

# Pigeon River PTO Meeting Minutes

Monday, September 10, 2018

*Multi-purpose Room 5:30 pm*

1. Robo Calls for PTO meeting reminders – Carissa
  - a. Discussion to just leave calls on Monday rather than Friday with fear of forgetting come Monday and a call both is too redundant
  - b. Carissa will take care of reminder emails to Darlene monthly to send out robocall on Monday to remind parents of PTO meeting
  - c. Suggestion to get a sign to put in front yard like dine out sign we had made.
    - i. “PTO meeting tonight” sign
    - ii. Additional sign with generic “PTO event tonight”
    - iii. All in agreeance to purchase these two signs
  - d. Carissa will provide key points of agenda to Kelly/Darlene to be included in the robocall to capture attention
2. Playground Equipment – Beckie B.
  - a. Creative Play had been trying to get playground equipment as there is lack for them with the younger kids. However, city will not allow so close to Pigeon River’s.
  - b. St. Dominics has fairly new playground equipment and no longer have a school – possibility of getting this since school now only has one area for recess for all students.
  - c. Beckie will check with Mrs. Fritz regarding information and pass along to Andrea D. who will talk to St. Dominics
3. Buddy Benches – Carissa
  - a. Two artists painted the benches and they are currently outside the gym/multi-purpose room
  - b. One of the benches currently need clear coat – Eric T. will take care of this
  - c. Kelly indicated that once the need arises for the benches, they will be placed outside. The logistics of the playground is different this school year as only one playground is now being used for all ages.
4. PTO Closet – Beckie/Carissa
  - a. The PTO closet is now located in the gym – part of the room that used to house the lunch tables. Everything from the closet had been sitting in the gym all summer.
  - b. Beckie and Carissa organized and put everything back – as organized (and labeled) as possible
  - c. Coke bottle wooden case was in the closet – not known who this belongs to or what it’s origin is. Dean suggested it might be from years ago when there was a sort of carnival. Kelly will send out a staff email to see if it belongs to anyone, otherwise it will be donated.
  - d. Door is locked with general classroom access key – no key specific to this door anymore.
5. Theme for the year – Kelly
  - a. “Ready, Set, Learn” is the theme for the year which can be seen in signage and decorations throughout the school and will continue to be used all year.
  - b. This theme can be incorporated in to the events PTO does throughout the year, if so desired.
6. Goal for 2018-2019 School Year – Carissa
  - a. Current Account Balance - \$5161.07
  - b. Technology is a huge need in the school as we’ve discussed in years past
    - i. One major need: both current and ongoing, is LCD projectors – both new and replacements. There is no specific long-term plan for replacement.
      1. There is not one currently in the multi-purpose room or the gym– the cost would be \$1000-\$2000 (a guess).
      2. Classroom replacement projectors cost about \$600 and many will need replacing in the next few years.
    - ii. Technology is not included in any budget – this must come out of the overall school budget which is already spread thin.

- c. Going forward, we will continue to split all fundraising profits 3 ways for a “big picture” item purchase (use “sign account” for this). A third will continue to go to PBIS.
  - d. A survey will be created and sent out to parents/teachers with what needs they see for the school— Kelly & Carissa will work together on this.
7. Opt Out Form for Fundraising – Carissa
- a. There are 15 new students plus the new families with students in the two kindergarten classes – none of these would be familiar with our fundraising or opt out we sent last year.
  - b. We decided to again send this out with our first fundraiser – Cherrydale. Carissa will get form to Nicole T to be included with packet – wording changed slightly, specific to each fundraiser.
  - c. An “opt out” form will be sent out with each and every fundraiser – change wording to each fundraiser (Cherrydale, Brat Fry, Sock Hop, Color Run) as an option to simply send in a donation if the family is not able or interested in participate in fundraising.
8. Cherrydale Fundraising – Nicole T.
- a. Pigeon River will earn 50% of all profits for this fundraiser
  - b. Matthew will be here this Friday (Sept 14<sup>th</sup>) at the assembly during school – Nicole T will get packets together to give to the teachers on Friday
  - c. Orders are due September 25<sup>th</sup>/ Order pick up is October 25<sup>th</sup>
  - d. PTO will award prizes to reading buddy classes
9. Fall Family Night – Nicole T.
- a. This event is scheduled for October 19<sup>th</sup> at school with help of teachers
  - b. Volunteers will be needed for the different game stations and other activities
  - c. Committee: Nicole T, Nicole H, and Kelly DeRuyter
  - d. Will again have pizza, water, and healthy food option
10. PTO Plans for the Year – Look forward to.... – Carissa
- a. Carissa will put together a “what to watch for, sponsored by the PTO...” activities an events
  - b. This will include all ways money is raised and also dates of different events
  - c. Similar flyer was sent out at the end of the year, changes can be made to include information that was missed: box top competitions, teacher requests etc.
  - d. Anticipation to have this sent out in Friday folders
11. Box Top Competition – Carissa
- a. Two box top competitions will be held this year – November & April
  - b. Teams will continue to be Book buddy classes to earn prizes
  - c. This will be included in the PTO flyer as mentioned in topic #10.
12. Photos taken during Fall Family Night (and other events) – Carissa
- a. Will check with Photography Club if they are able to do this for us (at all events) – photos to then be shared with Kelly for Facebook page and other things as needed.
  - b. Volunteers and PTO members will also try to be conscious to take photos during the night and activities.
13. Volunteer Dates – Carissa
- a. Suggestion to contact National Honor Society to see if they would like a list of dates we would like volunteers – to plan ahead – or if they prefer to be contacted a week or two prior.
  - b. Events where volunteers could be used: Jamboree, Sock Hop, & Fall Family Fun Night
  - c. Nicole T. will contact NHS National Honor Society director to find out
14. Room Parent Finalization – Carissa
- a. This discussion was had in May and no decision was ever made or real consideration made
  - b. Kelly asked “What purpose does the room parent serve? PTO or the classroom and school as a whole?”
    - i. Purple forms were sent home and not many parents marked interest in helping in the classrooms

- ii. This would mimic what has already been asked – and really is for the purpose of the PTO more-so than the classroom.
  - c. No further movement – decision that nothing will be done to implement room parents at this time.
15. Vendor Fair / Sign & Drive – Carissa
- a. This event is scheduled for November 3<sup>rd</sup>.
  - b. Sara Landgraf is the head of this event and works with the teachers to get the needed volunteers, run food sales, etc.
  - c. A request will be sent to Sara to include Sign & Drive information on Vendor Fair flyer
    - i. No harassment from dealership afterwards
    - ii. \$10 earned per driver
    - iii. Etc.
16. Teacher Favorite Sheets or Giving Tree – Carissa
- a. Suggestion to have teachers give ideas of gifts they'd like to receive
  - b. Giving trees could be created for each classroom so parents can give gifts that are needs in the classroom
  - c. These “trees” could be put out at parent/teacher conferences in November and also in December for the Holiday sing – somehow displayed in the hallway.
  - d. Carissa contacted Mary Starnitcky to see if this is a project the Art Club would be willing to take on
17. Recap of PTO funds raised and activities put on for an end of year video/handout – Carissa/Kelly
- a. PALS (Port Washington – Kelly Blum’s children’s school) made a slideshow at the end of the year, sent to parents, with all the money raised for different events and purchases made with those funds.
  - b. We made a basic handout but did not include a lot of details.
  - c. Ask teachers to take photos of things being used that are purchased by PTO.
  - d. PTO will make a conscious effort to get pictures of all events and things sponsored and/or paid for by PTO fundraising.
18. Other Business:
- a. Carissa suggested that some sort of a donation jar be put out at all events for donations – people might be willing to throw in a few dollars at events that they enjoy to support. This will start at the Fall Family Fun night.
  - b. The brat fry is scheduled for January 19<sup>th</sup>
  - c. PTO will continue to support Wednesday at the Movies with Mr. Carcara by providing popcorn and supplies
  - d. Kelly will work with Cheri to have a wish list for teachers at the Book fair – and a way to make sure parents know this exists!

In Attendance:

1. Kelly Blum
2. Nicole Traas
3. Beckie Bruntjens
4. Carissa Ott
5. Nicole Sargent
6. Kelly Deruyter
7. Andrea Daun
8. Eric Traas
9. Dean White
10. Joy Cantrall