

PTO Meeting Minutes

March 13, 2023 5:30 PM Pittsville School Library

Attendees: Tracey, Heather, Beth, Elise, Danie, Angela, Ron, Jenny

1. Open Meeting: Tracey motioned to open the meeting, Danny approved at 5:35pm.
2. Approve February meeting minutes: Tracey made motion to approve, Elise approved.
3. Treasurer's Report \$5700 from Knowledge Quest. Total in bank \$8931.09
 - a. Move money to a savings account? No for now.
 - b. Check bank/credit union options?
 - i. Valley Community Christmas Club, min balance 0.01, 0.4% interest rate
 - ii. Simplicity interest rates 0.1% - 0.15%, \$25 min
 - iii. Associated Bank monthly maintenance fees if balance under \$300
 - c. Credit card for online purchases. 0% interest credit card.
 - i. Amazon business card; Elise will apply.
4. CES number (certificate of exemption status) taken care of.
 - a. 3/8/23 applied for
 - b. received
5. Winter gear purchase: Extra hats and mittens from PTO will not help with this as the Keep Kids Warm Organization is taking care of it.
6. Routine Volunteer Program
 - a. Name the program?
 - i. Panther Partners: new name for volunteer program.
 - ii. Panther Pride
 - iii. other ideas?
7. Fundraiser's status
 - a. Knowledge Quest: goal \$4000, ended up making \$5753.75. Winning class gets a treat, Elise will settle that.
 - b. 2023 fall fundraiser plans (March email to parents -pumpkins) ask teachers who would be willing to plant pumpkins.
 - i. Fall Festival
 1. Oct 14? Or a Friday night football game? Settled on Saturday late afternoon. Pick an actual date of carnival in May.
 - c. Penny War, March 27-31
 - i. Moved to September
 - d. Summer Brat fry
 - i. Cenex- July 15 date established.
 - e. Summer bounce events: talk to the Library for summer story walk and connect with them. June 17th bounce house event. Time will be 9-11am. Tracey will see if concessions are available for that day.
 - f. Fall-end of summer activity during school orientation," Meet and Greet" August 29th. Make more plans in the May meeting.
8. Event Status
 - a. Spring Carnival April 28, 4:30-7pm
 - i. Schedule planning meetings

1. April 27 last check in to make sure everything is covered.
 - ii. Save The Dates 6 weeks advance
 - iii. Pizza: order 350 slices, have them delivered at 4pm so volunteers can eat before shift.
 - iv. Flyer one week in advance: print large posters to hang around the community. Send flyers home with students the week of the event.
 - v. Donations status: \$2360
 - vi. Volunteer recruitment 20+teachers offered to volunteer.
 - a. Talk to churches-see if we have enough first.
 - vii. Send thank you cards with tax receipts Jenny and Elise will send out.
- b. Honor Roll treats
 - i. Fruit roll ups for 3rd Q, "Fruit rolls for the honor roll" or a bakery that would make cookies for students. Creamery for 4th quarter for tickets for free icecream. Cookies for \$.75 "Rollo cookies for honor roll"
- c. Sky Dome Planetarium-approved.
 - i. \$1595 if booked this school year
 1. 50% due at booking, 50% due before show
 - ii. Oct 24, 2023 is being held for us
 - iii. Five 45 minute shows (up to 90 students each show)
 - iv. <https://www.mobileedproductions.com/sky-dome-portable-planetarium-school-assemblies>
- d. Book Fair-booked for fall during Parent-teacher conferences.

9. Promotional items

- a. Drawstring bag (250/ \$330) decided against it.
 - i. Plain paper bags instead (300/ \$90)
- b. Pens (500/ \$185 or 1000/ \$320) -not approved
- c. Table runner (\$127) -Make one instead.
 - i. Might be cheaper option
 - ii. Make our own? (cricut)
 1. Vinyl
 2. Cloth
- d. Contact info magnets (\$60) -not approved
- e. Decided to not have any merchandise right now. Will make a tablecloth to use at promotional events.

10. Field trip-table for now.

- a. Marshfield Zoo tour \$50/ 1hour / 30 students-table idea for now.
 - i. Mix/match/combine classes to maximize funding, minimize cost
 - ii. Can do two tours at once
- b. Transport \$2/mile (34x2=\$68) \$17/hour (1 hour travel, 1 hour wait for groups = \$102)
 - i. Approximately 60 students/bus
 - ii. Use unit funds for field trips? Table idea for now.

11. Teacher Appreciation Week, May 8-12 Elementary and Highschool teachers.

- a. Wednesday May 10- come with ideas in the April meeting.

- i. Stone Press Food Truck -no
 - ii. Gift card? Raffle baskets,
 - iii. Breakfast? Elise talk with Me and Moms Catering Cafe.
 - iv. Teacher Stipend \$20 per teacher - not a part of teacher appreciation, for ES only
 - v. Scholastic book-most teachers already are sponsoring books.
 - vi. Have teachers come up with an Amazon Wish List which would work with gift basket raffle.
12. Administrative Professional Day, April 26-none
13. Bumper stickers
 - a. Scheduled for August-first week of school \$.45 per sticker if we buy 1000. Budget of \$500.
14. Inch Worm Book Vending Machine - build our own version table till next semester. Elise will talk with shop instructor about coming up with a potential plan for next fall.
15. Unit funds \$5 per kids.
16. Unit funds: ask teachers what they want the money for. Heather will send out surveys to ask teachers what funds are used for. Also ask what they would like to use funds for.
17. Scholarship Committee needed (May 7 - May 15)
 - a. 3-5 people to review applications and vote Jenny, Elise, Beth, Angela and Danie will be on the committee..
18. PTO concession nights waiting for some to open up then will plan in later months.
19. Parent Communication needed
 - a. School Carnival
 - b. pumpkins
20. Bylaws continue to read through and talk about changes in the next meeting. Look over and update any changes so we can officially vote to approve in the April meeting.
21. PSD/PTO MOU school district lawyers going over and waiting for approval.
22. Insurance purchase \$336 for March 1, 2023-March 1 2024.
23. New Business-
 - May meeting- plan for voting and next semester activities.
 - a. Prepare for officer voting
24. Close Meeting Elise made motion to close meeting Jenny approved meeting closed at 7:41pm.