

**Prairie Lane Elementary School - PTO General Meeting**  
**November 17, 2016**  
**Meeting Minutes**

In attendance:

Jessica Winnie, Megan Calhoun, Beth Olson, Deb Roland, Jessica Metzger, Brian Metzger, Jean Johnson, R. Isaacson, Camille Schroeder, Vicki Foley, Carrie Neu, Vicki Sharkey, Julie Kresse, Crystal Mahon, Heidi Vanderpool, Karin Carner, Megan Hart.

**Officer Reports:**

President – Jessica Winnie

- Thanked all for attending
- Asked everyone to sign in

Vice President – Dina Beal

- No report, Dina was not in attendance

Secretary – Beth Olson

- Asked everyone to review the minutes from September 2016 General Meeting. Asked if someone wanted to make a motion to approve.
- Motion to approve – Camille Schroeder
- Seconded - Crystal Mahon

Treasurer – Megan Calhoun

- Megan reviewed the financial report
- Megan explained that the bank balance is high – all bills for Walk a Thon are still not paid out.
- Also, we are holding on to money that has already been raised for our new playground equipment
- There isn't much money incoming or outgoing right now
- Megan asked if there were any questions or if anyone needed clarification?
  - There were no questions
- Megan asked if someone can make a motion to approve the financials
  - Jessica Metzger made the first motion to approve financials
  - Brian Metzger seconded

Principal's Report - Camille Schroeder

- Camille introduced the teachers in attendance – First grade team, Vicki Foley, Carrie Neu and Vicki Sharkey; Third grade teachers Julie Kresse and Jean Johnson and Music teacher, Deb Roland.
- Thank you for coming

- No additional reports from Mrs. Schroeder

Jessica asked if the teacher representatives had anything to add.

- The teachers thanked the parents and the PTO for the teacher's luncheon that was held during conferences.
- Jessica acknowledged the thanks and said thank you to all of the parents who helped with the luncheon by donating dishes to help to make the luncheon a success.

## **Committee Reports**

### **Spirit Days**

- It seems that the kids really like the theme days, we started them this year
- Next month we will be selling holiday Smencils
- We made \$446 on the snack cart yesterday
- The money raised will go towards the purchase of new playground equipment

### **Box Tops**

- Just a reminder that they do not accept expired box tops, be sure to only send those that are not expired
- There were a lot of Labels for Education sent in as well, our school doesn't collect those, so they do not need to send those in.
- This box tops submission raised just over \$700
- Mrs. Sharkey's class came in first place

### **Book Fair**

- Book Fair went well, we sold over \$8,000 according to Camille
- The school will get a percentage of the money raised, in cash and books

### **Teacher Luncheon**

- We received positive feedback on the luncheon
- The Taco Bar was very popular with the teachers
- Mel Modica, the Luncheon chair person is considering having Italian Beef in the Spring

### **Bingo Night Chairperson**

- We still have an open committee chair for someone to do Bingo Night after the first of the year
- Most of the work is done, need someone to coordinate volunteers, coordinate set up.
- Co-chair positions are also welcome.
- Please let us know if you are interested in chairing this event

### **Square 1 Art**

- Paper Orders are due on November 21

- If you are ordering tiles for the school, if you are trying to order two or more, you can only use the coupon once. You will have to do separate orders
- Pick up will be the week of Holiday Shoppe.

### **Holiday Shoppe**

- We will again be hosting the Holiday Shoppe, where kids can purchase gifts for family and friends
- We will have two evening nights for Holiday Shoppe this year to allow parents to come in with their children to purchase gifts

### **Old Business**

#### **Walk a Thon**

- Was a success, we raised \$15,214
- Mrs. Schroeder is working on planning on using those funds for technology
- We had a great day – thank you to all the volunteers who helped to make it such a success!
- Silent Auction did a lot better this year over last year
- There was quite a bit of competitiveness at the end and the kids enjoyed the special time with teachers

#### **New Facebook Page**

- We have created a new Facebook page that is now a private page, the purpose was to keep our kids safe.
- If you want to post a question, don't worry that it isn't posting – if you post something, Jessica will have to approve the question first before it posts
- Mrs. Sharkey asked if Teachers should promote it in their newsletters; it is encouraged as we do post updates to that page about upcoming events.

#### **PTO Sign**

- We are now using the sign that we purchased earlier in the year, it is bright and colorful and really helps us to promote events.
- Would like to have it outside to promote events at drop off and pick up time
- We also will use it for events to inform families what the money raised at the events will be going towards

#### **Walkie Talkies**

- We also have purchased walkie-talkies for the staff and they are working well
- Mrs. Valentine sent a thank you note for helping to pay for them

#### **Halloween Bingo Night**

- We made \$582 that night, on bingo cards and bake sale items
- The 5<sup>th</sup> grade sold the food

- We heard some feedback regarding having it on Halloween.
- We did like having an event on Halloween, but understand the requests to not have it on Halloween next year.
- We will consider changing the end time next year, if it is scheduled on a school night, as right around 7:30 the event started clearing.
- We will continue to have the event in the gym, it worked out much better.

## **New Business**

### **Movie Night – Jessica Metzger**

- Fliers went home already
- Registration is required, can register at the event, but it is easier to pre-register
- \$2 admission, and a can to donate to Shalom Center
- Wear your PJ's, bring a water bottle and each child gets popcorn

### **Holiday Shoppe**

- Holiday Shoppe will be December 12-16
- It is an event where kids can purchase gifts for friends and family for the holidays. Kids can make wish lists and then come back to shop and buy gifts; there will be gift wrap available.
- Teachers have signed up for preview days and shopping days
- We will be open on two evenings this year to allow for after-school shopping
- There is a link on the Website that will show all of the items that will be for sale at the Holiday Shoppe

### **Spirit Wear**

- We have myLocker for Spirit Wear, we did that last year so families can order anytime throughout the year and they can design their own shirts. There are shipping costs involved.
- We haven't done a bulk spirit wear sale in a few years, so we are going to hold one after Christmas
- They have other options aside from T-Shirts, could also order PJ pants, sweatshirts, long sleeve t-shirt, winter hats.
- One parent asked if we could consider selling a non-spill water bottle? Megan will look into it, to see if there is a minimum order requirement, as with bottles/tumblers sometimes this is the case.

### **Parents Night Out**

- New event at Strawberry Creek, April 1 from 7-10
- We will send out formal invitations
- Teachers will also be invited
- We will have each class donate items for a basket per classroom
- We have been soliciting items from businesses to include in the auction
- The funds raised for that night will go towards the playground

- We are considering swings and a “spider web” climbing piece
- We will need to raise around \$20,000 to purchase the items we were interested
- Ticket cost will include appetizers; there will be a cash bar
- More information will be going out before Winter Break
- Ticket prices will range between \$30-35 – to cover costs for the event and then \$10 from that cost will go into the playground.

#### **Open Forum - Questions**

- How do parents sign up for Friday News?
  - It is automatic from Infinite Campus
  - The emails that go out, there is not much information – it would be helpful to provide more details
  - Mrs. Schroeder said that she does try to keep Friday news short, but we can add additional descriptions about upcoming events, so that it is more clear to new families.
  - Also events are detailed in the PTO newsletter that comes out monthly

#### **Meeting Adjourned**