**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**