**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**