**PTO Meeting Minutes**

**Deerfield Elementary School**

**January 10, 2019**

**Deerfield Elementary IMC**

**Attendees:**  Kim McAloon, Kate Brattlie, Debbie Loerke, Angela Behm, Allison Ledbury, Jennifer Hahn, Rebecca Schultz, Missy Felio, Michelle Schwab, Sarah Hart, Wendy Cole, Melinda Kamrath, Jody Nickerson, Amanda Wycklendt

**Call Meeting to Order:** - Sarah called the meeting to order at 6:33 pm

**Approval of Minutes from December 2018 Meeting** – Wendy motioned to approve the minutes. Michelle seconded.

**Presidents’ Report:** Sarah Hart

* Michelle found a PTA Facebook page that some of us have joined
	+ Lots of great ideas
	+ All over the country
	+ Muffin/breakfast with family members
		- For engagement, not fundraiser
	+ Just keeping an eye on the site for ideas

**Treasurer’s Report:** Rebecca Schultz

* Current Budget
	+ 555.50 raised from the fundraising sale
	+ General donations 1,525 added – meant for the sign
	+ Added 2,085 added in December
	+ Paid for babysitting 10.00
	+ Booster Enrichment paid 250.00
	+ Opera for the Young deposit paid 700.00
	+ 8,926.75 in operating budget
	+ No new deposits for next year craft fair
	+ 100.00 donated to art club
	+ Advertising paid 939.71
	+ 7,780.71 in craft fair budget
	+ Some vendor deposits have come in
	+ 31,989.94 in check book – meant for sign and budgets
	+ Have enrichments, high five, and teacher appreciation money in budgets left to spend this school year
	+ Made about 7800 from Craft Fair
* Outdoor Sign Planning
	+ About 32,000 in overall balance
	+ If we stick to the same in our budget from last year, we will need about 7,200 in next year’s budget
	+ Spent just under 3,000 in the craft fair
	+ A good cushion is about 12,000
	+ Melinda has approval from the village to move forward
	+ Able Signs is sending specific breakdown of costs
	+ 50 square feet maximum
	+ Brick left over from the last sign, but requires a lot of masonry. Will have a retaining wall around it
	+ Have to fill out a request to the DOJ to ensure the sign won’t block traffic
	+ Should have a plaque or something like that for Donation made by PTO 2019, etc
	+ PTO has committed to spending $18,000 towards the sign
	+ Melinda would like to wait for final numbers prior to us writing the check
	+ Should be as high as the High School sign
	+ Runs on cloud based software that can be run by an online portal
	+ Should be a June project

**Principal’s Report:** Melinda Kamrath

* Flexible Seating
	+ Now that we have money raised for the sign, need our second fundraiser
	+ Melinda found some money in the budget for flexible seating as kids are often laying on the floor
	+ Lions donated $500 to purchase some furniture
	+ Some low lying hexagon furniture was purchased, being delivered next week
	+ Additional seating is always wanted
	+ Melinda will start planning on what else is desired so we can get some costs/wish lists so we can dedicate future fundraising
* Playground Sun Shades
	+ Two poles and a shaded area
	+ Couldn’t add these to the original playground purchase
	+ Current equipment is setup to add these in the future
	+ Attendees had a preference of this for our next project
* Murals
	+ Positive reinforcement on the walls
	+ Can be expensive
	+ 6th grade student council would like to start with the bathrooms
	+ Geri Waack is also coordinating some conversations around some decorations
* Enrichment Programs
	+ Opera for the Young January 31st
		- 1:30 performance during the day
		- Nighttime event as well
		- 5th grade students will be part of the event
		- Students are also going to be creating posters and hanging around town
			* Add in the fact that PTO is donating the event onto the posters
	+ Stoughton Dancers are already booked for the fall
		- Should look into an evening performance as well
		- Melinda will ask them

**Committee Reports**

* Christmas in the Country Craft Fair –Shelby Westover, Wendy Cole, Karen Olson
	+ Missy and Michelle are volunteering to help next year
	+ Janitors appreciated the checks greatly
	+ Art club appreciated their donation as well
* Craft Fair Raffle – Sarah Hart, Sarah Paoli
	+ No new topics
* Culvers Share Night – Kate Brattlie
	+ Working on booking one in April
	+ Looking to do a competition between the grades
	+ Culvers is going to donate custard to the winning grade
	+ Scoopie will be there this time
	+ Should look into purchasing Culvers ice cream for High Five event to support them back or Chocolate Shoppe as they are local and opening soon
	+ Another option is purchasing Culvers gift cards for raffle prizes
* Pizza for Conferences – Michelle Schwab
	+ Coming in March
	+ Will start looking into dates and flyers
* Spring Fling Dance – Sarah Hart, Missy Felio
	+ April 5th
	+ Friday night
	+ 6-8ish
	+ Booked through the facilities
	+ DJ is booked
		- Same DJ as used for high five day
		- $350
	+ Whole family event
	+ Games in the cafeteria area
	+ Bake sale possible
	+ Need to figure out pricing yet
	+ Talk about maybe making it a free will donation
	+ More of a community event
	+ Raffle/prizes maybe
		- Culvers gift cards, etc
	+ Silent auction
	+ Eating area
	+ Wendy made a motion to put a $500 budget from Savings in place for the craft fair. Angela seconded. Could come out of the Enrichment budget for this school year.
* Clothing Fundraiser – Rebecca Schultz, Tracy Curtis
	+ $555.50 raised
	+ Worked really well
	+ 49 families order
	+ 143 items ordered
	+ Embroidery Professionals suggested a couple more items for next year and would encourage us to do it again
* School Kidz - Kim Klein, Kate Brattlie
	+ Planning has just kicked off
* High Five Event – Sarah Hart, Victoria Larson
	+ Tuesday June 4th
* Teacher Appreciation Week – ?
	+ Need replacement committee leads
	+ April 29-May 3
	+ Kate and Jen are willing to help but need some help taking on the lead role and get the food setup and taken down
	+ Allison Ledbury said she would help, Rebecca and Michelle can also help
	+ Decorations, gifts, planning, organizing food
	+ Post on the FB page to see if someone can help Allison
	+ Kate and Jen could write down a brain dump of what goes into it, what needs to be done, contacts, etc
	+ Possibly use Sign Me Up or Sign Up Genius
* Supply Drive – Kim McAloon
	+ Have emails out to start initial discussions
	+ Will get the sign up sheets out soon

**Teacher’s Report**

* No topics

**Other Business**

* Wall Murals
	+ Discussed above
* BP Fundraiser
	+ BP has the capability to have a pump setup where a certain % of that pump sales gets donated to something
	+ Rebecca said the owner in Deerfield is looking into it
	+ Angela will chat with the owner to get more information
* Scrip
	+ Gift cards Fundraiser
	+ Someone has to manage the gift cards
	+ Gives some money back on gift card purchases
	+ Angela will get some information
* Ragnar
	+ Ragnar is looking for volunteers for when they come through town
	+ May 18th and 19th
	+ Ragnar will give a donation of we have volunteers
	+ Would need to look into it more to see if there is a certain number needed – Rebecca will send the link to Kim to look into

**Meeting Adjourned at 7:50 pm**