



Parent-Teacher Organization

Meeting Notes

September 13, 2021

9:00 a.m. in Staff Lounge

1. Welcome & Roll Call

- a. President – Laura Jester
- b. Vice President – Heather Farley
- c. Treasurer – Brenda Wood
- d. Senior Part Treasurer – Stephanie Heiberg
- e. Secretary - Nicole Trebil
- f. Communications - OPEN
- g. Event Coordinator – Kelly Robert
- h. Staff Appreciation – Sarah Fahning
- i. Student Directory -Jill Szczepaniak - absent
- j. Social Media - Andrea Miller - absent
- k. Volunteer Coordinator – OPEN
- l. Website – Tracy Bredehoft - absent

2. Approval of Minutes – Action Item

- a. May 3, 2021 (attached)

MOTION to approve minutes from May 3, 2021 PTO meeting by Kelly Robert, second by Brenda Wood. Motion passes unanimously.

3. Approval of New PTO Board Members – Action Item

- a. Heather Farley as Vice President
- b. Stephanie Heiberg as Senior Party Treasurer

MOTION to approve appointment of Heather and Stephanie by Brenda Wood, second by Nicole Trebil. Motion passes unanimously.

4. Review Financial Status and Proposed 2021/2022 Budgets – Brenda and Stephanie

- a. September 2021 PTO Budget Report (included with proposed budget)
 - i. PTO and Senior Party accounting is now split
 - ii. Approximately \$21,000 cash balance for PTO
 - iii. Directories, Not Me, Staff Appreciation, Fundraising are all carryover
 - iv. Restaurant nights fundraiser cash will to to PTO not Senior Party
- b. 2021/2022 Proposed PTO Budget (attached)
 - i. Added new line item for “Principal’s Discretionary Fund” and already used \$300 for new families luncheon (previously approved through email vote)
 - ii. Added new line item for Mini Grant Program to spend down some surplus. Will not solicit donations for this account this year but will see how program goes.

- iii. Discussed fund raising ideas. Dining for Dollars cash will come to PTO and not senior party. Heather is setting up those events. Kowalski's receipts should be marketed on social media (received \$500 this fall)
- c. 2021/2022 Proposed Senior Party Budget (attached)
 - i. Surplus of \$4,000
 - ii. Food budget increased just in case donations are low

MOTION to approve PTO and Senior Party 2021/2022 Budgets as presented by Brenda Wood, second by Heather Farley. Motion passes unanimously.

5. Mini Grant Program – Laura/Brenda

- a. Administrative staff sent the application form to teachers (attached)
- b. Deadline for applications moved to 10/1
- c. No fundraising for it this year
- d. Create committee and/or grant program chair
 - i. Heather Farley and Brenda Wood to evaluate initial applications and summarize for Oct 11 PTO meeting

6. Staff Appreciation – Sarah

- a. All Staff Appreciation Event - first week of October including free chair massages by Ever Health Chiropractic; Laura created SignUpGenius which will go out this week to all staff
- b. Brenda to research costs of past events
- c. Sarah to plan for treats, coffee, etc. to go with massages and will ask administration about food serving rules
- d. Ideas for other events this year – Anything new and different? Consensus on not providing actual meals at conferences?
 - i. Yogurt/granola stations?
 - ii. No full meals for conference cafes
 - iii. Laura to advertise donations in next newsletter

7. Senior Party Report – Andrea

- a. Some chairs and volunteers still needed
- b. Working on filling up 2023 slots

8. “A” is for Activities Event – Kelly

- a. To be held in conjunction with “Meet the Teachers” night 9/20 as an open house format 6:00 – 8:00 p.m. in South Commons Collab Space
- b. Volunteers needed
- c. Sandwich board sign needed outside the room
- d. Russ Reetz to have handouts, be there to answer questions, and put together presentation to be scrolling on the TV or laptop (need AV assistance)

9. What I Wish I Knew About College Planning Event – Kelly

- a. Planned for 7:00 p.m. on October Tuesday Oct 12th
- b. Zoom may be preferred unless Lizzie wants an in-person connection
- c. Laura to advertise date

10. Directory - Jill

- a. Update on orders

- i. 40 order forms so far
- ii. Emails will go out and more will be ordered online
- iii. May bring back the art contest for the next directory

11. Additional PTO Member Needs

- a. Several folks interested in joining PTO
 - i. Volunteer Coordinator is necessary
 - ii. Brenda and Laura to contact those interested and talk about the open positions
 - iii. Directory shadow to replace Jill next year
 - iv. Communications will stay with Laura for now
 - 1. Maybe move social media and all of communication together in future years

12. Principal's Update – Robb

- a. Robb to send out mini grant application 9/14 – due date 10/1
- b. Social Studies and Math need volunteers for resource centers
- c. 9th Grade Parent night had 40 in person attendees and many others watched online
- d. Confirmed that “A is for Activities” is handout and open house style with no presentation
- e. Flex time changes – all teachers available for support, weight room/track/other facilities open
 - i. If it works well, looking to add another day of Flex time

13. Communication – Laura and Andrea

- a. Weekly Newsletter
- b. Social Media

14. Website - Tracy

15. Other Business

- a. President's Council – Laura/Brenda/Heather
- b. Planters – Sarah
- c. Brenda Wood to purchase sandwich board for communications and events
- d. PTO Meeting schedule – April meeting will be added
 - September 13, 2021
 - October 11, 2021
 - November 15, 2021
 - January 10, 2022
 - February 7, 2022
 - March 7, 2022
 - May 9, 2022

16. Adjourn