

# MINUTES

## Little Chute Elementary PTO Board Meeting

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*September 18, 2018 3:30pm LMC*

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### In Attendance

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#### Executive Board:

- Shannon Pomeroy – President
- Teann Burns – Vice President (absent)
- Sarah Peeters – Treasurer
- Betsy Zemlock – Secretary

#### Committee Chairs:

- Lisa Halle-Fritsch (Winter Celebration & Book Fair)
- Niki Welhouse (TimberRattler Game/Fang Reading Program)
- Lisa Perkofski (Popcorn Days)
- Jessica Tamulion (Walking Paths & Snowflake Social)
- Liz Rosin (Grandparents Day)
- Mollie Luedtke (Winter Celebration & Teacher Appreciation Week)

#### School Representatives:

- Jim Neubert
- Lahnie Zwiers
- Jenna Hietpas (absent)

#### Guest(s):

- Jen Douglas

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### Budget

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#### A. Summary of Last Year

- Ended the year with approximately a \$308.70 loss
- Culver's Fundraiser almost double the expected profit:
  - Budgeted = \$500 for two events
  - Actual = Spring event \$474.64 + Fall event \$464.84 = \$939.48
- Total cash balance is just under \$9,000. We are spending more than we have in the past.

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### 2018-2019 PTO Activities

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#### B. Calendar

- Activities are pushed back a little this year due to a later start to the school year.
- We have a lot of families who attend a lot of events and are extremely happy that we have the level of involvement/investment from our parents and kids.
- We are proud that the PTO helps so that money is not needed to be involved in our school.

#### C. Committee Chairs

- Open positions at the end of this year (Jessica T. & Lisa H.)
  - Walking Paths
  - Snowflake Social
  - Book Fair (may have someone interested in taking this chair position)
  - Winter Celebration
- Open position at the end of next year (Liz)
  - Grandparents Day

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### Parent/Volunteer Outreach

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#### D. Volunteer Needs & Recruitment Ideas

- Creating interest and awareness to parents:
  - Create a short "job description" for what it means to fill this position (time commitment, duties, expectations).
  - Differentiate between volunteering, committee chairs, and PTO board position.
  - The more parents we have, the less time it takes.
  - Create procedures/documentation for future members to work from, so that they can pick up where the former member left off.
  - Continue to use Facebook, Infinite Campus, and Tuesday online folder
  - Meet people at events and/or brainstorm friends/families that would like to volunteer their time.
  - Create some good branding around the PTO...what it does, how much we give per student, who we are, that you can give your time/money, etc.

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## Staff Communication/Outreach

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### E. Communication Plan

- Continue as is through Mrs. Zwiers and Mrs. Hietpas.

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## Upcoming Program Updates

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### F. Supply Closet

- The closet is very full, no school supplies are needed at this time.
- A supply drive was not done this year, but we still received donations from Nestle, Beecher, and additional drop off's from families during registration.
- May need to re-address later this year with backpacks, but nothing for now.

### G. Popcorn Day

- All set for volunteers and popcorn for Friday, Sept. 21<sup>st</sup> (first popcorn day this year).
- Total amount for the bags = \$50/popcorn day.
- Change the messaging that is sent home in the Tuesday online folder for popcorn day to:
  - Popcorn Day is a free event.
  - Donations for popcorn day will be accepted, but not needed.
  - If you are able to donate, the PTO will accept contributions of up to \$5 as a one-time donation for the year.

### H. Cheese Sale

- This year we are exploring the option for online ordering.
- Will need to test the online ordering option before launching it; may not be ready for the '18-'19 school year.
- Will need to determine if there is a cost-benefit to online format.
- If the decision is made to go online, we will use both online and paper format to transition the existing process over time; possibly phase it in for next year and communicate throughout this year about the change.

### I. Walking Path

- Excited to possibly test a new technology for Walking Path days (Fitness Finders).
  - Would lessen/eliminate the manual paperwork of punching cards, etc. and would also help the path flow move faster (wouldn't be punching cards, but scanning a code instead).
  - Fitness Finders would have an online QR code for each student (printed on a laminated card) that would stay with that student for life. Information would sync at the end of each day.
  - Would like to test it this year through a 14-day trial program with the 3<sup>rd</sup> and 4<sup>th</sup> graders; if it works well, then consider investing in the \$150 annual subscription fee for next year.
  - Things to consider:
    - Will students be okay in the younger grades leaving their card in the classroom; being responsible for bringing their card out to the path?
    - Student participants like the gratification of getting their "punches" so how do we continue to let them show their results?
    - Parent volunteers would need to download the app to be on the path and if wifi isn't working, then would need to sync the info when it's back online.
    - Extra devices/phones might be needed for volunteers that don't have one.

- For this Year:
  - Sign-up sheet is all set.
  - Need class rosters to prepare.
  - Need more laps per card; 20 laps on the card currently, but we are making bigger cards with 40 laps for this year.
  - If cards are being stapled together, will staple them differently so that volunteers can easily punch them.
- Beau DeBruin will not be returning; he did a great job, but we'll be doing something a little different this year.
- J. BWAB – Walk to School Day
  - Date of BWAB has moved to October 10<sup>th</sup>, which is also National Walk to School Day.
  - Officer Tesch will be there to hand out packets and giveaways.
  - PTO will put additional giveaways on the tables that were left over from last year.
  - Coffee will come from Seth's Coffee again (less decaf needed) and apples/bananas from Kwik Trip.
- K. Culver's Night
  - Need teacher volunteers for the 6pm slot (only 2-3 volunteers needed).
    - Mr. Neubert and Mrs. Zwiers will make one last attempt to fill the spot.
    - Lots of new teachers/staff this year, may need to help them understand what this fun event is.
    - Consider surprise guests for the 6pm time slot?
- L. Grandparents Day
  - Will be Friday, November 9<sup>th</sup> this year.
  - Last year's format seemed to work really well, so it will be formatted the same for this year (no cafeteria time, just multi-purpose room).
  - Schedule will need to be confirmed with the teachers to see if there are any issues (Mr. Neubert will send out); may need to flip 3<sup>rd</sup> and 4<sup>th</sup> grades.
- M. Book Fair
  - Schedule:
    - Books arriving week of October 16<sup>th</sup>
    - Set up on October 17<sup>th</sup>
    - Wish Lists Days start October 18<sup>th</sup>
      - Schedule every 30 minutes, on the 10's (i.e. 8:10am-8:40am)
    - Book Fair – October 22-25; open during P/T conferences and some miscellaneous times on Monday and Wednesday.
    - No School on October 26<sup>th</sup>, which will be clean-up day.
  - All teachers will have a deadline to submit their Book Fair bonus dollar orders (remember to include shipping); funds will be re-allocated for teachers who do not submit their orders.
  - Bonus \$\$\$ from Spring Book Fair = \$452.77

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## Additional/Miscellaneous Topics

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- Parent Shopper @ Sam's Club (Food Pantry) – Betsy and Lisa H. will share the duties; no snacks have been given yet this year.
- Winter Celebration – might put a jar out to welcome donations for those that want to give.
- We will be doing the YMCA Grant for the Kindergarten unit:
  - 4 sessions/ \$120 each time
  - Great program
- T-Rat/Fang Reading Program Update:
  - No longer need to collect money, all ordering will be online this year.
  - Niki will still pick up the tickets, but parents can order tickets online.
  - The TimberRattlers will only need a total number of tickets that are being ordered.
  - The T-Rat game will be at the end of May; when the national anthem is available.
  - At school, during the Reading Program only one parent is needed per floor to hand out prizes instead of one parent per grade.
- Will share these minutes from the PTO meeting with parents via the Tuesday online folder and Infinite Campus to build awareness with families on what we do.
- PTO will be doing something nice for Mrs. Kosch, who recently had a bicycle accident and will be taking extended time off after having surgery to her leg.
  - Lisa H. offered cleaning service free of charge for two months

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## Next Meeting

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November 6, 2018 @ 3:30pm

Final version approved 09252018