choir Concert	<ul style="list-style-type: none"> • Profit will be just over \$100 • Vickie to create list for Humphreys and they will cut a check 	
Concession Stand	<ul style="list-style-type: none"> • All perishable items are out of SS except burgers/dogs in the freezer • Athletic Boosters to write us a check for the pop/candy they bought from us based on spreadsheet of inventory we provided them • They have 2 coolers (large blue and small blue) plus the popcorn container in their closet that we need to get back when they are done. 	
KES Deck the Halls donation	<ul style="list-style-type: none"> • Done 	
UPCOMING EVENTS:		
	<ul style="list-style-type: none"> • Middle School Band concert- Dec 13th 7pm 	
	<ul style="list-style-type: none"> • February Meeting = Volunteer Appreciation Meeting 	
	<ul style="list-style-type: none"> • Are there any other Band or Choir events that anyone knows the dates for? 	
NEW AGENDA TOPICS:		
Remainder of the Year Assignments	<ul style="list-style-type: none"> • Treasurer- Identify common stores we shop at and complete the Tax Exempt paperwork so that when we go there, we just need to say who we are with (Dollar General, Dollar tree, Lowes, What else?) • VP- Identify/Plan remainder of the school year Fundraisers (March Popcorn, “Music Meals”, Shane has an idea for Strawberry Fest Ice Sales) • Marketing- Begin working on getting donations for the Gift Basket Raffle for the Lakeland Concert • Marketing- Make a list of volunteers so we can send invites to Volunteer Appreciation Meeting (we have sign-in sheets but need to check them against SignUp.com and memory to see if we missed anyone) • Recording- Check through the website to ID which agenda/minutes we are missing. Get that up to date • President- Create “The Binder”- a typed up compilation of all events for future Boards to use • President- Plan Volunteer Appreciation Meeting (February 13th) 	

TO VOTE:		
	•	
OTHER:		
<p>Uniforms- These notes were from the October meeting that Mrs Needham was present at. We need to keep these on the top of our mind because if she is not available to do this plan in December, we need to reassign this to someone else.</p>	<ul style="list-style-type: none"> *Lots of 8th graders coming up next year *Uniforms take 6 months to arrive so need to order by January 2019 *Mrs Needham to take a look at 8th graders and determine size ranges to order *Need Hats *Will size majorettes during Try Outs in the Spring instead of during Band Camp so there is time for new uniforms to arrive *PLAN: -List of current uniforms by Nov (Noah) -Size up the students in Dec (Mrs Needham) -Put ideas to Mr D and order final by end of Jan 	<p>Jen has an update to this plan- she spoke with Mrs Needham</p>



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday January 9, 2019

6:15-7:30pm

Meeting Location KHS Café

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
QUICK UPDATES:		
	<ul style="list-style-type: none">MEETING CANCELLED	
	<ul style="list-style-type: none">	
	<ul style="list-style-type: none">	
	<ul style="list-style-type: none">	
	<ul style="list-style-type: none">	
UPCOMING EVENTS:		
	<ul style="list-style-type: none">	
	<ul style="list-style-type: none">	
	<ul style="list-style-type: none">	
NEW AGENDA TOPICS:		
	<ul style="list-style-type: none">	
TO VOTE:		
	<ul style="list-style-type: none">	
OTHER:		



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday February 13, 2019

6:15-7:30pm

Meeting Location KHS Café

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
QUICK UPDATES:		
Tag Day	<ul style="list-style-type: none"> Carrie- Total amount so far 	
Concession Stand	<ul style="list-style-type: none"> Carrie- did we get this yet? Athletic Boosters to write us a check for the pop/candy they bought from us based on spreadsheet of inventory we provided them 	
Kirtland Kiwanis	<ul style="list-style-type: none"> \$100 donation made towards their annual Community Reverse Raffle Fundraiser- Vickie wrote/delivered this check 	
NYC Nurse	<ul style="list-style-type: none"> We had voted to pay for her entire trip (11pprox.. \$1000)- She appreciates that but will pay her own trip. We will instead pay for her room upgrade so that she has a single room (approx.. \$300)- will be paid as a reimbursement to her after she pays for her trip via the website 	
NYC Choir and Band Trip Bus Snacks	<ul style="list-style-type: none"> Much like a football game, Music Boosters provides some water and snacks for the bus rides to these long trips. Vickie will work with Mr D and Mrs Adkins and what this entails. 	
Spring Concert	<ul style="list-style-type: none"> Waiting on formal announcement but concert will not be joint choir/band at Lakeland because Lakeland gave our date away. This will affect our idea to have a Basket Raffle Fundraiser and/or a Humphrey's popcorn table sale. More to come... We will discuss at March meeting 	
New Band Banner Update	<ul style="list-style-type: none"> Boosters already voted to provide Mr D has been in discussions and will have a mock up soon 	
Kiwanis Donut Truck	<ul style="list-style-type: none"> Kiwanis' <u>may</u> have the contract to provide their new donut truck at the Mentor Rocks Tuesday evening concert series all summer! Attracts over 100,000 people all summer long- great fundraising opportunity and the Kiwanis want to work with us to "man" this Needs: 3-4 people every Tuesday night from June 4-Aug 27 approx 6pm-9pm (3 adults and 1 student maximum) 	
UPCOMING EVENTS:		
	<ul style="list-style-type: none"> Feb 21st- 5th grade and KHS band concert 7pm 	
	<ul style="list-style-type: none"> Mar 7th Choir Concert 	
	<ul style="list-style-type: none"> Humphrey's Popcorn Spring Fundraiser- Jen can you take over being the contact for this 	
NEW AGENDA TOPICS:		
	<ul style="list-style-type: none"> 	
TO VOTE:		
After Prom Donation	<ul style="list-style-type: none"> Proposed votes: A) \$100 'cash' donation plus a \$100 'gift' donation B) \$100 'cash' donation only C) No Donation If A), Gift can be a gift card or actual item- who wants to shop for this? 	
Robotics Club Donation for States	<ul style="list-style-type: none"> Mr Amstutz has asked all of the school clubs/communities if they would help support the Robotics club trip to States. Proposed votes: A) \$200 B) \$100 C) No Donation 	

Offsite Choir Concert Dinner	<ul style="list-style-type: none"> Feb 22 Choir is travelling to Case for a concert- 50 students- Mrs Adkins is ordering Subway for delivery for dinner (\$6 per student) Will Boosters cover this meal cost? (approx. \$300 total cost) Is there anything else that Boosters can do to help? 	
Band Hallway Photo	<ul style="list-style-type: none"> Mr D asking for \$250 to reinstate the professional photo that hangs in the hallway with all students photos. I'm proposing that this be added to the budget as something Boosters provides (once every 4 years) Is there a choir version of this? 	
OSU Thank You's	<ul style="list-style-type: none"> Mr D asking for Booster help in providing a Thank You gift to the OSU personnel that made the Band college visit possible \$100 total (4 gift cards @ \$25 each) 	
Percussion Covers	<ul style="list-style-type: none"> The current covers are deteriorating- Mr D to bring us a quote (will only vote this month if we have the quote by the meeting time) 	
OTHER:		
<p>Need an update on Uniforms- WE NEED TO ORDER BEFORE THE END OF FEB</p> <p>Uniforms- These notes were from the October meeting that Mrs Needham was present at. We need to keep these on the top of our mind because if she is not available to do this plan in December, we need to reassign this to someone else.</p>	<ul style="list-style-type: none"> *Lots of 8th graders coming up next year *Uniforms take 6 months to arrive so need to order by January 2019 *Mrs Needham to take a look at 8th graders and determine size ranges to order *Need Hats *Will size majorettes during Try Outs in the Spring instead of during Band Camp so there is time for new uniforms to arrive *PLAN: -List of current uniforms by Nov (Noah) -Size up the students in Dec (Mrs Needham) -Put ideas to Mr D and order final by end of Jan 	

Volunteer Appreciation Social to immediately follow meeting...



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday March 13, 2019
 Meeting Location KHS Café

6:15-7:30pm

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
UPDATES:		
Tag Day	<ul style="list-style-type: none"> Carrie- Total amount so far Chera- are we up to date on sending stickers and receipts for the new ones? Jen & Jenny- where are we on redoing routes Jen- Order more stickers 	
Spring Concert	<ul style="list-style-type: none"> Need to discuss our idea to have a Basket Raffle Fundraiser and/or a Humphrey's popcorn table sale even though Choir and Band concerts are not happening together 	
After Prom Donation	<ul style="list-style-type: none"> Vickie Loncar was asked which they prefer and she said she loved the idea of a Music themed gift card so we did \$200 to Playhouse Square Vickie picked it up for us since she volunteers down there- Carrie to set up a check reimbursement for her 	
Choir Dinner	<ul style="list-style-type: none"> Mrs Adkins where are we on paying for the Subway dinner from Case? 	
UPCOMING EVENTS:		
NYC trip	<ul style="list-style-type: none"> April 3-6 	
April Booster Meeting	<ul style="list-style-type: none"> Mr Wade to attend to discuss the Levy 	
NEW AGENDA TOPICS:		
Kiwanis Donut Truck	<ul style="list-style-type: none"> Kiwanis' <u>may</u> have the contract to provide their new donut truck at the Mentor Rocks Tuesday evening concert series all summer! Mentor Rocks making their decision on March 22nd- Scott Haymer was told they he is a "high favorite" Let's start populating this- worst case scenario we don't need it- Use SignUp.com? Needs: 3-4 people every Tuesday night from June 4-Aug 27 approx 6pm-9pm (3 adults and 1 student maximum) 	
TO VOTE:		
Loading Crew Dinner	<ul style="list-style-type: none"> Mr D asking for not more than \$200 to take Loading Crew out for an annual thank you dinner 	
Percussion Covers	<ul style="list-style-type: none"> The current covers are deteriorating- Mr D to bring us a quote (will only vote this month if we have the quote by the meeting time) 	
OTHER:		
THIS CANNOT BE PUT OFF ANY LONGER- We need a plan or the new uniforms will not be in before the season starts	<ul style="list-style-type: none"> *Lots of 8th graders coming up next year *Uniforms take 6 months to arrive so need to order by January 2019 *Mrs Needham to take a look at 8th graders and determine size ranges to order *Need Hats *Will size majorettes during Try Outs in the Spring instead of during Band Camp so there is time for new uniforms to arrive *PLAN: -List of current uniforms by Nov (Noah) -Size up the students in Dec (Mrs Needham) -Put ideas to Mr D and order final by end of Jan 	



2018/2019 Kirtland Music Boosters

Meeting Date/Time Wednesday April 10, 2019

6:15-7:30pm

Meeting Location KHS Café

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
GUEST:		
Mr Wade, Superintendent	<ul style="list-style-type: none"> Discuss the upcoming Levy 	
UPDATES:		
Tag Day	<ul style="list-style-type: none"> Jen & Jenny- where are we on redoing routes Jen- Order more stickers 	
Spirit Wear Store	<ul style="list-style-type: none"> Vickie is working with Vector on adding a tank top and bucket hat Store should be ready to be opened online by the May 1st concert 	
Kiwanis Donut Truck	<ul style="list-style-type: none"> Kiwanis did not get the MentorRocks spot for donuts ☹ 	
Band Instrument Trailer Wrap	<ul style="list-style-type: none"> Still reviewing concepts- the latest looks great! 	
Track Team using Concession Stand	<ul style="list-style-type: none"> April 10, April 15, May 6, May 8 Only need to clean it and clear it out for use- they bring their own things to sell 	
Choir Shell/Riser	<ul style="list-style-type: none"> We'd talked at the beginning of the year about purchasing 1 riser and 1 shell for Choir, but we didn't circle back around to it. Mrs Adkins is going to work on getting us a quote soon so we can get that on order before the end of the year to have it in hand before next school year 	
UPCOMING EVENTS:		
Spring Concert	<ul style="list-style-type: none"> Wed May 1, 2019 time/location TBA Boosters to do a 50/50 raffle throughout the audience- would love to involve students somehow in the sales- Chera? 	
Auxiliary Tryouts (Uniforms)	<ul style="list-style-type: none"> Try-outs tentatively being held May 6-8, 2019 with final decision made on May 9 We'd like 1-2 Boosters people there to discuss uniforms with Mrs Nelson so we can potentially get necessary uniforms ordered early this year 	
NEW AGENDA TOPICS:		
Reading of the Booster Board Member Roles	<ul style="list-style-type: none"> See attached for the Roles/Responsibilities We will read and take time to answer any questions about the Roles Nominations/Voting will take place during the May Meeting 	
Athletic Boosters Kentucky Derby Raffle	<ul style="list-style-type: none"> New event the Athletic Boosters are doing- they asked if Music Boosters would like to help sell tickets and they will share \$3 of each ticket sale profit with us. We could sell at the Spring concert and via social media and to our own friends/family Great way to collaborate with another school group 	
TO VOTE:		
Percussion Covers	<ul style="list-style-type: none"> The current covers are deteriorating- Mr D to bring us a quote (will only vote this month if we have the quote by the meeting time) 	
OTHER:		

Excerpt from the Kirtland Music Boosters Constitution and Bylaws Version 7 Approved 12SEP2018

Article II- Officers

a. Section 1: Board Officer Roles/Descriptions

- i. President
 1. Presides at all meetings of the organization
 2. Appoints Committee Chairpersons in cooperation with the other Board Officers
 3. Calls special meetings when necessary
 4. Coordinates the work of the Officers and committees
 5. Is named as the Secondary Signee on the organization's bank accounts
 6. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
 7. May serve up to one year in the Past-President role on the Board following his/her term
- ii. Vice President
 1. Acts as an assistant to the President
 2. Performs the duties of the President in his/her absence or inability to serve
 3. Oversees the Fundraising Committee
 4. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
- iii. Treasurer
 1. Receives all monies of the organization and shall keep an accurate record of all receipts, expenditures and bank accounts
 2. Presents a report of all of these matters at each regular meeting
 3. Is named as the Primary Signee on the organization's bank accounts
 4. Prepares an annual budget for presentation to the Board Officers
 5. Files all annual tax-related paperwork on behalf of the organization
 6. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
- iv. Recording Secretary
 1. Records the minutes of all meetings of the organization
 2. Keeps a record of all Officers, Committee Chairpersons and Members of the organization
 3. Runs the meeting in the absence of the President & Vice President
 4. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
- v. Communications Secretary
 1. Responsible for the correspondence of the organization
 2. Oversees the organization's website, social media presence and e-mail account
 3. Sends out invitations and notices of all meetings
 4. Performs the duties of the Recording Secretary in their absence or inability to serve
 5. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization



2018/2019 Kirtland Music Boosters

Meeting Date/Time Thursday May 16, 2019

6:15-7:30pm

Meeting Location KHS Café

AGENDA		
TOPIC	DISCUSSION	Minutes/Notes
UPDATES:		
Tag Day	<ul style="list-style-type: none"> Jen & Jenny- where are we on redoing routes Jen- Stickers- Thoughts on changing them up- something new/updated/better sticky material... Would be great to have a "Tag Day Team" with 4-5 people to meet before and help get things ready 	
Spirit Wear Store	<ul style="list-style-type: none"> Store closed on Sunday with 18 orders, 49 items Vickie will report profits once I get final numbers from Vector Will open again maybe mid-September 	
Humphreys popcorn fundraiser	<ul style="list-style-type: none"> Sold all of our items at the 4 concerts Profits totaled: \$(Jen?) 	
Away-Game-Meal Team	<ul style="list-style-type: none"> Met already and did a hand-off from the outgoing parents Amy David to lead- team is Amy D., JulieAnne S., Stephanie Lowery, Beth Ribic and Janet K. 	
Auxiliary Uniforms	<ul style="list-style-type: none"> Mrs Nelson had try-outs on March 9th and has determined she will need no new uniforms in order to fit the team for next year 	
Financial Update	<ul style="list-style-type: none"> Carrie to provide end-of-school-year numbers What changes do we need for next year to make this more efficient for the Treasurer? Mr Dingeldein joining us for discussion 	
UPCOMING EVENTS:		
Concession Stand	<ul style="list-style-type: none"> Need to do one last clean-up before the summer Do we need any changes/fixes by maintenance in there over the summer? We need to purchase a new tent for the grill area- does anyone want to own this? We'd like to put together a "Concessions Team" 	
Summer Events	<ul style="list-style-type: none"> Go over calendar of events 	
Memorial Day Parade	<ul style="list-style-type: none"> Monday May 27, 2019- 9am call time Needs? Volunteers? 	
Strawberry Fest Parade	<ul style="list-style-type: none"> Friday June 14, 2019- 4:30 rehearsal/6pm parade Needs? Volunteers? NOTE: Vickie will be out of town 	
Lemonade Stand Band Fundraiser	<ul style="list-style-type: none"> July 6 & 7th This is a Band-specific fundraisers run by Mr D Are there any needs from the Boosters? 	
Band Camp BBQ	<ul style="list-style-type: none"> Monday July 15, 2019 Needs? Volunteers? NOTE: Vickie will be out of town 	
Band Camp	<ul style="list-style-type: none"> July 16-26th Needs? 	
FIRST GAME	<ul style="list-style-type: none"> Friday August 30, 2019 HOME GAME 	
SECOND GAME	<ul style="list-style-type: none"> Friday September 6, 2019 AWAY GAME 	

NEW AGENDA TOPICS:		
Voting on Booster Board Member Roles	<ul style="list-style-type: none"> We will answer any last-minute questions about the Roles All nominees will be written on the board up front with a letter corresponding to their name (A, B, C) Ballots will be passed out to all in attendance Please circle the letter that represents your choice for each position using the names/letters on the board up front Ballots will be collected in a box and counted by the Secretary Results will be announced 	
Summer meetings	<ul style="list-style-type: none"> Based on the above calendar of events that will happen prior to our September 2019 meeting, what do we think we need to do regarding summer meetings? What other items do we need to order, prep for etc to be ready for the 2019/2020 school year? Always keep in mind- How can we improve from the way it was already done? 	
Yoga Fundraiser Opportunity	<ul style="list-style-type: none"> See flyer- one of our 5th grade band moms is offering to teach a fun family-friendly yoga class in a gym at the school. She would not charge for her time and the entire fee would go to the Music Boosters for a fundraiser. This could be a great teambuilding type event that we offer everyone but really focus on the elementary and middle schools to get them more in the Music Booster loop! 	
TO VOTE:		
Percussion Covers	<ul style="list-style-type: none"> The current covers are deteriorating- Mr D to bring us a quote (will only vote this month if we have the quote by the meeting time) 	
New Plumes	<ul style="list-style-type: none"> We discussed this earlier this year, but the yellow plumes are not built to withstand getting wet and they got caught in 2 unsuspected rain storms this year that started when the students were already on the field. Mr D would like to replace them all with a fresh set. The current set was purchased when? (Mr D) Plumes cost approx. \$20 each plus approx. \$100 for a new storage case... would be an approximate cost of \$2100 	
OTHER:		
	<p style="text-align: center;">This is our Final meeting for the 2018/2019 School Year! THANK YOU for all of your commitment and dedication to the Kirtland Music Boosters!</p>	

Excerpt from the Kirtland Music Boosters Constitution and Bylaws Version 7 Approved 12SEP2018

Article II- Officers

b. Section 1: Board Officer Roles/Descriptions

i. President

1. Presides at all meetings of the organization
2. Appoints Committee Chairpersons in cooperation with the other Board Officers
3. Calls special meetings when necessary
4. Coordinates the work of the Officers and committees
5. Is named as the Secondary Signee on the organization's bank accounts
6. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization
7. May serve up to one year in the Past-President role on the Board following his/her term

ii. Vice President

1. Acts as an assistant to the President
2. Performs the duties of the President in his/her absence or inability to serve
3. Oversees the Fundraising Committee
4. Performs such other duties as may be prescribed in these bylaws or assigned to him/her by the organization

iii. Treasurer

1. Receives all monies of the organization and shall keep an accurate record of all receipts, expenditures and bank accounts
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Thursday March 16, 2019			
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Vice President	A	B	C
Treasurer	A	B	C
Recording Secretary	A	B	C
Communications Secretary	A	B	C

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This is a sample of the explanation of the yoga class that is being offered to us as a fundraiser by Chris Keller (mom of 5th grade band member):



Family & Partner Fun Yoga Class
Play, connect, and spend quality time together

Come and try a yoga class designed to nurture your sense of play and connection with your family—whether that means your children, spouse, partner, grandchildren or friends. All are welcome here! This class will combine playful yoga movement, partner poses, vocalization and imaginative play to allow you and your crew to bond, build trust and exercise in a fun and lighthearted way. Leave feeling empowered and connected. No previous yoga or fitness experience is necessary to participate in this class. All families and ages are welcome. Bring a mat if you have one, if not we have extras. This class is taught by Chris Keller, E-CYT 500, experienced yoga teacher and mom of three!

Key benefits of doing yoga together:

- Builds trust, confidence and emotional resilience
- Increases feelings of satisfaction, vitality, empathy, and optimism
- Lowers levels of depression and anxiety and boosts positive thinking

Please note This class is a judgment-free zone. You are welcome to show up to every class “as you are” and know that you will be held in a safe space by your fellow participants.

“I wanted to reach out regarding possibly collaborating on a fundraising opportunity for Kirtland Music Boosters.

I am a yoga teacher and teach a Family Yoga/Movement class that is very fun and family friendly. I've attached a flier with more information. I currently teach this class out of my studio but wanted to see if you would like to collaborate and offer this class as a fundraising opportunity sometime in late summer early fall when school is back in session.

I would donate my time and teach the class and the fee for the class would all go to the music boosters. We could charge between \$20-\$40 per family.

I would need one of the gyms to be reserved and we could open this up to all Kirtland Families as a fundraising event.

Let me know if you have any interest.”

Event	Calculation
6 Home Games	4 hours x 15 people = 60 hours x 6 games = 360
Prep before Home Games	6 hours x 2 people = 12 x 6 games = 72
2 pregame picnics	5 people arriving 3 hours early = 15 x 2 = 30
9 Away Games	6 hours x 4 people = 24 x 9 games = 216
Prep before Away Games	2 hours x 2 people = 4 x 9 games = 36
Dinner before Away Games	3 hours x 8 people - 24 x 9 games = 216
12 months of regular meetings	2 hours x 6 people = 12 x 12 meetings = 144
Prep/agenda before meetings	2 hours x 1 person = 2 x 12 meetings = 24
Band BBQ in July	10 hours prep + 3 hours x 6 people = 18 +10
Ice Cream Social	2 hours x 3 people = 6
Homecoming Parade and Bonfire	4 hours x 3 people = 12 + 3 hours prep
LCMEA chaperones	5 hours x 4 people = 20
Memorial Day Parade	2 hours x 4 people = 8 plus 2 hours prep
Strawberry Fest Parade	2 hours x 6 people = 12 plus 2 hours prep
Tag Day Prep	6 hours x 2 people = 12
Tag Day Day-of	20 drivers x 3 hours = 60 plus 5 people coordinating for 6 hours = 30
Tag Day- After	counting money, handwriting and sending thank yous, mailing receipts
Selling Popcorn at concerts	December Choir/Band and May Choir/Band 8 hours x 3 people = 24
Greet and hand out programs at all concerts	KES Holiday Shows = 4 hours KMS Band x 2 concerts x 2 people = 4 Choir x 2 conce KHS Band x 2 concerts x 2 people = 4
Uniform Duties	Sizing all students during band camp (2 days x 6 hours x 2 people), organizing union season starts, tagging them with names, being present for help as students get dre (1 hour x 15 games), cleaning the uniform room at the beginning and end of season people), bagging uniforms for professional cleaning, sewing missing buttons as nee stained uniforms to the dry cleaner throughout season as needed
Create & Maintain Website	4 hours to create + approx 1 hour per month to maintain x 12 months
Treasurer Activities	Meeting with the bank to transfer all accounts to new board and to update account organizing and cashing checks, reimbursements, etc Approx 6 hours per month x 12
Secretary Activities	Typing minutes, updating social media with info or post-event pictures, creating Sig volunteers - Approx 8 hours per month x 12 months
Summer Board Meetings	5 meetings x 3 hours x 5 people = 75
Misc Hours	Snack Shack Cleaning, Shopping for food, Setting up Spirit Wear Store with Vector, Meeting with Humphrey's reps, Outside-of-regular-meeting communications/votin etc



KIRTLAND MUSIC BOOSTERS

May 20, 2019
Kirtland Board of Education
9152 Chillicothe Road
Kirtland, OH 44094

Dear Kirtland Board of Education,

The stated Purpose of the Kirtland Music Boosters is to enhance the overall musical education experience for the Kirtland Local School District students. Part of our Mission Statement is that Booster-raised funds are used to supplement Board of Education support. It is with both of these in mind, that we formally donate to the Kirtland School District a 2013 all aluminum Triton trailer- VIN# 4TCSE2246DHX35047. The trailer was purchased and donated to the School District on August 28, 2018. The trailer is 8'3" wide, 24' long, with a 5' V-nose and a 6' inside height. The trailer has a max carry weight of 3300 pounds of cargo. The sole and intended purpose of this vehicle is for transporting Band instruments offsite.

This trailer has a purchased value of \$2500 as well as booster-paid costs of \$1717.19 to provide door locks, hitch security, hitch accessories and a balance system to ensure the District vehicle can tow the trailer.

It is our understanding that all costs and labor incurred for the purposes of insurance, registration and vehicle maintenance will all be covered by the Kirtland School District.

On behalf of our Music Booster Board members, thank you for your continued support.

Sincerely,

Vickie K. Duber
President, Kirtland Schools Music Boosters



KIRTLAND MUSIC BOOSTERS

May 20, 2019

Dear Kirtland Board of Education,

As the school year comes to a close, I'd like to take this opportunity to thank the school community and the Board of Education for your support of this year's Music Boosters.

As you know, the entire Music Booster Board was new to their roles this year. With very little to guide us at the beginning, we are incredibly proud of what we accomplished by the end.

As our Mission & Purpose say, the Music Boosters organization is here to enhance the overall musical education experience and use Booster-raised funds to supplement Board of Education support. So with that in mind, I wanted to give you a quick summary of some of the things that the Music Boosters provided this year:

Before the school year even started, the 5 new Board Members met several times. We rewrote and updated the decade old Boosters Bylaws and Mission statement, set up a Music Booster Website and social media presence, and created an actual budget and plan for how the Music Boosters should be represented and run.

For the Elementary School- In a joint effort with the KEF, we purchased a Viewboard 4K Interactive Flat panel TV for Mr Soeder's Elementary Music classroom. This great technology will augment the music education for all of the 485+ students in Kirtland Elementary, and those to come in the future. We also made the commitment to be present at all KES music programs this year.

We recently approved the purchase of an additional Shell and Riser for the Choir. Once they arrive, they will be formally donated and added to the existing school pieces to support the middle and high school choir performances. We truly worked very hard to reconnect the Music Boosters to the Choir program this year.

Our largest very visible donation this year was for the new Band Instrument Trailer, but many of our Band contributions are far less visible. We took the time to revamp the way the Concession stand is run, we provided snacks & meals during long events and early call times, we purchased Senior awards & recognition gifts, we walk alongside and ensure hydration during parades, and we had Booster representation at the New York City trip, the Ohio State College visit, and the Cedar Point Music in the Parks events- in short, we provided volunteer adult chaperones for every single time the middle or high school bands travelled away from the school.

Those are only a few of the ways that we volunteered our time and funds this year.

In fact, I did some calculating and I'm proud to say that our biggest donation to the school during this year are the more than 1,712 hours that the Board and all of our members volunteered over the past 12 months alone.

So, on behalf of the entire Music Boosters team, I'd like to conclude by thanking Mr Dingeldein, Mrs Adkins and Mr Soeder for their guidance this year and also thank you to Mr Amstutz, Mr Leone, Mr VanArtum, Mr Wade and the entire Board of Education for your continued support of the Arts & Music programs at our school.

Sincerely,

Vickie K. Duber
President, Kirtland Schools Music Boosters

