Southern Bluffs PTO Meeting Minutes

November 19, 2018

**Meeting called to order** by Heather Harpenau at 6:04 p.m.

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

**Secretary’s Report – Heather Harpenau** The October minutes had been e-mailed to those present at that meeting. Read and approved. Kristin Pretasky 1st =. Stephanie Umberger 2nd. Motion carried unanimously.

**Treasurer’s Report** **– Walt Smanski:** Currently PTO’s balance is $2412.09 before field trip allocation. We have $4,648 allocated for field trips. Raffle license is valid through the holiday fair. Walt will send in the licensing update for next year. Amazon Smile accounts have all been updated and finalized. IRS 990 has been completed. Kathy H. has submitted the Box Tops and PTO will be receiving a check. We plan to use Square Inc. app for cash access for families that forget to bring cash or check to the holiday fair. It is better for the PTO to continue to take cash/check vs. the app. due to the processing fees.

**Principal’s Report – Lisa Schreiner:** Family Night – 200pp+ was a big success. Students that did not participate still received a book at school. Students and families really enjoyed it. There are plans to have 2 additional family nights. The one in Jan/Feb will have a math focus and the one in the spring will have a community/careers focus. Mrs. Schreiner supervises the after-school program for the district. K-8 was able to submit a proposal. This proposal included dinner, information, and a book. It was funded through community levy dollars via money in the district’s budget. The school report card came out for the district. Southern Bluffs exceeded expectation – 4-star range and exceeded last year.

**Old business**

**Volunteer Needs:** Vision Screening (11/14) – Vision screening went well. The more volunteers, the better. It was a lot to ask of volunteers to have dental sealants and vision screening in the same week.

Dental Sealants (11/15 – 11/16) – Dental Sealants went well. Only 1 volunteer per time slot is necessary. Next year, providing concrete times would be more efficient, because this year the volunteers staffed over the lunch hour, which was not necessary.

**New Business**

**Holiday Fair Miscellaneous** – Get a list of what we need for the Holiday Fair to Lisa. Stephanie Thornton will help set-up during the week. Notify her of the times. Kathy wanted to know if we wanted her to pick up a claw machine – Yes. Discussion about the tree of lottery tickets and gift cards. Discussion of “to do” lists. Lisa requested signage be hung by painter’s tape. PTO will have access to the room from Wednesday - Holiday Fair. A sign-up genius for Wed. morning and Thurs. afternoon will be sent out. Stephanie – we have 400 plaster, wood, and cardboard ornaments allocated for the Holiday Fair.

**Holiday Fair Timeline**

Tuesday: Heather will pick up additional business donations

Wed. 11/28 – Kathy Hasburgh and Kristin Damstra plus other volunteers will meet at 8:40am to begin collecting the basket items from classrooms. We will email an update to PTO for other things that are needed after this workday.

Thurs. 11/29 – Heather Harpeneau plus other volunteers will meet at 1pm to work on auction baskets

Friday. 11/30 - 2 or 3 volunteers have signed up so far for the Holiday Fair. 3:20pm meet to set up Kidland. Jill Wurm has done this before. Lisa has pictures of the set-up configuration. After Care program will be using one side of the gym. Continual volunteers welcome until completed Friday night. Must be done by 10pm for school to be locked up.

Sat. 12/1 – Holiday Fair Day - School to be open by 7:30 – 8am. PTO will notify Lisa on what time we plan on starting.

Holiday Fair Stations – Manned by Adults

Bake Sale – Supervised by Janet Torkelson. Cake Pops, puppy chow, fudge, small bread loaves, and cookies are popular items at the bake sale. Kathy Heiderscheit to make cake pops for the silent auction and bake sale.

Kidland –Supervised by Jill Wurm, Kathy Hasburgh volunteers in Kidland. We have enough kid stuff. We need stuff for Dad’s, Mom’s and pets. Jill Wurm to go to Black Friday Menards sale. PTO members to bring extra grocery sacks to use in Kidland. Kidland wrapping – Lisa contacted National Honor Society at Central to see if they can provide volunteers. Heather is also working on getting wrapping volunteers.

Santa Station – Supervised by Stephanie Umberger/Teachers. She will find volunteers. PTO needs to ask Megan Ackerman to bring backdrop for Santa pictures. Photographer (Life Touch) for Santa is all set and they are booked for next year as well. Heather is currently deciding between 2 Santas. She is working on the best price deal. Santa cost $125 last year.

Raffle Tickets: Supervised by Susan Stinson. Raffle Table will be outside Kidland. She will arrive at 8:30am. and will update us with her volunteer availability. We will put 2 teacher requests in the raffle, one experience for each drawing. First drawing at 10:30, the other at noon. Further discussion on where to locate the raffle table. Discussion of whether or not to hand out raffle tickets/Kidland coupons at school to replace Bobcat bucks. It was decided to hold off on this.

Scrip: Need to pre-order scrip for the Holiday fair. Discussion of increments and how much to order. It was decided to order $10, $25, $50. Heather will get Walt the form for billing. Kwik Trip offers a bill-to-pay in 30 days. It was decided to order $1000 and have pre-order forms at table if we sell out. People can fill out the order form. PTO will pick-up cards at Kwik Trip and have the pre-purchased cards available to pick-up in the office. Can add gift cards to auction baskets to help drive up the price.

Silent Auction: Heather will share a Google doc with Stephanie Umberger for the teacher requests. Stephanie will put a sign-up sheet in the teacher’s lounge.

Mailing List for Business Auction Items - Midwest Family Broadcasting donated $50 to PTO. Heather mailed the letters to the businesses for the silent auction donations. Any item in yellow is taken care of. PTO members to follow up and call businesses for donations. The Google document listed below is the current status of donations. <https://docs.google.com/spreadsheets/d/1g-opGgB6I_sPpjS0R-mMbmbpCseG4VUmnp6zGVRVKyc/edit#gid=0>

**Fundraising Follow-up-** Dairy Queen – PTO earns 10% of sales ($119.58), Culver’s Share Night – 10% of sales, ($285 was one of the best share nights Culver’s has ever had.) We are only able to utilize this once a year, High Roller’s ($260)

**New Business**

**Fundraising Ideas:** Coupon Book Fundraiser – discussion on whether to proceed. Suggestions to give coupon books to teaching staff for appreciation day were discussed. It would cost $1000 approx. to purchase for staff with $700 approx. coming back to PTO. The books are $20 and $14 comes back to the school. Concerns on carrying inventory if we don’t sell them were voiced. It was decided to revisit the books at a later date.

Kwik Trip – <https://kwikrewardskares.com/> - Is a pilot program just given to Northwoods. Kwik trip awards a percentage that you spend back to the school. Northwoods piloted it for a week and raised $800+ dollars. Not available yet.

Susan S. wanted to discuss wording on our PTO letter in regards to fundraising. There was discussion about discontinuing the line “selling wrapping paper or other unwanted items”. This could possibly be offensive to some people.

**DWP Report:** Jaclyn Osley - Presentation by Judy Zable, Topic was Teen Vaping. Juul is a known retailer. Kids don’t understand the consequences of vaping. Discussion with teens about vaping and the continued marketing of products toward kids. Similar to candy marketing. Talk to kids about it being a bad choice, an unknown substance in their lungs. There is not enough research to understand the complications of vaping. Regulations are behind the times. How as parents, do we become informed. Lisa - Study done in 7 school districts, percentage of students that had used e-cig was 8.8%

Laura Smanski - Incorporating Judy Zable in the DARE graduation, there isn’t a better time than when the kids are heading off to middle school. It would be a good way to contact a large population of parents at once. Kristin Pretasky – possibility to have Judy talk 30 minutes prior to the DARE graduation to speak to the parents. Parents are at a disadvantage being uninformed.

Go Riteway **–** “Here comes the bus” App. An app that tells you where the bus is. Starting Dec/Jan. Southern Bluffs is the test site**.**

Thank you letter from Mrs. Brewer – for the PTO conference meals

**Meeting Adjourned** at 7:40p.m.

Next meeting is December 16th at 6:30pm Respectfully Submitted By: Kristin Damstra