

## **Prairie Lane PTO Meeting - Minutes**

Thursday, May 19, 2016

Location: Prairie Lane School Library

### In attendance:

Megan Calhoun, Jen Rothove, Beth Olson, Crystal Mahon, Dina Beal, Courtney Breit, Beth Smith, Cindy Joy, Jessica Winnie, Anne Tiffe, Jill Huff.

Meeting called to order: 7:01 pm

- Megan Calhoun called the meeting to order on behalf of Mel Modica.

### **President's Report**

No president report

### **Vice-President's Report**

No Vice President report

### **Secretary's Report**

- Reviewed the minutes from March 17, 2016.

Motion to approve minutes: Beth Smith

Seconded: Crystal Mahon

### **Treasurer's Report**

Megan presented to Treasurer's report

- Alpaca Night
- Final Box Tops check-in
- Yearbook stuff is still coming in
- Expenses for the end of the year are 5<sup>th</sup> Grade Graduation, Field Day tomorrow
- Other Miscellaneous expenses for the year

Motion to approve: Jessica Winnie

### **Principal's Report**

Principal's report – No report from Mrs. Schroeder

### **Teacher Representative Report:**

Teacher Representative - Ms. Tiffe and Mrs. Huff

- Thank you for Teacher Appreciation
- Ms. Tiffe is ready for Field Day tomorrow

## **Committee Reports**

### **Spirit Days**

Yesterday was last one for the year. Profits were up this year with the changes; will stick with the same rotations as we did this year for next.

### **Family Fun Nights**

Alpaca Art was our last Family Fun Night for the year. Had a good turnout – ran out of brushes. Thank you to Mrs. Dollar for helping to supply more brushes. Will do it again in correlation with Mother's Day again.

### **Yearbooks – Megan Calhoun**

Paper order forms are due tomorrow (4/20). Online orders can be ordered until Sunday (5/22) at midnight. We will need to place a final order, so the autograph sheets can be ordered and sent in time for the last day of school.

- Megan will follow up with the fifth grade teachers to confirm that all of the students who want to order have ordered, as fifth grade.
- We were contracted to buy 275 yearbooks; we are not close to that amount. Many families may have only ordered one for the family vs. one for each kid.
- Megan will look to see if we can get extra autograph sheets.
- It won't be available at the end of the year – this year's yearbook will be available in the summer.
- Submit the photos by next Friday.
- We need pictures from first day of school, Dr. Seuss Night,
- Which kids cannot be included in photos? There are only about six kids on that list
- The office knows; if pictures are submitted of those children their photos won't be put in the yearbook.
- We added 24 pages, but now may not have enough photos.
- Activity Pictures will be taken by Jessica Winnie. YR's, Spelling Bee, Intramurals, Club Pictures, etc.

### **School Supply Boxes – Beth Olson**

- Online sale ends June 26.
- Supply boxes will be delivered to school on Back-to-School night
- Link to order online is on the School website.

### **Book Fair (KISS – Kids Inviting Someone Special) – Beth Smith and Courtney Breit**

- Last book fair of the year -- BOGO starts Friday 5/27 until 6/8.
- Tuesday, 5/31 and June 7 will be open from 4 pm until 7 pm.
- Beth will send Megan a logo and link to the online sale.

### **Fifth Grade Celebration – Crystal Mahon**

- Things are ready to go.
- Who is supposed to contact the bus company for next year? There were some issues with the bus, Crystal wanted to know who to contact for the bus, so she can update her folder for the chair of Fifth Grade Celebration next year. Someone from the school has to call and set up the bus.
- Permission slips went out today, Crystal will follow up with teachers on food orders.
- Crystal needs parents from 1:30 to 2:30 to help set up and decorate. Ms. Tiffe said she could help out.

### **Old Business:**

#### **Teacher and Staff Grants – Megan Calhoun**

- We had the grant meeting. It went well; everyone was able to get some grant money.
- Fifth grade will get money from the Walk-a-Thon
- Most items have come in and will be distributed.
- One item hasn't been covered and that is the PL Garden for Ms. Hailer.

#### **Teacher Appreciation – Crystal Mahon**

- Teach appreciation week went well – thank you for everyone who donated items.
- Ms. Tiffe said that they don't have serve teachers food every day. Perhaps next year, consider a salad bar or non-food item.
- Ms. Huff said that everyone was appreciative of everything.
- Courtney Breit offered to chair the teacher appreciation week next year.

#### **Walk-a-thon – Megan Calhoun**

- Walk-a-Thon is Saturday, September 4 – 10-3.
- Intents Inflatables will donate 2 bounce houses.
- Sponsorship forms will go out in Thursday folders next week.
- We will let families donate money – those donations will not go towards the student pledges.
- Logos are due for shirts on July 31; it will cost \$250 for a business to get on the shirts.
- Link is also on the website.

#### **Field Day – Ms. Tiffe**

- Field day is tomorrow – Ms. Tiffe is ready!
- PTO is serving hot dogs and chips for those kids who ordered it.

### **New Business:**

#### **Year End Parties – Crystal Mahon**

- The parties are Friday, June 3.

- 4K is June 9, the last day of school.

#### **PTO Survey – Beth Olson**

- Beth discussed the survey results so far
- There was a lot of good discussion about future PTO plans/events, the lack of parent-volunteers, suggestions for how to improve and increase parent volunteerism, PTO meeting times.
- It was discussed that PTO is considering scaling back some events next year due to low interest from volunteers to help chair/organize events.
- The PTO Board thanked everyone in attendance for being dedicated to help with PTO events throughout the year and for attending PTO meeting with regular frequency.

#### **Board Positions – Megan Calhoun**

We had nobody who expressed interest in the Treasurer position, and one person to express interest in the Vice President position:

- Megan Calhoun – Re-elected as Treasurer another two-year term
- Dina Beal – Vice President for a two-year term

Meeting Adjourned: 8:10 pm

**Have a great summer!**