

Lake Marion Elementary PTO

General Meeting Minutes

May 29, 2018 at 1:30 pm in the LME Conference Room

Meeting called to order by Jennifer Wagner at 1:30 pm

Attendance = 11

Jennifer Wagner (President), Kil Choe Wikstrom (Co-Treasurer), Bret Domstrand (Principal), Rachel Haukoos, Jennifer Van De Berg, Melissa Schreiner, Kelley Hoolihan, Marie Mitchell, Jenna Eng, Cari Zoellner, and Traci Radtke.

Financial Report

Not Reviewed

Committee Reports

Activity Day *Kelley Hoolihan*

Kelley Hoolihan reported that all is on track for Activity Day planning. Event date is June 1st. DJ is booked, Culver's reserved, and one bouncy from Fun Jumps has been reserved. LNHS has confirmed we can borrow their golf cart for Activity Day. A few items were identified as missing, but Kelley will continue to locate them and/or replace as needed (orange cones, blow up basketball hoop). Volunteer sign up has been mostly filled, with a few additional 'floaters' available. Mr. Domstrand will send the class schedule to all the teachers and they can print it as they see appropriate. Kelley will use additional hoses for the Sponge Relay to avoid bringing in larger water containers.

Bogo Book Fair *Heather Vinar*

One day only Buy One Get One Scholastic event on June 1st (same day as Activity Day) in the main lobby. Everything is on track, no additional volunteers needed.

Suggestion for fall book fair: Run the book fair Tues-Thurs (omitting Friday). Friday volume has been low, and it seems unnecessary to have the book fair open the additional day. All attendees agreed.

School Supply Program *Jennifer Van de Berg*

Jennifer has received 55-60 orders so far; Mr. Domstrand is going to send another reminder on the LME facebook page, LME PTO will send reminders throughout the summer as well. Reminder to post the official LME supply list to the FB page.

Year Books *Becky Bishop*

Becky was not able to be present for the meeting but emailed Jennifer notes on the year book status. Becky is requesting that we encourage more pre-orders due to the shortage in 'extra' books this year. Cari & Traci confirmed there were some options in the classroom to encourage families to order in advance (have a yearbook available to show the class, utilize SeeSaw to remind families, etc.). Also having photos uploaded throughout the year is helpful and allows more time to organize and coordinate placement. Lifetouch and Shutterfly have partnered and we should see more flexibility and customization options next year. Total revenue for 2018 yearbook sales was \$533 and an existing credit of \$141.10. Lifetouch will be sending the PTO a check for both amounts.

Buffalo Wild Wings

Annual total raised through the Buffalo Wild Wings program was \$331.

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Old Business

Kindergarten Readiness Night *Mr. Domstrand*

Mr. Domstrand shared that he has received multiple communications from families indicating they appreciated the event and how great everything turned out. 2019 date has been set as the Wednesday before Memorial Day again (5/22/19)

Committee Chairpersons 2018-2019

Jennifer shared a list of the current Committee Chairpersons and confirmed a few remaining spots exist:

- Classroom Coordinator
- Culvers
- Promotional Fundraising
- School Picture Day
- Spirit Wear
- Co-Treasurer

Kil Choe will be creating and sharing a Google Drive account where all the PTO and committee documents will be housed. The link and instruction will be sent to Board Members & Committee Chairs.

New Business

By-law Revision: Meeting Days/Times *Jennifer Wagner*

Jennifer introduced a motion to revise the existing By-Laws to allow more flexibility in the date the PTO meetings will be held. Current By-Laws identified meetings to be held on the second Monday of each month. Revision will require meetings to be held on a consistent schedule confirmed before the start of the 2018-2019 school year. Motion was passed. Additional conversation is needed to identify the days/times of the PTO meetings prior to the start of school in the fall.

AtoZ Connect *Kil Choe Wikstrom*

Kil Choe introduced the idea of utilizing app A to Z Connect for the upcoming school year. The app is supported and recommended by PTO Today. It includes an online directory, parent portal and groups, signup options, calendars (PTO, School, Classroom), lunch menus and a store. Kil Choe will research the app further to confirm Privacy Statement details and options for distributing codes for parent sign up to confirm security. Kil Choe will follow up with the board and Mr. Domstrand with additional details.

Bachman's Plant Donations *Jennifer Wagner*

200+ plants were donated by Bachman's for the front plant gardens. Rachel is drawing out the plan to document and label the plants. Bachman's will provide a sign for display. Water options need to be confirmed before wood chips are put down. Bachman's suggested a soaker hose, Rachel suggested a pin-point watering system.

Summer Tree Watering *Jennifer Wagner*

Signup Genius went out for Summer Watering, most of the slots were filled. We need to identify a way to communicate the shed info to the volunteers.

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August 22nd Teacher Welcome 7:30am-8:30am

Teacher welcome will be Wednesday 8/22, we will look for volunteers to help meet teachers in the parking lot and bring their bags and boxes to their classroom (like a valet). Kil Choe will send additional info about the event to the group. **DATE CORRECTION: Welcome back will be on Monday, August 27th per Jennifer Wagner's follow-up email on 6/2.**

Next PTO meeting is TBD, September 2018

Meeting adjourned by Jennifer Wagner at 2:38 PM

Minutes compiled by Jenna Eng