**PTO Meeting Minutes**

**Deerfield Elementary School**

**September 10, 2018**

**Deerfield Elementary IMC**

**Attendees:**  Heather Wallace, Sarah Hart, Angela Behm, Kayla Ortiz-Ferguson, Kate Brattlie, Stacey Kimmel, Jenny Anderson, Michelle Schwab, Chryshelle Meteye, Tricia Schroedl, Kim McAloon, Bre Drobac, Shelby Westover, Rebecca Schultz, Jen Lees, Wendy Cole, Jamie Strehlow, Melinda Kamrath

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

**Approval of Minutes from May 2018 Meeting** – Sarah agreed with the notes that were made in May. No one was present that was at the May meeting to approve the minutes.

**Presidents’ Report:** Sarah Hart

* Expect Success Night Recap
  + Tried to pull more people in attendance for PTO so PTO had a booth
  + Seemed to help
  + Also had a booth at the registration night
  + May need some additional representatives at the booths next time
  + Michelle has become the Social Media committee lead to try to get more presence at the meetings
    - Tuesday Newsdays get stuffed every Tuesday
    - Could use more people to help
    - 8:00 Tuesday mornings
* 2018-2019 PTO Meeting Dates
  + Sept 10 – Monday
  + Oct 9 – Tuesday
  + November 5 – Monday (Monday before the craft fair)
  + December 12 – Wednesday
  + January 10 – Thursday
  + February 13 – Wednesday
  + March 12 – Tuesday
  + April 8 – Monday
  + May 9 – Thursday
* 2018-2019 Fundraising Goal Overview
  + Quick overview regarding the upcoming discussion about savings spend

**Treasurer’s Report:** Rebecca Schultz

* 2018-2019 Budget Overview
  + Paid for one backpack for the schoolkitz program that was missed
  + Discussed sheets with savings, expenses, and ending balanced
  + For the high five celebration last year, we budgeted $350 for the DJ, but ended up spending $450
  + Operating budget and expenses – we were over last year by $1,600 dollars for the sound systems
    - Savings is substantial enough to cover this overage
  + Few deposits over the summer for the craft fair
  + 2018 School year
    - Paid Teacher welcome baskets reimbursement - $325.39
    - Added a deposit for a vendor
    - $6,900 left in budgets that is open for spending
* 2018-2019 Savings Spend
  + Need to start spending some of the extra money in the budget
  + Dictate some of the upcoming fundraisers towards specific goals
  + Discussed this during the Principal’s report

**Principal’s Report:** Melinda Kamrath

* 2 Teachers’ Lounge Microwaves - $84.38
  + Kate made a motion to cover the cost of the 2 microwaves. Stacey seconded.
* Die Cut Machine - $400 plus stamp sets
  + More efficient machine, larger, more options
  + Jen Lees motioned to fund the die cut machine and Heather Wallace seconded.
* Other 2018-2019 Capitol Needs
  + Outdoor sign for the DES - $10,000-$15,000
    - Discussion about the median making that intersection sort of dangerous so putting a scrolling sign may not be the best idea, plus power down there may be difficult
    - Could do many other types of signs
  + Set on Chromebooks for 7-12 grade
  + Mini iPads are easier for the elementary aged students - $7,000
    - Mrs. Perucco is proposing a cart of 20 iPads
  + Murals to make the school more appealing
  + Paintings/sayings/facts on the bottom of the stairs
    - Nothing in the stairways currently
    - Students can help paint as well
  + Banners
  + More flexible seating - $5,000
    - Modular, low to the floor furniture that can be used as a desk or a seat
    - Many students read on the floor under the skylight and in stairways
* Initial conversation by the group recommends the outdoor sign and the flexible seating options
  + Melinda will gather costs for these two items so we can discuss at an upcoming meeting
  + Historically the PTO kept funds to cover receipts for the craft fair and budgets in the savings account, additional can be spent
  + Idea was to get some mock-ups so we can promote them during upcoming fundraisers at the craft fair, Culvers, etc
* Enrichments
  + 2018-2019 Plans
    - Opera is booked for January 31st with an afternoon show and an evening performance for families
    - Would like to book another one for fall and another for April
    - Will need assistance gathering volunteers if needed
* Clothing Drive Idea
  + Optional fundraiser to hold a clothing drive
  + Similar to how the volleyball team does theirs
  + Could charge a few extra dollars as a fundraiser
  + Could see if Embroidery Professionals is willing to host this for us
    - Discuss this next month

**Committee Reports**

* Christmas in the Country Craft Fair –Shelby Westover, Wendy Cole, Karen Olson
  + Flier
    - Karyn Saemann redid the flier already
    - Need to re-add the donation of a food item to get a free raffle ticket
  + Signs
    - Old signs are still downstairs
    - Idea about a senior project or the art club
    - Jen will have Justin pick them up and take them to Nick to make them in the shop. Wendy will send Carrie Schmidt an email about doing the art on them
  + Advertising
    - Need a volunteer to help from home to get advertising out to the paper and Facebook site
    - Need to get information to the Wisconsin Travel Association and local cable channel
    - Email Wendy if you would like to volunteer
  + 2018 Plans/Progress
    - 18 spots still available
    - Could use another volunteer to help Shelby and Karen
    - Discussion about cost to get in and for the booth
      * Recommendation is not to raise the price for the booths since they were raised 3 years ago
      * Need to add in where the money is going to on the flier or on a board at the entry so people know where money is going towards
      * Discussion to increase the entry fee to $2. Cambridge is $2
      * Kate made a motion to increase the fees to $2 and kids under 12 are free. Wendy seconded. Wendy will get fliers and ads updated
  + Need to get the volunteer spreadsheet posted to gather volunteers and get reminders out there
    - Need a volunteer to take over this responsibility
    - Jen is willing to help guide this person
    - Need to discuss next meeting if we don’t get a volunteer
* Craft Fair Raffle – Sarah Hart, Sarah Paoli
  + 2018 Plan/Progress
    - 3-4 top items typically on the raffle ticket, Sarah has secured 2 of them so far
    - Need to get all of the donor letters out before the next meeting
    - Then will start sending raffle tickets home with students to sell via Tuesday Newsday
      * Also hand out at Parent Teacher Conferences
* Culvers Share Night – Kate Brattlie
  + 2018-2019 Plans
    - Looking into dates in October and early November, then we could get another one in March
* Welcome Baskets – Jen Lees
  + No updates
* School Kidz - Kim Klein, Kate Brattlie
  + Recap
    - 178 Kits ordered
    - 50 Headphones
    - 9 Backpacks
    - 2 Lunch Bags
    - 1 Food Container
    - $525.93 Profit
  + 2018-2019 Planning
    - Contract Signed
  + At least 10% discount guaranteed
* Pizza for Conferences
  + Need Committee Lead
  + Need a little more advertisement this year
  + Fall conferences - October 18th, October 22nd
  + Jen Lees is willing to pick-up the pizzas again
  + Michelle will help coordinate the orders
* High Five Event – Sarah Hart, Victoria Larson
  + No topics
* Teacher Appreciation Week – Kate Brattlie, Jen Lees
  + No topics

**Teacher’s Report**

* Stools for Ms. Gosdeck’s classroom - $48.65
  + Wendy made a motion to cover the cost of the stools. Bre seconded

**Other Business**

* Sweetheart Dance
  + Will discuss next month
* Lego Robotics Program
  + Will discuss next month
* Wall Murals
  + Will discuss next month

**Meeting Adjourned at 7:35 pm**