**PTO Meeting Minutes**

**Deerfield Elementary School**

**November 5, 2018**

**Deerfield Elementary IMC**

**Attendees:**  Sarah Hart, Kate Brattlie, Rebecca Schultz, Jenny Anderson, Amy Matheson, Sharyl Fuerstenberg, Chryshelle Meteye, Michelle Schwab, Shelby Westover, Kim McAloon

**Call Meeting to Order:** - Sarah called the meeting to order at 6:32 pm

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

**Presidents’ Report:** Sarah Hart

* No new topics

**Treasurer’s Report:** Rebecca Schultz

* Fridge Repairs
  + Ice maker hasn’t been working since 9/15
  + $125 for repair person from the company the fridge was purchased from to come out to look at it, that doesn’t include the actual fix
    - Have had the maintenance staff try to fix it with no luck
  + Ice maker on amazon is $130-$200
  + Would like to wait until after the craft fair to see what money comes in from that event
  + Discuss next meeting
* Current Budget
  + $300 in profit from pizza night
  + $2400 in checking
  + $250 cash donation
  + $15 cash donation
  + Some raffle ticket money has come in
  + Few vendor refunds
  + Some expenses for the craft fair
  + DES Die Cut machine was also paid for
  + Just under $12,000 in our Savings
  + Amount to Spend - $325 left out of the $500 we put in this miscellaneous fund
* Craft Fair budgets
  + Last year’s craft fair made about $8000
  + Last year spent $559 on advertising
  + This year - spent $450 for two weeks on advertising, decided not to do the last week in advertising. In the end, will spend about $1000 on advertising
  + One advertising push on the FB page this year, spent about $40, reached 4300 people with over 200 responses
  + Will gather a list of where everyone is coming from when they enter the craft fair to see where our advertising is reaching
  + Spent less on tickets this year, should be about the same revenue from the tickets this year
* Deposits
  + Bulk from the vendors
  + Raffle tickets

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

* Outdoor Sign
  + Community donations have come in for the sign already
  + Waiting on Able Signs to create professional looking displays
  + Discussion around moving forward with purchasing
    - There is about $4000 left from Laps for Learning that could go towards the sign already
    - If we put $15,000 in our savings towards the sign, we could use the extra $4000 and that would cover the base cost of Option C
    - We also have the craft fair coming up, another Scoopie night and pizza for conferences, so more money will come in to spend for the rest of the year
    - It will be about $26000 total for the Mac Daddy sign, $23000 for the Option C sign
    - Sign would say donated by PTO, so we should fund at least 75% of the total cost - $17250 for Option C, $19500 for Option D
    - Shelby made a motion to spend $18,000 towards the purchase of the sign for the rear entrance to come out of a combination of the savings and fundraising proceeds. Kate seconded.
    - Sarah and Rebecca will work after the craft fair to figure out what we have and what we need to raise to make this amount of money.
* Flexible Seating
  + Deerfield Lions Club donated $500 to purchase for under the skylight
  + This will purchase 4 pieces that fit together that can be used as seats or a table
  + Additional fundraising after the purchase of the sign will be put towards this furniture
* Fall Enrichment
  + Have sent out 5 requests to companies, but 4 have turned us down already
  + Waiting on a response from the last one

**Committee Reports**

* Christmas in the Country Craft Fair –Shelby Westover, Wendy Cole, Karen Olson
  + Day shifts are covered
  + Still need help with parking, tear down and setup
  + Raffle sales are happening
  + Vendors are full
  + Signs are taken care of
    - Would be nice to make a donation to the art club
    - Kate made a motion to spend $100 from the craft fair budget for a thank you and to cover supplies, Jenny seconded. Kate will write a thank you note
  + Budget/Sign-in Sheet
    - Over budget
    - Going to ask people where they are coming from when they enter the craft fair
* Craft Fair Raffle – Sarah Hart, Sarah Paoli
  + Have about 30 now, not including all the vendors that will bring something
  + Should have about 90 donations
  + Sarah has some cash donations she will give Rebecca tonight
  + $500 to CTW, $300 Wilderness, $250 cash, $150 Amazon GC
* Culvers Share Night – Kate Brattlie
  + $630.17 earned
  + Another planned in the Spring
  + Contest per grade per hour
  + Culvers will donate a custard party for the winning grades and will bring Scoopie out
* Pizza for Conferences
  + Recap done in the Treasurers report
* Spring Fling Dance – Sarah Hart, Missy Felio
  + Friday night in April
  + Gym should be available one of those nights
    - PTO has access to book the facilities
  + 5:30-8ish
  + Bake sale
  + Extra activities for the kids
    - Cornhole
    - Ladder golf
    - Art stations
  + Family dance
    - Might be better than parent/child for inclusiveness
    - Open it to other age children even if not in school yet
  + Max capacity is 1000 in the gym
  + Need to figure out pricing as well
    - DJ from high five day is 400-500
* Clothing Fundraiser – Rebecca Schultz, Tracy Curtis
  + Drive is up and running
  + Partnered with Embroidery Professionals
    - Easy to work with
  + Quick turn around
  + Link was shared with the Deerfield Group Facebook page as well
* 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 new topics

**Other Business**

* Wall Murals
  + Not discussed tonight

**Meeting Adjourned at 7:30 pm**