Southern Bluffs PTO Meeting Minutes

September 17, 2018

**Meeting called to order** by Heather Harpenau at 6:30 p.m.

**Attendees:** Heather Harpenau, Jaclyn Osley, Lisa Schreiner, Kristin Damstra, Walt Smanski, Stephanie Umberger, Susan Stinson, Kathy Hasburgh, Janet Torkelson, Jill Wurm, Kathy Heiderscheit, Kristin Pretasky, Alicia Place, Laura Smanski

**Welcome!** Introductions made. Heather and Jaclyn syncing with the joint presidency this year.

**Secretary’s Report –**The May Minutes had been e-mailed today by Kathy Heidersheit to those present at that meeting. Read and approved. 1st Walt Smanski=. 2nd Kristin Pretasky Motion carried unanimously.

**Treasurer’s Report** **– Walt Smanski:** Not a lot of activity over the summer. Went over activity and expenses from Staff Appreciation week. Received a returned check from school picnic for $34, sending a letter to retrieve the funds. Received expenses from Sign Pro for the prairie sign, from Advertising Concepts for staff shirts and ordered checks. Discussed how to break out field trip allocation (approx. $13-$15 per child) for 332 students. We were a little short per student last year. Walt will find the numbers for next meeting. IRS form 990N was filed in the spring. This year the report needs to be filed in November because the fiscal year end is in July to determine 503B status. Discussed additional signers on the PTO account because currently it is only Walt. Current PTO balance is $3,359.96. Total Available is $3961.98 less Field Trip Allocation. Read and Approved. Motion 1st – Kathy Heiderscheit, 2nd Kristin Pretasky Motion carried unanimously

**Principal’s Report – Lisa Schreiner:**  Great start to the year. New teachers in the building are Early Childhood– Becca Schneiderman, 5th grade-Darcy Lenz, Orchestra-Mary Jagusch, Health Assistant-Holly Denzer. In the process of hiring a Special Education Teacher Assistant. On Thursday, the fire department is coming to run the first fire drill and do learning activities with every grade level. Thank you to the PTO for the staff t-shirts. Oct 10th is the international walk to school event and will start at Fiesta Mexicana. Online sign-up for parent teacher conferences is coming up on September 19th. There is new lighting in the Main Hallway. Cool Cats has an event on October 9th where the PTO pays for the pizza. There is also a Cool Cats evening planned in January.

**Old business**

**Open House – Jaclyn Osley** – Enjoyed meeting all the new parents. Planning ideas for next year’s PTO table- a table cloth, basket with candy, signup sheets, clipboard, standup cardboard cutout, find an older student to be Bluffs the mascot, a tri-fold with PTO information. Jill Wurm mentioned that the Girl Scout table was not staffed during open house due to a miscommunication of thinking a representative was not allowed to be there. They wanted representation at every orientation at the school district. Lisa said the Girl Scouts are welcome to come.

**Picture Day-** Two photographers mentioned that Southern Bluffs was the nicest facility that they have worked with and the nicest people. LifeTouch did not bring picture envelopes to order onsite. The envelopes are necessary to have so parents can pay cash/check on the spot. Discussion to have someone volunteer to help parents place their order online.

**Kindergarten orientation** **– Kathy Hasburgh** Orientation went well. Next year PTO should pass around a PTO sign-up on a clipboard to Kindergarten parents and Preschool parents at the beginning of their orientations.

**New Business – Heather Harpenau**

**Parent Teacher Conferences** - PTO will provide meals for the staff for fall and spring conferences. Meals in the fall will be made and will have a specific theme each night. For the spring conferences, meals will be purchased. Watch for the sign-up.

**Vision Screening Volunteers** - Wednesday Nov. 14th (Grades 4k, K, 1st, 3rd, 5th) This event needs the most volunteers. 8-12 volunteers for 4-5 stations. Kristin Pretasky and Jill Wurm can help.

**Picture Retakes** – October 10th 2 volunteers (one to walk the students and one to stay in the gym) Kristin Pretasky and Jill Wurm

**Fundraising– Heather Harpenau** HolidayFair letters will go out soon**.** Dairy Queen Days 5-8pm aligned with school calendar. High Rollers skate night. Topper’s Pizza – Pick a Wednesday night from 4-8, need to say that you are from Southern Bluffs. Other Fundraising Ideas - Per Jacyln, Stacy Wempe mentioned the ink cartridges might not be worth our time to possibly do Entenmann’s instead. Lisa Schreiner mentioned that Entenmann’s might not follow the district’s healthy eating objective. Different fundraisers discussed at the DWP per Alicia Place –local schools have staffed the state track meet, moon tunes and other events to raise money through parking. Hosting Chicken Q’s. Sending fundraising letters out in the before school mailing asking for a donation of $10 to join PTO and receiving larger donations in the process. Kristin Damstra– have a PTO table at the holiday fair for Scripps gift cards. 5% return on Kwik Trip gift cards. Kristin Pretasky – using permission slips (example field trip permission slip with a line for a donation of a field trip) Lisa mentioned the school did that with t-shirts this year (they had 9 participants) Lisa Schreiner– Set up a day to test drive cars you receive $20 a test drive. Find out what dealership does it, compare. Susan Stinson– be careful not to promote specific businesses. General discussion on fundraising purposes and general use of funds

**Cool Cats** (Caring about terrific students)– trying to connect to find someone to lead the Cool Cats. Need Top Cat. Lisa - goal of Cool Cats is to have someone, a male figure, here everyday. For Pizza event it would be fun to get the dads and kids outside together (play kickball etc).

**Photographers for Picture Day:** Lisa is getting quotes from Josten’s for school pictures. Josten has a local yearbook representative. They use local photographers to take the school pictures. Everything is done online and the pictures get mailed to the house instead of school (free shipping). The school signs contracts year to year. LifeTouch is our current school picture and yearbook provider. She is comparing pricing between Life Touch and Josten’s.

**Streamlining Communication:** Find out and communicate clearly what the PTO and school needs are. Post the minutes earlier so people that aren’t present at the meeting know what is going on. Lisa suggested a hotlink to each item/event within the minutes. The PTO also needs someone that is social media savvy to take over the Face Book page. Discussion that Laura Smanski might volunteer for this.

**Parental Involvement**

Make a list of what the PTO has spent money on, add it to the PTO flyer so people can see what the money has been spent on and what PTO does Laura Smanski – Have a parent representative from each class to help generate volunteers and relay information. It will create more personalized contact with each classroom. Have parent representatives help plan Family Fun nights for each grade. Discussion that each grade might have their own family fun night. Discussed using the Family Fun Night as a “Welcome” for families to meet each other. Plan these early in the year/October. Come up with ideas for next month. Jill will create a new PTO account for building requests. Stephanie Umberger – Suggestion to have a Movie night in the gym

Heather - PTO is a charter organization for the Cub Scouts. Offered cub scouts for holiday fair setup, basket for silent auction, clean up after picnic. Utilize them

5th graders’ need 2 liter bottles

**DWP report** – due to time constraints the DWP will be reported next month, Alicia Place – Nov 12th -16th EducatorWeek to celebrate the staff. District wants a summary of earning from each school for PTO. Amount per head count

**Next meeting is October 15th at 6:30 p.m.**

**Meeting Adjourned** at 7:55p.m.

Respectfully Submitted By:

Kristin Damstra