**PTO Meeting Minutes**

**Deerfield Elementary School**

**September 11, 2019**

**Deerfield Elementary IMC**

**Attendees:**  Michelle Schwab, Keleigh Gassen, Danielle Johansen, Jenny Anderson, Carrie Ammerman, Tara Hole, Shelby Westover, Valerie Manning, Kate Brattlie, Sarah Hart, Kim McAloon, Ryan Lanphear, Lacy Smith, Stacy Kimmel, Jessica Martin, Jeremy Martin

**Call Meeting to Order:** - Sarah called the meeting to order at 6:30 pm

**Approval of Minutes from May 2019 Meeting** – Michelle moved to approve the minutes. Kate seconded.

**Presidents’ Report:** Sarah Hart

* Overview of what PTO does
* Ready, Set, Go Recap
  + Thank you to everyone who donated food and to Michelle for setting it up
* Please join the Facebook page for updates
* Please share the Craft fair invite

**Treasurer’s Report:** Rebecca Schultz

* Current Budget
  + Last year we had a big purchase of the elementary school sign
  + No activity in the last few months
  + This year’s budget
    - $3,000 for the craft fair
    - $200 for teacher welcome baskets
    - $4500 for Enrichments
    - $1100 for High five
    - $1000 for Teacher Appreciation
    - Added money for dances for the upcoming year
  + Deposited $3800 for craft fair vendors, more coming tonight
* Savings Account
  + No clear definition on why it was 25% of what we made was going to a savings account in the past
  + Looking to add money for our big purchases into this savings account to differentiate what we have for spending budget vs saving for future purchases
  + There are costs associated with savings account, Rebecca will look into these costs as well as tax exemption information

**Principal’s Report:** Melinda Kamrath

* Outdoor Sign Review
  + Thank you to the PTO for that donation
  + Sign has been up and running since end of last school year
  + School has received a lot of positive feedback
  + Looking at changing the background color for it, needs more research
* Playground Sun Shades
  + Presented to PTO last May
  + Quote has expired, will need a new quote once we are closer to being ready for this donation
* Enrichments
  + September 24-25
    - Stuart Stotts – 2 assemblies, 3 day workshop during music class
    - PTO donation $600.00
  + October 23
    - Stoughton Dancers – 1 assembly
    - PTO donation $250.00
  + November 22
    - Character building – high impact – 1 assembly
    - PTO donation $1860.00
  + December 13
    - DHS Band/Choir – 1 assembly
    - PTO donation $250.00
  + January 30
    - 3 screens – start to finish – 2 assemblies
    - PTO donation $1045.00
* Additional purchase ideas
  + Lights on the stage should be replaced with lights that are more appropriate for stages
    - Some teachers have put together a quote that can be brought forward if we decide we are interested
    - Melinda will get an estimate
  + New playground balls, jump ropes, etc are needed
    - Would purchase in bulk and a higher quality
    - $500 would cover for the year
  + No other funding is in place to cover either of these items
  + Sun Shade idea was brought forward by the playground equipment company
    - There is 0 shade out there and no wind so it gets hot
  + Tabling the conversation around sun shades or lights until we get a quote and a better idea of how much money we will have to spend
  + Discussion around the playground balls
    - Could put in a budget item for next year knowing this is a rolling cost every year
    - Tara moved to add a $500 line item for the budget for every year including 2019-2020. Michelle seconded. Donation to be made this month out of Savings.

**Committee Reports**

* Craft Fair – Shelby Westover, Missy Felio, Karen Olson
  + November 9th
  + We are full!
  + Approximately 87 vendors
    - 3 on the waiting list
  + Second Saturday in November
  + Admission costs, booth, and raffle are our biggest fundraiser
  + Karen Olson was going to take this over, but she is now moving
  + Looking for someone to either take over craft fair or Raffle
  + Been using Facebook advertising
  + Have put it in newspapers in the past
  + Michelle and Shelby are going to ask Wendy about newspaper contacts/processes
  + Going to have a little more information on the site for Q&A
  + Will need volunteers the night before and the day of, list will be posted in October
* Craft Fair Raffle – Sarah Hart, Michelle Schwab
  + Sarah passed a list around of people she has reached out to in the past
  + Top prizes:
    - $500 gift card to CTW
    - $250 cash
    - 2 night stay for wilderness
    - $150 amazon gift card
  + Vendors also donate a lot
  + Need parents to sell raffle tickets
* Culvers Share Night – Kate Brattlie
  + October is getting full
  + Looking at November
  + Matched 15% last year, plus the winning grade level got a custard party
  + Made about $1300 last time
  + Bumping our hours to 4:00-8:00 this time
* Pizza for Conferences – Michelle Schwab
  + Going to do this again
  + Pizza from Costco, delivered to the cafeteria
  + Easy, small fundraiser
  + November 14th and 19th
* Family Dances – Sarah Hart, Missy Felio
  + Glow dance went really well, good feedback and attendance
  + Discussed doing 2 dances, budgeted for 2 dances
  + DJ timeline doesn’t work for October
  + Thinking maybe a holiday dance on a Friday in December
  + Suggestion to move this to January since December is so packed
  + Maybe January 3rd, welcome to the new year
  + Sarah is going to check with the DJs and the calendar
* Clothing Fundraiser – Rebecca Schultz, Tracy Curtis, Keleigh Gassen
  + October 11th is Homecoming
  + Will talk with Embroidery Professionals this week or early next week
  + Aiming to have things ready for Christmas, Homecoming is too soon
    - Potentially have them displayed at Conferences
  + Need to discuss this at the end of the school year so we can have it ready to open for Ready, set go
* School Kidz - Kim Klein, Kate Brattlie
  + Volunteer Request – Kim McAloon will help with this
  + 185 kits, 47 headphones, 4 backpacks, and 3 water bottles
  + Total profit is $1,552.78 (14% discount)
  + We have signed the contract again for next year
  + We are guaranteed at least 10% and can get the additional 4% if we place orders by the date set by the company
  + Need to look at dates for next year in January
* High Five Event – Sarah Hart, Victoria Larson
  + No updates
  + Tuesday, June 2nd
  + Sarah will book the DJ while discussing the dances with him
* Teacher Appreciation Week – Allison Ledbury, Rebecca Schultz, Michelle Schwab
  + No updates
  + May 4th-8th
* Supply Drive – Kim McAloon
  + No updates
  + Just a note – teachers can bring forward wish lists anytime for things they need for their classrooms

**Teacher’s Report**

* Teachers loved the meal for ready, set, go night
* New teachers appreciated the gifts

**Other Business**

* Sensory pathways
  + John talked with cottage grove as their elementary school just got them and they are peeling up already
  + Still researching it
  + Outside the office is probably the best place for it

**Meeting Adjourned at 7:28 pm**