

## Lake Marion Elementary PTO

### General Meeting Minutes

January 8, 2018 at 1:30 pm in the LME Conference Room

January 8, 2018 at 6:30 pm in the LME Media Center

**Meeting called to order** by Jennifer Wagner at 1:30 pm; and again at 6:30 pm

## Attendance

### (11 @ 1:30 pm)

Mr. Domstrand (Principal), Jennifer Wagner (President), Tonya Hilyard (Vice President), Lisa Cook (Co-Treasurer), Kil Choe Wikstrom (Co-Treasurer), Rachel Haukoos, Jennifer Van De Berg, Kristin Bornfleth, Melissa Schreiner, Traci Radtke, and Cari Zoellner.

### (19 @ 6:30 pm)

Mr. Domstrand (Principal), Jennifer Wagner (President), Tonya Hilyard (Vice President), Kil Choe Wikstrom (Co-Treasurer), Rachel Haukoos, Jennifer Van De Berg, Christine Cook Peterson, Jody Dube, Erin Hawkins, Alissa Boroff, Jenna Eng, Traci Werner, Chad Dressler, Bobbie Kunkel, Camille Jones, Kim Smith, Becky Huss, Lisa Lang, and Monica Joubert.

## Financial Report *Lisa Cook*

Handouts:

1. 2017-2018 Operating Budget (Summary)
2. Income Statement

Lisa shared that we have an adjusted cash balance of \$61,836.46. She reviewed several accounts with balances such as Square1 Art, Spirit Wear, Classroom Parties, and Staff Welcome expenses. Nothing significant other than to note that some accounts have surpluses while others have deficits.

Lisa and Mr. Domstrand have submitted the final paperwork this month to apply for tax exempt status. Once this has been approved, the PTO will not pay sales tax on materials needed for school events. More information to come.

## Committee Reports

Culver's Night *Jennifer Wagner* for Brenda Kluck

The amount raised in December was \$245.21. Tomorrow, January 9<sup>th</sup>, is the next Culver's night; 2<sup>nd</sup> Grade is serving and there will be a contest for lunch with Mr. Domstrand (with one winner per wing). The Lakeville restaurant has recently been remodeled – everyone is encouraged to stop by.

PTO Help Day *Jennifer Wagner*

Signups look good; at least 3 helpers per shift. Lunch will be provided for volunteers. Jennifer confirmed with Mrs. Radtke and Mrs. Zoellner that PTO is giving them enough lead time to pull their projects together.

5<sup>th</sup> Grade Fundraising: Caps for Camp and Heggies Pizza *Jennifer Wagner & Kristin Bornfleth*

Tonya reported that Caps for Camp raised approx. \$270 in December. Heggies Pizzas sales, a new fundraiser this year, will end on Tuesday, Jan 16<sup>th</sup>. Online sales will be available until then and pizzas will be delivered to the school on Feb 1<sup>st</sup>, just in time for the Super Bowl. Pizza Sorting Volunteers have been notified to dress warm as sorting is an outside activity to keep the pizzas frozen.

Reading Regatta *Tonya Hilyard*

Tonya and Bobbie Kunkel will chair this committee. Jody Dube plans to shadow Tonya so that she can

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learn what is required in hopes she will join this committee next year. The theme will be the Olympics and Tonya will work with teachers to finalize the reading goals and Fun Fridays events.

#### Book Fair Jennifer Van De Berg

The question of whether the book fair would be staffed and open in the mornings or not was discussed again this month. Mr. Domstrand has some ideas (use a room divider, for example) and would like to discuss in a separate meeting with Jennifer Van De Berg and Heather Vinar. Committee will consider reducing the number of morning volunteer slots since students are not able to visit the book fair from 9:30-11:30.

#### Bingo & Baskets Kil Choe Wikstrom

There will be 40 baskets again this year – the increase in the number of students this year warrants keeping a higher number of baskets. Basket themes have been finalized; to date the committee has started 22 baskets and 11 of those baskets have been sponsored in full. Documents are being updated and are on track to be ready when needed. Also, Traci Radtke reported that the teachers enjoyed helping with this event in previous years, but shifts should be early in the evening (set up, ticket sales, etc.). New for this year, all students will be given 5-10 tickets at no cost to them at the kickoff. The committee was reminded that classrooms are awarded free tickets during the food drive.

## Old Business

#### Playground Improvements coming Summer 2019

The school district will be updating our wooden play structure in the summer of 2019. Mr. Domstrand is expecting to receive details regarding the design and elements of the new structure soon. He is asking the PTO to consider future fundraising to add to the base structure that will be provided by the district. More to come on this.

## New Business

#### January Staff Appreciation Day

Jennifer Wagner shared that this month's staff appreciation day is scheduled for the 24<sup>th</sup>.

#### February Conferences – Dinner for Staff

Signup Genius has been created and distributed. New items include sloppy joes and fruits/veggies (thank you, Tonya Hilyard!). Signups are going well.

#### Upcoming Year – Executive Board and Committee Chair Recruitment

Several board positions will be open next year including the President, Vice President, Co-Treasurer, and the currently vacant Secretary position. Additionally, with some members of the board moving on to middle school and others stepping down, there will be several open committee chair positions. Jennifer is working diligently to identify candidates for these positions. Discussion ensued regarding PTO recruitment efforts and what can be done to reach more parents. Kristen Bornfleth reminded us that everyone currently involved in the PTO should be actively recruiting others to join.

Recommendations from attendees: 1.) PTO Recruiting at the beginning of the year might include a parents-mandatory meeting with all committee chairs presenting types of volunteer work they have done each year, 2.) Hold evening versions of PTO Help Day, 3.) Form a Dad's Club to do hands-on work such as trenching around the ga-ga pit, 4.) Add a second Culver's night to alleviate crowding or seek out another restaurant like Pizza Ranch to raise funds.

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**Next PTO meeting** is Monday, February 12<sup>th</sup> at 1:30 pm in the LME Conference Room.

**Meeting adjourned by** Jennifer Wagner at 2:44 PM

**Minutes compiled by** Kil Choe Wikstrom