

# PTO Meeting Minutes

May 12, 2008

**Location:** Deerfield Elementary School Library

**Present:** Beth Vander Grinten, Kelli Ezzell, Mark Becker, Kristin Leigh, Sheryl Norton, Natalie Cwik, Patti Knapp, Anna Ehrhart, Amy Graves, Gail Moynihan, Karen Witt, Dawn Johnson, Julie Schifano, Jamie McCabe, SuAnn Bartenhagen, Erik Witt, Peggy Pope, Joanne Polk, Kristy Staszak, Carolyn Eschmeyer, Jan Tetzlaff, Kristin Wild, Becky Collar, Michele Wee and Lesa Herms

**Meeting Called To Order:** 6:35 pm

## **Committee Reports:**

- PTO Officers/Committee Reports
  - Treasurer's Report – Sheryl Norton
    - ✓ Balance as of 05/12/08 is \$4,396.33 in checking and \$2,200 in savings.
    - ✓ Remaining expenses are estimated at \$730 and remaining income is estimated at \$500. After allocating \$1,000 to savings account and \$1,000 to check book for carry over, the remaining funds available are estimated at \$2,166.33 for the 2007/2008 school year.
  - Character Education Day – Patti Knapp
    - ✓ We have enough volunteers, however, any parents wishing to help may still come for the day.
    - ✓ Erik Witt is donating the Kettle Corn for one of the snack breaks. Students will have an opportunity to purchase one additional bag to bring home at the cost of \$1. The popcorn will be delivered to the classrooms. All of the information will be on the character education day flyer. Patti Knapp will be sending the flyer out the week prior to Character Education Day.
    - ✓ The Dunk Tank will be free this year and is considered one of the stations the students will stop at. Thank you to Jamie McCabe and her friend Heather Hanson for the donation!
    - ✓ Ice Cream cups (10 – 48 count boxes) will be ordered through the school for the afternoon sundaes. Anna Ehrhart will purchase the Sunday toppings.
    - ✓ Freeze Pops will be offered to all students following lunch as they enter the playground – aides to distribute as they enter the playground, one per student. Beth Vander Grinten will be purchasing the freeze pops.
- Principals Report – Mark Becker
  - We just had the Health Fair on May 1<sup>st</sup> for grade 4-6, and grades K-3 had a presentation on May 8<sup>th</sup> from Alliant Engery. Comment made to PTO about the Healthy Snack containing peanuts. Discussion included that alternate snacks were available to those with peanut allergies.
  - The Irish Dancers provided coupons for a free lesson. They are not honoring the coupon as stated, instead, they are only honoring with a membership.
  - Character Education is in full swing, thank you PTO for organizing the snacks and volunteers.
  - The Open House previously scheduled in September each year is being considered as an August event, prior to the school year beginning. Discussion included using this as a Meet & Greet open house for new students, getting acquainted with

teachers and students, and utilizing this as a ribbon cutting ceremony for the new climbing wall in the gym. It was also suggested that we have it as a potluck start and a Meet & Greet to follow. These were only suggestions and this will be discussed at a DES staff meeting coming up soon. More details will be provided once it has been finalized

➤ Teacher Representative Report – Kristin Leigh

- THANK YOU PTO for an outstanding Teacher Appreciation Week! Treats were provided by DES staff to thank the PTO for all that they do for the students, staff and school.
- Joanne Polk discussed Young Authors Day and what it means to our students and staff. She encouraged continuing the program and quoted comments from teachers in support of it. She asked the PTO to make a decision whether they will continue to fund this before the end of the school year as the Author and/or Storyteller is contracted during the summer months.
- Darnell Reppen is coordinating a third book fair May 19-23<sup>rd</sup>. All books are being offered for ½ price. A few volunteers are still needed, please contact Darnell direct if you are able to volunteer for a shift.

➤ New Business

- Becky Collar brought up concerns about the soccer field on the DES property. This field is currently being used for soccer practices by the community and is considered hazardous in the condition that the field is in. It is not level, contains numerous rocks etc. It was also brought up by another parent that this field is used for character education day and summer school. Goals were donated for the field, what plans does the school have to make this less hazardous for our students and community members who use it? Mark Becker will be checking into this.

➤ Old Business

- Book Fair – Darnell Reppen
  - ✓ There will be a 3<sup>rd</sup> Scholastic Book Fair being offered with ALL books being offered at ½ price. A few volunteers needed for this book fair, please contact Darnell Reppen if you are able to help.

➤ Other

- Staff Request
  - ✓ The classroom teachers are in need of playground equipment (ie: balls and jump ropes). They would like the PTO to consider purchasing them again.
    - Motion made by Kristin Wild to spend \$1,000 on playground balls and jump ropes, to be distributed equally to each DES K-6 classroom, 2<sup>nd</sup> by Becky Collar. Discussion included making sure that each classroom received equal amounts of equipment. Also, it was suggested that no Frisbees be purchased. All approved – Motion Passes.
      - NOTE: Kristin Leigh will be ordering the playground balls and jump ropes on behalf of the DES classroom teachers.
- 2008/2009 Budget
  - ✓ The budget discussion looked at the existing 2007/2008 budget and making comments and recommendations for each item. Following is what was decided by majority vote:
    - \$2,000 for Enrichments
    - \$800 for Teacher Appreciation Week

- \$1,000 for Young Authors Day
- \$600 for Character Education Day
- Market Day
  - The DES PTO will retain 100% of all profits made from market day, with the following exceptions:
    - Each Grade (K-6) will sponsor one market day between October and May. Following the market day that they sponsor, that grade level will receive \$75 to share.
    - The September market day will be sponsored by the MS/HS PTO and 100% of the profits made from the September market day will go the MS/HS PTO as long as they provide all of the help for that month. If sufficient help is not provided, the DES PTO will retain the profits for that month.
    - Each grade level (K-6) will have an opportunity to choose their month to sponsor market day. Once all grade levels have been given the opportunity to make their choice, the remaining month will be allotted to the Bridges program. Bridges will receive 100% of the profits made from their assigned month as long as they provide all of the help for that month. If sufficient help is not provided, the DES PTO will retain the profits for that month.
- \$100 for Health Fair
- \$100 for Open House Teacher Dinner
- \$150 for Homecoming Candy and Bags
- \$350 for PTO Today & Manager
  - Discussion included revisiting this when the contract is up for renewal.
- \$160 for Liability Insurance
- \$50 for Administrative Professionals Day (\$25 Gift Certificates for Judy Storms and Karen Stenjem)
- \$200 for WKCE Testing Snacks
- \$175 for an all school Root Beer Float party
- Motion made by Carolyn Eschmeyer to approve the items listed above for the committees as a budget guideline for expenditures for the 2008/2009 school year. If committee expenditures vary significantly (more than 10%) additional approval is needed, 2<sup>nd</sup> by Erik Witt. All approved – Motion Passes.
- ✓ Babysitting – The babysitters at the PTO meeting currently receive \$7 per babysitter per meeting. It was recommended that the amount be increased to \$10 per babysitter per meeting.
  - Motion made by Becky Collar to increase the amount to \$10 per babysitter per meeting, 2<sup>nd</sup> by Amy Graves. Discussion included this is absolutely worth it. All approved – Motion Passes.
- Remaining Funds available from the 2007/2008 school year
  - ✓ There is approximately \$1,166.33 remaining funds available from the 2007/2008 school year. It was suggested to place this money into the savings account. NOTE: There is already \$1,000 being placed into the savings account. This amount would be in addition to that.

- Motion made by Anna Ehrhart to place the remaining funds of \$1,166.33 into the savings account, 2<sup>nd</sup> by Carolyn Eschmeyer. All approved – Motion Passes.
- 2008/2009 Nominations or Re-elections
  - ✓ Co-Chair
    - Peggy Pope was nominated as Co-Chair for a 2-Year Term by Natalie Cwik, 2<sup>nd</sup> by Julie Schifano. No other nominations were received. She accepted the nomination. All approved – Peggy Pope is the new Co-Chair.
  - ✓ Secretary
    - Beth Vander Grinten was nominated to extend her term as Secretary for a 2-Year Term by SuAnn Bartenhagen, 2<sup>nd</sup> by Jamie McCabe. She accepted the nomination. Lesa Herms was nominated as Secretary for a 2-Year Term by Dawn Johnson, 2<sup>nd</sup> by Kristin Wild. She accepted the nomination. A paper vote was called – Beth Vander Grinten is the Secretary.
- 2008/2009 Committee Chairs
  - All Committee Chairs will retain their positions with the following exceptions:
    - Teacher Representative – Kristin Leigh and Joanne Polk (Joint)
    - Volunteer Coordinator – Jamie McCabe
    - Santa Secret Shop – tbd in September

➤ Adjourn – 8:25 pm

## Quick Contact Reference – PTO Members:

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