**PTO Meeting Minutes**

**Deerfield Elementary School**

**March 12, 2019**

**Deerfield Elementary IMC**

**Attendees:**  Kim McAloon, Missy Felio, Angela Behm, Elizabeth Tebon-Moerke, Melinda Kamrath, Kristin Leigh, Allison Ledbury, Heather Wallace, Michelle Schwab, Karen Olson, Rebecca schultz

**Call Meeting to Order:** - Sarah called the meeting to order at 6:33 pm

**Approval of Minutes from February 2019 Meeting** – Heather moved to approve the minutes. Angela seconded.

**Presidents’ Report:** Sarah Hart

* No new topics

**Treasurer’s Report:** Rebecca Schultz

* Paid for babysitting last month
* Deposits for vendors for craft fair
* Amazon Smile deposit of $35.76
  + Went to operating budget
* Some pizza fundraiser checks coming in
* $3800 in deposits for next year’s Craft Fair at this time
* $8200 in Operating Budget
  + Teacher Appreciation Week and Spring Fling will come out of this
* Took $500 out of Enrichment Budget for the Spring Fling for this year
* Still have $2300 in Enrichment budget we can use yet this year

**Principal’s Report:** Melinda Kamrath

* Outdoor Sign Plans
  + Reviewed Able Signs quote
  + Sign is 2 sided and will be seen from the road, not coming up the driveway
  + $22,756 total quote
  + Board reviewing next week Monday to approve it
    - $13,653.60 needed up front
    - Still working out how this will be paid, from us or ½ from us, ½ from school
  + Permit fee has been paid
  + PTO Donated $18,000
  + Laps for Learning May 13th, generates close to $5,000 to go towards the remainder
  + Maybe put a PTO sign in the brickwork on the bottom/in the landscaping
  + Will talk with Lee Recreation about a sign idea
  + Dates to come once quote is signed (upon approval from the board)
* Playground Sun Shades
  + Meeting with Lee Recreation on Thursday
  + Will be bringing a variety of ideas for us to consider
  + Will have to determine costs once we see options
* Enrichments
  + An author is coming in
  + No other enrichment planned for the school year
  + Recommendation to keep the same budget for next year, however
  + Some events are booked for the Fall
    - 3 Screen Event
    - Stoughton Dancers
* Field Trips
  + Someone asked about field trips for kids that can’t afford it
  + Could make a donation to the DEAR fund, which is run out of the high school
    - Goes towards a variety of causes, such as lunch payments, field trips, athletics, etc

**Committee Reports**

* Craft Fair – Shelby Westover, Wendy Cole, Missy Felio, Michelle Schwab, Karen Olson
  + No updates
* Craft Fair Raffle – Sarah Hart, Sarah Paoli
  + No updates
* Culvers Share Night – Kate Brattlie
  + April 9th
  + Will need volunteers
  + Probably ask for volunteers soon on the Facebook page
* Pizza for Conferences – Michelle Schwab
  + 27 orders, in the Fall it was 35
  + Have drink containers, everything is ready to go
  + Jen is going to pick them up
* Glow Family Dance – Sarah Hart, Missy Felio
  + Announcement came home today
  + Ordering decorations and supplies soon
  + Photo Booth 6:30-7:30, Tessa D, $150
    - Free for families
  + DJ is booked
  + Snack sign up will be coming soon
    - String cheese, go gurts, cuties, baked goods
    - Goodwill donation
  + Committee is going to lead things
  + Beach balls, glow sticks
  + Maybe an announcement to remind parents to chaperone their kids, no drop off – Melinda will coordinate a message on Skyward
  + Asking the group for $150 for extra funds for decorations/supplies, have room in Enrichment budget
    - Michelle made a motion to move $150 to the dance budget from the Enrichment budget. Angela seconded.
* Clothing Fundraiser – Rebecca Schultz, Tracy Curtis, Keleigh Gassen
  + No updates
* School Kidz - Kim Klein, Kate Brattlie
  + Should have everything almost ready to go
  + Dates were submitted to the company yesterday
  + As long as those dates are approved, paper forms will be handed out/online ordering open March 22nd
  + Paper forms will be due back to school on April 12.
  + Online ordering should close April 18th, but nothing could be submitted after this date so maybe we should tell people it closes on the 12th as well?
    - Agreed to close both on the 12th
  + Pickup will be August 6.
* High Five Event – Sarah Hart, Victoria Larson
  + Dunk tank is reserved
  + Should be under budget
* Teacher Appreciation Week – Allison Ledbury, Rebecca Schultz, Michelle Schwab
  + Good start on things
  + Sign up genius will be setup soon
    - Sign ups for 3 meals
    - Catering for 2 meals
    - Maybe on the sign up sheet ask for monetary donations towards the catering if people don’t want to shop
    - Need to work out logistics on this
    - Bring some more information/costs to the April meeting
* Supply Drive – Kim McAloon
  + 168 items on the wish list
  + 7 packs of 200 laminating sheets were not purchased
    - 1 pack of 10 is $5.89 on Amazon
    - Items were copy/paste
    - Melinda and teachers will help gather what is actually needed so we can make a proposal
  + 1 Penny Drop Game was not purchased
    - $23 on Amazon
    - Not going to cover this at this time

**Teacher’s Report**

* Covered thank yous during school supply section
* Topic about teacher appreciation gifts
  + Spending money/stress on the gifts isn’t as important to the teachers, they would rather see money go back to the students or more time for the teachers
    - Examples were having someone come into the classroom to let the teachers take a bathroom break or extra watchers at recess
    - Anything to save a little time would be of more value

**Other Business**

* Wall Murals – Geri Waack
  + No updates
* Parents Night Out – Geri Waack, Karen Olson
  + Wondering what the regulations are according to the school
  + Would need to be supervised and a custodian will have to be on site
  + Geri and Karen will gather some more ideas
* BP Fundraiser – Angela Behm
  + No updates
* Scrips – Angela Behm
  + Can’t involve the kids or the office
  + Neat idea, good way to make extra money
  + Really big time commitment
  + Could try it out for one round, maybe around the holidays
  + May make more sense to talk about it in the fall
* Ragnar – Kim McAloon/Rebecca Schultz
  + Looking for volunteers to staff the Deerfield exchange location
  + Would need to staff 5-6 people on site all day May 18th
  + Hours would be 6:45-4:30
  + Volunteers would be recording times and directing parking
  + Could do multiple shifts, but need to have 5-6 people all day
  + If we staff it, we would make $500
  + Have 5ish volunteers so far
  + Sounds like we have a few more volunteers, Sarah and Kim will start getting the word out
* Sensory Pathways – Sarah Hart, Missy Felio
  + Melinda said these will need to be placed in only certain spots, maybe outside the office due to traffic in the hallways
  + Concerns about how the floor cleaning/waxing would handle this
  + Requires 5 coats of wax to secure them
  + When wax stripping happens, you don’t strip it down all the way
  + May last a year or two without wax, or until you take them off if you wax them appropriately
  + 2 different companies, Cottage Grove purchased 2, went with the $300 option

**Meeting Adjourned at 7:57 pm**