**PTO Meeting Minutes**

**Deerfield Elementary School**

**December 12, 2018**

**Deerfield Elementary IMC**

**Attendees:**  Wendy Cole, Shelby Westover, Sarah Hart, Erin Bunbury-Novak, Rebecca Schultz, Kim McAloon

**Call Meeting to Order:** - Sarah called the meeting to order at 6:34 pm

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

**Presidents’ Report:** Sarah Hart

* Nothing new to report
* Did receive a large donation from a community member, will bring the check next meeting
	+ To be used for whatever we need

**Treasurer’s Report:** Rebecca Schultz

* Current Budget
	+ 28,947.85 in checking currently
	+ Received amazon smile donation 23.96 donation
	+ Scoopie night 630.17
	+ General donation from a vendor for 25.00
	+ Babysitting cost $10 for last meeting
	+ Raffle Administration cost subtracted
	+ Facebook bills coming in for boosting posts, seemed to get a lot of positive feedback this year
	+ Big bill for newspaper advertising just came in
	+ Added 535.00 vendor deposits
	+ Added 2859.00 Raffle tickets
	+ Added 315 Raffle Donations
	+ Added 2,057 in admission
		- Would need to subtract cash boxes from this amount
	+ Craft fair brought in 8,904.00 in November, should be about 8,000 net profit
		- Would like to aim for 10,000 raised next year
* 7,800 is ear marked for programs in the Operating Budget
* Leaves about $20,000
	+ Need to figure out how much of this we want to keep vs spend

**Principal’s Report:** Melinda Kamrath (not present, updates emailed in)

* Outdoor Sign
	+ Previous motion approved to spend $18,000
	+ Need to review what is left to fundraise based on craft fair proceeds
	+ Melinda met with Able signs today
	+ Buildings and grounds are finalizing plans with the village and Alliant Energy as to placement and cost
	+ The School Board approved the $22,000 sign so it matches the district sign
	+ Melinda will have more information about cost and funding sources once a contract is received with final numbers
	+ Laps for Learning will put the sign as a focus this year
	+ Melinda sends a huge thank you to the PTO for the $18,000 donation
* Enrichment Programs
	+ Opera for the Young January 31st, has a day and night performance
		- Melinda needs a check for the contractual down payment
			* Melinda did not specify an amount, need to hear back
		- 13 students are chosen to be a part of it
		- Ashley Meyer is highly involved with music and choreography
	+ December 17th 8:15 the High School Show Choir and Band will be performing for the students
		- Melinda asks that we give a donation to the program and treat it as the fall enrichment
			* Need to agree on an amount
			* Wendy made a motion to donate $250 to the High School Enrichment program. Erin seconded.
		- Other fall enrichments that were worthwhile were not available in our area
	+ Need to ask Melinda for a time on the Opera to create as an event on FB and start announcements

**Committee Reports**

* Christmas in the Country Craft Fair –Shelby Westover, Wendy Cole, Karen Olson
	+ Discussion about advertising
		- Doesn’t make sense to cover as many newspapers as we did this year
			* Or just stick to one week
		- Stick to local papers
		- Facebook did really well
	+ Need a separate meeting to do a review for the Craft Fair while it’s still fresh in our minds
		- Discussion about remembering how much cash to get for the cash boxes
		- Scheduled for next Monday 17th 6:30
	+ 1567 attendees 2018, 1232 in 2017
	+ It was very cold this year
	+ Good suggestion to block off the parking lot to force vendors upstairs
	+ Attendees mentioned the parking issue
	+ Would like to find out what # craft fair this is
		- Sarah will post on the Deerfield page to ask if anyone knows
	+ Sounds like the signs will need additional fixing next year
* Craft Fair Raffle – Sarah Hart, Sarah Paoli
	+ No topics
* Culvers Share Night – Kate Brattlie
	+ No topics
* Pizza for Conferences
	+ No Topics
* Spring Fling Dance – Sarah Hart, Missy Felio
	+ Scheduled for Friday, April 5th
	+ 6-8:30
	+ Dance for Elementary Students and their families
	+ DJ is booked
		- Same as High 5 day
		- $350 for the DJ
	+ Maybe have baked goods and a bake sale for kids to buy, candy, gatorade
	+ Yard games in the cafeteria
	+ Popcorn
	+ Photo booth
	+ Could sell glow sticks
	+ Will be a fundraiser, so there will be a small cost
		- Need to figure out what to charge and what the estimated attendance will be
		- Other PTO groups typically charge $5 per person, $20 max for family based on Facebook research
	+ Casual dress
	+ Need to figure out how to get parents to stay
	+ Need to cover the DJ at least
	+ “talls and smalls”
	+ “buddy boogie”
	+ Cambridge does a “Hero Dance”
		- “Don’t be late for a very important date! Boys and Girls bring your hero, whether that’s mom, dad, grandpa, grandma or some other loved one for a night to remember!”
		- “Hero Dance – Saturday February 15 5-7pm, $10 per child/hero couple, $3 per additional child”
* Clothing Fundraiser – Rebecca Schultz, Tracy Curtis
	+ Embroidery Professionals called it a success
	+ Had a lot of orders
	+ Need to do a post on the FB page about how to pick up
	+ Rebecca will send an email during the meeting to get info and sales amounts
* School Kidz - Kim Klein, Kate Brattlie
	+ No topics
* High Five Event – Sarah Hart, Victoria Larson
	+ No topics
* Teacher Appreciation Week – Kate Brattlie, Jen Lees
	+ No topics

**Teacher’s Report**

* No attendees

**Other Business**

* Fridge Repairs
	+ Ice maker gets used a lot, it’s a lot cheaper to just get a new one than fix the current one
	+ Erin made a motion to provide money to purchase an ice maker for the Elementary school from savings up to $200. Wendy seconded.
* Wall Murals
	+ No topics
* Supply Drive
	+ Could create an amazon wish list
	+ Make it public
	+ Do the drive in January
	+ Kim M will lead this in January
* BP Fundraiser
	+ One pump at the gas station that may donate a proceeds from that pump
	+ BP in Deerfield is getting new pumps soon and was thinking of making one a fundraiser pump, just need to have someone talk to the owner about it
		- Sarah will try to stop by and talk to him
	+ Rebecca will try to reach the owners in Rosendale who also do this to get more information

**Meeting Adjourned at 7:35 pm**