

PTO Meeting Minutes
Deerfield Elementary School
October 9, 2018
Deerfield Elementary IMC

Attendees: Erin Bunbury-Novak, Sarah Hart, Missy Felio, Angela Behm, Geri Waack, Keleigh Gussen, Jenny Anderson, Michelle Schwab, Jen Lees, Rachel Eglite, Molly Cerniglia, Melinda Kamrath, Tracy Curtis, Rebecca Schultz, Kate Brattlie, Sara Suick, Shelby Westover, Kim McAloon

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

Approval of Minutes from September 2018 Meeting – Angela motioned to approve the minutes. Jenny seconded.

Presidents' Report: Sarah Hart

- Admin Budget
 - Need a budget for things like stamps and copies
 - 100 in photocopies for things like the expect success night
 - Previously, items came out of leftover budget for things like the t-shirts that weren't purchased
 - We took what we had for the t-shirts when we discussed budget (\$1500) and added it to the enrichment budget for this year
 - If that doesn't get spent, we have leftover funds we can decide what to do with
 - Need to determine where stools and insurance should come out of
 - Amount to spend we are at a -\$310 as budget was not specified
 - In the past, this budget was about \$2500, which wasn't voted on during the previous year's meeting
 - In the past, 25% of all deposits were set aside to go into savings
 - Currently, deposits go into Operating Budget
 - Should only need to cover Operating Budget and the line items we have dedicated to line items
 - Craft fair budget should be available to cover a cancelation of the event for reimbursements
 - Discussion regarding this 25%, it was probably 25% into a don't touch fund part of savings
 - Were probably saving up for larger items when this was done in the past
 - In the future, when we make a motion to purchase something, we need to designate where it comes out of
 - Things like copies for the craft fair should come out of the craft fair budget
 - Michelle made a motion to create a line item to cover administrative costs for \$500, taken out of the savings budget. Erin seconded.
 - Jen made a motion to cover the stools, microwaves, and die cut machine out of the savings budget. Jenny seconded.
- Parent/Child Dance
 - A parent suggested a father/daughter dance

- Cambridge does one
- Easy to have a dj, bake sale, pay at the door, etc
- In Marshall, the father/daughter dance is fancy
- Then there is a breakfast with mom for mother/sons
- We do have same sex parents
- Could call it a sock hop
- Could be a “bring your hero” dance
- Sarah and Missy took on starting to brainstorm
- Dates are filling up fast for the gym
- Opera event is in January
 - Opera for the Young is coming during the school day and a performance at night
 - January 31st
- February has literacy event
- Spring fling in March/April maybe?

Treasurer’s Report: Rebecca Schultz

- Last month
 - Paid for teachers to have microwaves
 - Ms. Gosdeck asked to be reimbursed for some stools for her room, so we paid those
 - Craft Fair
 - Deposit for vendor
 - One cancelation/refund
 - \$4,175 in the budget
 - For last year, we were just under \$3,000 for expenses
- Insurance premium was paid for the craft fair
- Pizza order forms and monies being collected
 - About 15 each night last year, not as many received so far this year yet
 - Due Friday
- Harlem Wizards flier
 - Would have an event at night for the community
 - Flier given to Melinda

Principal’s Report: Melinda Kamrath

- Outdoor Sign
 - Passed around an option flier
 - Electrical is \$2000-3000 extra
 - Flier has 4 options ranging from 10,000-22,000 not counting electrical
 - Have brick left over from previous sign
 - Very labor intensive
 - Sign would be in about the same place as the small sign out there currently
 - Contractor isn’t available until the Spring
 - Need lighting in the background no matter what option, so you will need electrical and permits either way
 - Raised about \$5000 from laps for learning last year, could do that again this year

- Talk to other parents you know and see what others think
- Advertise for the sign and have a vote at Culvers to help designate the fundraiser towards that sign
- Pricing is an estimate
- Sign was dropped off the last capitol referendum – was a community based referendum
- Not sure teachers want to change the letters
- Discussion around focusing on the two LED options – C and D
- Need to just plan on about \$5000 extra for utilities
- Cambridge does a “donate here” page on their PTO website for their community, maybe once we know how much is needed to finish an effort
- Option – are you not able to come to the scoopie night, donate here
- Put the sign at the raffle table, scoopie nights, and craft fair
 - Vote at scoopie and raffle ticket
 - Melinda will take care of the signs
- Flexible Seating
 - Skipped discussion tonight
- Fall Enrichment
 - Kids with character event – Michael Smith
 - Still trying to book him in the Fall

Committee Reports

- Christmas in the Country Craft Fair –Shelby Westover, Wendy Cole, Karen Olson
 - Flier
 - 2 new fliers were created
 - Signs
 - Being worked on by the art department
 - Advertising
 - Not discussed tonight
 - Volunteer Lead and Sign-up sheet
 - Kim will send the link to the sign-up sheet to Melinda so it can go out on Skyward and on Facebook
 - Sarah sent an email with some volunteer opportunities
 - Updates
 - 7 booths left currently
- Craft Fair Raffle – Sarah Hart, Sarah Paoli
 - Updates
 - Prizes coming in already
 - Will send raffle tickets at conferences
 - Michelle will help Sarah
- Culvers Share Night – Kate Brattlie
 - Updates
 - Still need a few volunteers, a few people signed up during the meeting
- Pizza for Conferences
 - Updates

- Need some plates and drink coolers this year
 - Hand out pizza at the raffle ticket table to bring people to the table
 - Skyward reminder on Wednesday – Michelle will send info to Melinda
- 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

- Thank you for the welcome gifts

Other Business

- Wall Murals
 - Some vinyl is already printed
 - Lots of interest in helping with this on the facebook page
 - Need vinyl up high, kids pick at it
 - Could always paint if the vinyl gets good reviews
 - Stairwell is an option
 - Suggestion is to have a volunteer day and have anyone that wants to come help
 - Bathroom is the suggestion, chalk paint type options
 - Art club could help
 - Machines can also print stencil
 - Melinda gave approval to put together some design ideas
 - Student council also has money they can put towards supplies
 - Kids could help if it was stencils
 - Geri is going to put together some ideas for the bathroom stalls
- Clothing Drive
 - Deerfield clothing, Embroidery Professionals could host this event for us
 - Charge a few extra dollars to help raise money
 - Order it through EP, pick it up from them, so hands off from PTO members
 - Make a contract with EP to kick it off
 - Choose from certain items
 - Supports a local business
 - Christmas present idea
 - Rebecca and Tracy said they would look into what the options are

Meeting Adjourned at 7:42 pm