

**Prairie Lane PTO  
General Meeting Minutes  
September 17, 2015 – 7:00 PM**

**Meeting called to order by:** President, Mel Modica – 7:01 PM in the School Cafeteria

**In Attendance:**

Mel Modica, Jen Rothove, Megan Calhoun, Beth Olson, Lidia Garcia, Dina Beal, Taylor Bingaman, Diane Mason, Leah Ebner, Betsy Mayer, Crystal Mahon, Justin Edmonds, Kari Ray, Jenny Hermes, Beth Smith, Courtney Breit, Beth Kaufmann, Vicki Foley, Carrie Neu, Mandy Taylor, Amy Dollar, Jessica Winnie, Camille Schroeder.

**Minutes:** The meeting minutes from May 21, 2015 were reviewed and accepted. Motion to approve made by Jessica Winnie; seconded by Crystal Mahon.

Officer Reports:

**Vice President**

None

**Secretary – Beth Olson**

- Bylaws were distributed; removal of Events Coordinator position discussed.
- Additional copies of the bylaws can be obtained from Beth Olson.
- A copy to the bylaws will also be available on the Prairie Lane web page.

**Treasurer's Report – Megan Calhoun**

- Reviewed the budget for 2015-2016 school year
- Explained that some new events are being held this year, i.e. Breakfast with Bunny, Holiday Shoppe.
- It is unknown how much money will be made on these events; amounts in budget are determined based on numbers from last year, hope to meet/exceed those numbers.
- We added an Intramurals line on the budget this year. Mr. Dean, who has been doing Intramurals for us for quite a while. Our soccer nets are in poor shape, no bases for the softball field. Would like use money to help with these costs; would also benefit gym classes.
- We are paying for the license so we can do our movie nights; there is a fee to show movies, the PTO will now pay the fees so movies can be shown. Teachers can also benefit from this.
- Our operating expense budget went up, we bought all of our paper at the beginning of the year, as we use a lot. PTO fliers will all come on neon sheets stand out.
- We would like to purchase an A-Frame sign that can sit out in the front of the school, for drop-off and pick-up – would like to change events to remind parents of events going on.

Motion to approve the budget as written made by Camille Schroeder  
Seconded by Beth Smith

**Committee Reports**

**Square One Art** – Amy Dollar and Jenny Hermes

- Last year the PTO and Square 1 Art split the funds raised 50-50%. Both Amy Dollar and Jenny Hermes do much of the work, so the PTO met with the Square 1 committee and will now split the funds 75% and 25%
- Jenny and Amy brought samples of products that can be purchased from Square 1.
- Jenny explained how Square 1 works; kids make art projects in Art class, then they can be made into mugs, water bottles, etc.
- You will receive a catalog showing your child's artwork in early November, then you will have two weeks to decide and place the orders.
- Items will come in time for holiday gifts.
- Jenny and Amy passed samples around to the group.
- New items this year include canvas art and a pencil holder.
- We make 40% of the total order – that includes buying a tile. Once you hit the goal then they add 7%.
- The carpenter shop at KUSD donated their labor and materials to come to hang the tile holders.
- Pick up night is December 16 in the gym.
- See Jenny for more information

#### **Spirit Wear – Jen Rothove**

- New spirit wear vendor, Mylocker .net
- You can pick anything you want, order your own design.
- If you need additional copies of the flyer, please let us know.
- Be sure to select kids' sizes –the landing page first shows Adult sizes.
- You can order year-round there are no specific time frames.
- Items are delivered directly to your home.
- There is a direct link to the site from our Website.
- We make 12% on every order.

#### **Book Fair – October 19-23 – Beth Smith**

- Beth said that they will need parents to volunteer with the Book Fair, with set up and the sale.
- The Book Fair will be open during school hours and conferences
- On the Friday where there is no school, the Fair will be open 7:30-11:30.
- Will do sign-up genius available for volunteers to sign up for shifts.
- You can also do online ordering during the book fair, books will be delivered to the school
- Megan Calhoun told Beth Smith to send the sign-up genius link to Megan so we can add it to the website
- Beth asked the PTO for \$175 start-up cash and then would return it. Cash would be needed by October 19
- Megan asked Beth to tell her what type of cash will be needed to make up the cash box.
- Beth will let Megan know.

#### **Spirit Days – Megan Calhoun**

- We had our first Spirit Day on September 16; we sold 326 popsicles.
- This year we will alternate what we are selling – last year we sold only Smencils. The sales tapered off toward the end of the year.

- This year we will change it up, next month we will do Halloween Smencils. Next time we will do popcorn. Then we will do a snack cart – can do some things with treats that fit into the dietary guidelines.
- We will vary it to hope that we keep the participation up.

#### **PTO Newsletter – Beth Olson**

- First newsletter will go out this Friday
- Will be sent out with Camille’s Friday News as a PDF attachment
- Will be sent in the middle of each month
- Beth will send a monthly request for content submissions to Committee Chairs and to Sue Gerber, who will route the request for submissions to the rest of the Prairie Lane Staff.
- Any additional ideas or suggestions to improve the newsletter are welcome; let Beth know.

#### **Family Fun Nights – Megan Calhoun**

- We will do our first movie night in December. We will do another one February 2016. We will let the kids vote for which movie we will show; with options they can vote for.
- We will also be doing two Bingo Nights. Our first one around Halloween.
- For Halloween we have done the Hoopla for a number of years and feedback was that it wasn’t appealing to all grade levels.
- We first considered replacing the Hoopla with Trunk or Treat – in order to do it, would have to be on an evening. Halloween is on a Saturday – we were afraid of when it would happen, and if it wouldn’t be a good turn-out.
- Instead of doing Halloween Hoopla, we will do a Bingo Night – appeals to all ages. Kids can wear their costumes, we will have a costume contest, have prizes, a bake sale.
- Fifth Graders sell food at the event to help fund their trip to Camp Timberlee.
- Teachers will be asked to volunteer to call Bingo – the kids love seeing their teachers do this.
- We are bringing back Alpaca Pottery night; it will be before Mother’s Day, so kids can make something special for mom.
- We will ask for pre-orders with event registration so Alpaca knows how many items to bring.
- The event will be held here.
- The Sock Hop Dance will once again be held – Jenny Hermes and Kari Ray are co-chairs for the event once again.

#### **Restaurant Nights – Jen Rothove**

- We are looking for a Chairperson for our new Restaurant Nights.
- Chairperson will be responsible for contacting restaurants to set up Restaurant Nights.
- We make a percentage of the sales – the percent varies from restaurant to restaurant.

#### **Action Territory Nights – Jen Rothove**

- We will have one monthly
- The first one is tomorrow.
- The event is open to kids of all ages.
- Event is September 18 from 4-10.
- If you don’t have a flyer just tell them you are from Prairie Lane.

#### **Old Business**

### **Supply Boxes – Kari Ray**

- We sold 25 last year.
- Not a big money maker, but it is a convenience for parents.
- We have to determine if we are going to do it again this year.
- We missed the first cut off, missed the 10%. If by the end of this month if we sign a contract, will be an 8% kick-back to us.
- If we do it again, would like to figure out how to promote it better; at Back to School night it seemed a lot of parents didn't know what the boxes were & how to do it.
- Megan and Mel said that we are not opposed to considering doing it again for 2016-2017, but we wondered if there were other options that might be available at a lower cost.
- The deadline to submit orders is April or May.
- Kari will need to sign up by the end of the month, if we don't it by then, then what we make will drop down to 5%.

### **Back to School Hot Dog Picnic – Camille Schroeder**

We had a great turn out.

It was less stressful to have it on its own night rather than on Back to School night.

We would like to see it continue.

### **New Business:**

#### **Yearbook – Mel Modica**

Our year book for this school year will now include all of our end of the year events.

They will be available for a summer pick up.

The students will get an autograph sheet, will have an adhesive backing to attach it to the inside cover of the year book.

There will be 24 extra pages.

Special pricing is available – it is \$22 through December, then will go up to \$25

Will again be a hard cover book.

Camille asked if we could get the password for the web page so teachers can upload pictures.

We would like to get more kids represented in the year book. The same parents load pictures.

Heather Lange is the Chairperson for the Yearbook

A Yearbook Committee comprised of student was discussed. It would make it easier, as students are more likely to know the names of kids in photographs.

Camille said that we have the Tech Team, but would need to determine how to make the time for that. It could be something we could consider.

At another school they had the fifth graders be the photographers; they were provided cameras are they would attend events/parties and take pictures.

Pictures submitted to the yearbook must be from a camera or a phone with a better quality camera.

Ipads don't take good pictures – they are very grainy.

We will consider forming a yearbook committee

#### **Walk-a-Thon – Megan Calhoun**

- Walk-A-Thon is October 3 – we are looking for a lot of volunteers; work one hour or the whole day. Whatever you are able to cover. The link to volunteer is on Facebook, on our Web Page.
- Today a flyer came home for bake sale items and donations for the cake walk.

- Pre order ticket flyer went home today as well.
- Crafter space all of our inside booths are taken – there are outside booths still available.
- This event raised \$10,500 for the school. This is our Fundraiser for the year. 100% of this goes to technology.
- With last year’s funds we bought 30 Chrome books.
- This is our biggest fundraising event, so participation is important.
- To date we have raised \$3,300 in Sponsorships
- Pledge money is at approximately \$1,900
- Kari Ray said that this was her first year doing corporate sponsorships. There needs to be a committee for that next year.
- We had three corporate sponsorships last year and three didn’t come back. (Jerry Smith, Liberty and Grow Rite).
- Last year we were almost close to \$6300 at this time with Pledge money.
- Pledges are due next Friday to be eligible for prizes
- You still have to hand in the envelope whether or not you have paper money to turn in.
- Additional information will be sent home as the event draws closer.

#### **Walk-A-Thon Silent Auction – Mandy Taylor**

- Kids are working on projects for the online auction.
- Some of the ideas are going to be phenomenal.
- There will be an online auction, whether you can be here or not you can still bid on the items.
- Kids are working hard.
- We will send something home about the Silent Auction – will post pictures on Facebook.

#### **Playground Cart – Mel Modica and Megan Calhoun**

- The new playground cart is in use.
- In the past, each teacher had a bin, some were empty and some overflowing.
- The teachers like the cart – the playground equipment manager will find it easier to find missing items.
- It was amazing how many supplies we really had when we collected it all from the teacher bins.
- Balls are getting lost on the other side of the fence, but kids are not supposed to go to retrieve balls. Courtney Breit has seen kids back there to get balls.
- Courtney and Charlie Breit will volunteer to go back and retrieve the balls.

#### **Playground – Megan Calhoun**

- The PTO received a lot of complaints about the playground; that it was very weedy and in a bad condition.
- We wanted to understand the rules.
- There is a specific type of mulch that can be allowed.
- Called and spoke to someone named Pat. In the end everyone thought it was someone else’s job.
- We cannot spray anything for weed control unless kids won’t be present for three weeks afterward.
- KUSD came out and took care of our playground.
- We will continue to be on top of that.

### **New Playground Equipment – Megan Calhoun**

- Once Walk a Thon is over, we would like to get some parent input on some options for a new piece of playground equipment
- It would be great for the PTO to give back to the kids.

### **Holiday Shoppe – Megan Calhoun**

- A new event this year, proceeds will go towards funding the playground equipment.
- Kids can come in and buy gifts for their family members.
- They will be able to preview first, create a wish list so they know what money will need to bring.
- This will be done the week before Winter Break – will be open one evening.
- Beth Kaufmann asked where we get the items from. Megan explained that it is a local shop – they have local sports items, out of Oak Creek Wisconsin. Will replenish our items daily – if we run out of items.
- There will be a catalog available so a parent could sit down with their younger children and print a wish list send them with that list and money.
- It will be open to all kids – all classes.
- We will try it to see how it goes.
- Item costs range from .50 to \$10

### **Breakfast with the Bunny – Mel Modica**

- New event also will help fund the new playground equipment
- Will be at Applebee's in Kenosha on March 19
- Will have a photographer to take pictures with the bunny
- Set menu – one plate per person.
- Will send out details home as we get closer to the event

### **Teacher Grants – Jen Rothove**

- New program this year
- We will offer grants to teachers, based on money left at the end of the year.
- Teachers may apply for grants to help fund things in their classrooms; teachers spend a lot of their own money – would like to give you an opportunity to get the money back
- Interested teachers can apply then will need to do a presentation for how they plan to use the money
- Money will be awarded at the end of the year
- You can apply for full funding or partial funding
- All classes in a grade can go into on it together and have one teacher do the presentation

### **School Website – Megan Calhoun**

- Megan is working with Camille to update the website.
- Any flyers that you send home, email them to Megan so they can be included on the website
- We are trying to get as much information on the website as possible.
- Any other ideas, let Megan know.
- Links to sign up genius, etc.

Next meeting is November 18.

Meeting Adjourned – 8:12 pm