



Parent-Teacher Organization

Meeting Notes

September 12, 2022

In Person in Staff Lounge

1. Welcome & Roll Call

- a. President – Heather Farley - Here
- b. Vice President – OPEN
- c. Treasurer – Brenda Wood - Here
- d. Senior Party Treasurer – Stephanie Heiberg - Here
- e. Secretary - OPEN
- f. Communications – Heather Farley - Here
- g. Event Planner – Donnell Krueger- Absent
- h. Staff Appreciation – Sarah Fahning - Here
- i. Staff Appreciation – Jeannie Welter - Here
- j. Student Directory -Heather Farley
- k. Volunteer Coordinator – Stacey Koehler - Absent
- l. Website / Social Media– Julie Peyer - Absent

2. Approval of Appointing New Members

- a. Event Planner – Donnell Krueger
- b. Staff Appreciation – Jeannie Welter
- c. Volunteer Coordinator – Stacey Koehler

MOTION to approve Donnell, Jeannie, and Stacey by Brenda Wood, seconded by Stephanie Heiberg. Motion passes unanimously.

3. Approval of NOTES – ACTION ITEM

- a. May 9, 2022 (attached)

MOTION to approve NOTES for May 9, 2022 by Stephanie Heiberg, seconded by Brenda Wood. Motion passes unanimously.

4. Review Financial Reports – ACTION ITEM - Brenda and Stephanie

- a. 2022 PTO Budget Report (attached)

Hold until we review the rest of the Agenda Items. Circle back at end of meeting.

Add in \$500 for Parent Community Events – Revamp of our Events.

At end of meeting we circled back to look at the budget. All looks good with the add of Parent Community Event dollars.

MOTION to approve budget by Brenda Wood, seconded by Stephanie Heiberg. Motion passes unanimously.

5. Mini Grant Program

- a. Application (attached)
- b. Solicit Donations?
 - i. Newsletter

ii. Website/Social Media

Application reviewed and approved by Board members in attendance. No changes needed. Heather to send application to Nate Gibbs today. Nate will distribute to staff this week. Brenda will manage applications and approvals.

Will include language regarding grant donations in Newsletter and Social Media posts.

6. Meet the Teachers Night – September 19th 6pm-8pm

- a. 6pm-7pm
 - i. Julie
 - ii.
- b. 7pm-8pm
 - i. Heather
 - ii.

Brenda may be able to help second shift.

7. **Staff Appreciation** – Sarah / Jeannie

- a. Plans for this year
- b. Will we do Ever Health Chiropractic again? Last year was held first week in October over 3 days

Sarah will reach out to Ever Health to determine if this is something we'd like to do again this year.

Jannie will look at cost with Dan for Coffee Cart.

Plan on October meal – set up by 4pm.

Jeannie will work with Sarah on which food vendor we go with. Nate will let us know which conference date will be in person.

8. **Events** – Donnell

- a. Meeting with Russ on Thursday – A It's For Activities
- b. Other Events for this year

Heather and Donnell meeting with Russ on Thursday to determine what roll, if any, PTO needs to play in this.

Due to low attendance at events last year we will look to revamp the Events for this year. Gear more towards Parents only, rather than having students involved, as they have an abundance of support through the school.

Looking at a once quarterly Parent Community Event to be held at an offsite location. Target end of October for first event, with an Agenda of Referendum (Josh Swanson) and Meet the Principal (Nate Gibbs). Future topic ideas include Mental Health, College Planning, and Healthy Boundaries with Social Media. Good idea to ask parents during first event what other topics they'd like to hear about.

Heather will reach out to Donnell to discuss and have her start looking at Fat Pants as our first location. Also look at having this be a fundraiser.

9. **Principal's Update** – Nate Gibbs

- a. Nate will stop in when he can

Conferences – one will be in person, one virtual. Nate will let Heather know when the decision is made on which one will be in person so we can do the conference meal. This meal will be for all staff, as it is expected that there will be more than just teachers in the building.

Twitter and Instagram posts from Principal will start to ramp up.

EP Connects is up in the air. Will do the Oct/Nov one and then look at engagement and evaluate how to proceed for the rest of the year.

It was a great first week for both students and staff.

Working heavily on student to student communication and relationship building.

Working on Building Operations Expectations – making it clear what is expected. Focus on Attendance, showing up on time and readiness to engage. Following up with parents directly when a pattern emerges.

10. Senior Party – Andrea

Andrea sent notes that there will be the first Info/Kick off Meeting on October 4th at 7pm in the Staff Lounge.

There will be two interns to help this year.

11. Communication - Heather

- a. Weekly Newsletter

Will continue to include PTO Items in the newsletter sent to Parents on Mondays. If anyone has things they'd like included send to Heather prior to Friday at noon. Heather will submit items to Nolana on Friday's at noon.

12. Website – Julie

13. Directories – Heather

- a. Currently have 103 orders
- b. Last day to order September 26th

Heather and Brenda tracking orders. Heather has reached out to begin gathering information from District. Don't expect to have that until early October.

14. Other Business

- a. President's Council – Heather
 - i. First meeting is September 13th.
 - ii. Does anyone want to be added to the invite list?
- b. Planters – Sarah

Look great right now. Will hold off on a new plant until Winter.

- c. Dining For Dollars – Heather
 - i. Red's Savoy – September 13th
 - ii. Café Zupa's – October 19th
 - iii. Shake Shack – November 14th
 - iv. Naf Naf – January 18th
 - v. Panera (Chanhassen) – March 15th

Brenda will look at ordering a PTO sign/tablecloth.

15. Adjourn