

**Robert Frost /
Challenge Center PTO Meeting Agenda**

Monday, March 2, 2020 6:30 pm

Attendees: Jenniffer Stenaas (President), Jill Smith (Treasurer), Kirk Frederickson, TJ McVay,
Alissa Hugelman, Dori Perkins, Teresa Wrich, Jay Kahl, Amanda Fauth, Tami Burkard, Jason Madsen,
Lynn Gillette, Jennifer Chamberlain

1. Welcome and Introductions - Jennifer Stensaas

- a. Mission Statement - The purpose of our organization is to bring together the unique abilities of our parents to compliment the unique abilities of our teachers and staff in order to create support for our children's educational experience.
- b. Objectives - The objectives of this organization are to promote:
 - 1. Fundraisers and donations to support our school, activities and events.
 - 2. Social events to bring home and school into a closer relationship.
 - 3. Volunteer opportunities in the school.

2. Additions or deletions to agenda - Motion: Tami Burkard 2nd: Jay Kahl

3. Approval of Jan 2020 minutes - Motion: TJ McVay 2nd: Amanda Fauth

4. Chair reports – PAST events

- a. Hobby Fair (Jan 23) - Tami Burkard - Tami reported that the event went well, there were right around 55 entries which is down slightly from last year. The weather round the timeframe of the event wasn't the greatest which could have had an impact on the turnout. Students really enjoyed showing their hobbies as parents and other guests strolled around viewing. Participants all received small trophies.
- b. Book Fair (Feb 3 & 6) - Jennifer Stensaas - Book fair was held in conjunction with conferences during these dates as well as a "grand" event during the lunch hours. Students were invited to bring someone "grand" in their life to school for lunch as well as a walk through the book fair. Numbers below show the scholastic dollars earned for the fair, which was given to the library and teachers to spend to supply the school and individual classrooms with new books.

02/03/2020

Fair ID#: 4361814

	Sales	Profit & Rewards Earned
In-School Fair	\$8901.50	Scholastic Dollars Profit: \$4450.75
Online Shopping	\$0.00	
Rewards & Bonuses		Early Booker Reward: \$250.00 All Scholastic Dollar Reward: \$445.07 Multiple Fairs Reward: \$1335.22
	Total Sales: \$8901.50	Total Profit & Rewards: \$6481.04

- c. Meals for Conferences (Feb 3 & 6) - Danyelle Cleveland; meals went well, nothing much more to report here

5. Chair reports – UPCOMING events

- a. Kindergarten Registration (Mar 26) - Tami Burkard; planning is well underway. Tami has a volunteer that will be shadowing her regarding planning this event since this will be Tami's final year leading it. 5th graders

will lead tours of the school for Kindergarten families. Kindergarteners will also be able to practice opening common lunch-type items like pudding, juice boxes, etc and will have a chance to practice going through a lunch line, carrying a tray, etc. They will meet all of the Kindergarten teachers and tour the classrooms. The PTO provides a book as a gift to all incoming Kindergarteners.

- b. Movie Night (Mar 27) - students will vote on a movie again, once selected we will be distributing flyers and emails to announce the event. Pizza pre-orders are ready to go on the website. Sonia Ohling has offered to pay for the popcorn to be able to give everyone free popcorn that night.
- c. Science Fair / Art Show / Ice cream social with BOGO Book Fair (Apr 16) - Sonia Ohling, Jennifer Stensaas; Sonia wasn't able to attend the meeting so we did not have an update on Science Fair planning. The PTO board will handle scheduling a vendor to come in and provide treats for sale during the event. We are looking for someone to put together a scavenger hunt for the Art show. Please contact the PTO board if you are interested.
- d. Spirit Wear spring order (Date TBD) - We will hold a final Spirit Wear sale during the month of April. Jill will coordinate the sale, as it is already set up on the website from last time. We'll do the same design as last time and take orders through our website. Jason Madsen has a vendor idea to share with the board for future sales.
- e. Teacher Appreciation Week meals (May 4 - May 8) - Tara White; Tara was unable to attend the meeting so we do not have a report on this, however the PTO board will work with her to ensure that everything is taken care of
- f. Future Friday (5/8) - Jay Kahl; A save-the-date went out in the past couple of weeks; there are 8 presenters signed up so far. In the next coming weeks Jay and Jason will be contacting presenters from last year to see if they will commit to participating again. A survey will also go out to students to gauge interest and get feedback / ideas on careers they would like to know more about.

6. Chair reports - ONGOING events

- a. Boxtops for Education - Alissa Hugelman; we should be receiving around \$150 yet this year for Box Tops that have been submitted. As the program phases out the printed box tops, we're hoping to continue spreading the word about using the Box Top app to scan your receipt for instant box top submission.
- b. AmazonSmiles Rewards - (0.5% of sales, distributed quarterly); received \$37.92 for Q4 2019

7. Principal's report - Mrs. Gillette

- a. Upcoming Construction: the school will be under construction over the summer to move the front entrance to the north where the current third grade area is. Administrative offices will also move over to that area, with a completely secured entrance being put in as opposed to the partially secured entrance that we have now. When completed, those coming in through the front doors will need to be buzzed into the building and will enter directly into the office to be greeted and directed. Right now people can be buzzed in and go either way down the hallway without going into the office. The gym will also be expanded to the west, with possibly a set of bleachers to be put in for use during concerts and school assemblies.
- b. Fun Run update; the school is hosting a Fun Run fundraiser to raise funds for classroom supplies, teacher education opportunities, and playground updates and improvements. Progress is going very well, and net profits are sitting at right around \$21,000 so far, with the remainder of the week to go. Students will be running their "laps" during PE classes next week.
- c. Mrs. Gillette provided information on the second of the Staff Focuses they are working on as a group this year. Focus #2 is to equip our students with self management and regulation skills, both emotionally and socially. A recurring theme is "Assume nothing - teach everything" - don't assume that children know how we want them to act, or expect them to behave in certain situations. They are learning, both academically and behaviorally, and we must teach them. Positive words and phrases are practiced in staff meetings. Mrs

Gillette says “Why use a cannon when a compliment will work much better” - this goes along with the idea of positive reinforcement. Children react much better when they know they are cared about, respected, and have some control in whatever situation is happening. She also emphasized that they are working on having a “common language” so that staff are using the same languages to guide kids. This helps to reinforce behavioral learning throughout the school with consistent teaching. Mrs. Gillette also gave us some insight into what goes into the decision to refer a child to the office due to behavior. Staff try to give suggestions “in the moment” of what the choices were, what behavior was wrong and what better choice can be made next time. They use a system called “Stop and Think” to document situations where they think a parent needs to know what happened or needs to be brought into the conversation. For these instances, the staff member and child work together to go through the steps mentioned above. If a child has three “stop and thinks” of the same nature within one quarter, then an office referral is made.

8. Financial report - Jill Smith

- a. Present current budget status - Motion to approve: Lynn Gillette 2nd: Amanda Fauth
- b. We discussed ideas on how to use the approximate \$3000 that will be extra. Some ideas included: fund Playaway devices for the library, pay lunch account deficits, start a fund for playground improvements, purchase clothing, coats, boots, hats etc for a “Kids Closet” at school that school staff can “shop” from to give to children in need of warm winter clothing, etc. A motion was made by Jason Madsen and seconded by Lynn Gillette to allocate \$1000 of our surplus money to fund a “Kids Closet.” Tami Burkard will go shopping now while winter clothing is on end-of-season sale, and will spend \$500 to stock the “Kids Closet” with items. We will provide an additional \$500 to the school to keep on hand in order to purchase items as needed to restock, or purchase items in specific sizes when needs arise.

9. Old Business

- a. New fundraising ideas:
 - i. vehicle window clings, driveway logos - We’ve decided to table these ideas as there likely will not be enough adult leadership to pull them off.

10. New Business

- a. Coke caps - .05 per cap, printed codes on cardboard packaging is more; have 2 full kitchen garbage bags; the PTO board will put out a call for a volunteer to lead the effort in submitting the Coke caps and codes that have accumulated, however if a volunteer is not found then we will close this effort
- b. Pop tabs - is this a PTO function to deliver the Ronald McDonald House? Yes, we will get them delivered.
- c. Nominations for Executive Board next year: President, Vice President, Treasurer; Will need to rebuild committees for: Project Night, Rewards Programs, Spirit Wear, Quiz Bowl, Movie Nights, Science Fair / Art Show / Ice Cream social, Kindergarten Round-up, Hobby Fair
- d. We discussed the need to use personal connections to find people who may be a good fit as a board member or committee leader for next year.
 - i. We get a much better response and attention when teachers send out communication / asks from the PTO board, perhaps we can ask teachers to include specific messaging in their weekly emails, or even recommend certain people for us to contact
 - ii. We could craft a message for teachers to send, but also ask them to include something personal from their classroom on how the PTO has helped their children specifically this year. The idea is to show parents the real impact that the PTO has and give them inspiration to become more involved.
 - iii. When looking for board members, set it up in a way that new ones are shadowing or being mentored by the board members that are transitioning out.

- iv. Focus on getting parents of K-3 involved, as they will be around longer than the parents of older children.
- v. Have a PTO representative attend the various Open Houses and have a presentation about what opportunities there are to help and be involved.
- vi. Have signage at events that say “Do you like this event? We need help to keep it going, please join us or ask how you can help”

11. Adjourn - Motion: Tami Burkard 2nd: TJ McVay

Next PTO meeting will be May 11, 2020 @ 6:30pm in the RF/CC Library

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