

Robert Frost / Challenge Center PTO Meeting Agenda

Monday, May 11, 2020 @ 6:00 pm via ZOOM

The RFCC PTO met via an online Zoom meeting for our final meeting of the year. School was closed and moved to an online learning format for the last few months of the year due to the COVID-19 pandemic. Our PTO meeting followed that protocol and happened in an online format as well.

Attending: Jennifer Stensaas, Jill Smith, Jay Kahl, Sonia Ohling, Lynn Gillette, Alissa Hugleman, Tami Burkard, Sarah Spencer, Elysha Anderson, Elizabeth Woche, Jason O, Kjerstin, Jason Madsen

1. **Additions or deletions to agenda** - Motion __Sonia O__ and 2nd __Lynn G__

2. **Approval of March 2020 minutes** - Motion __Jay K__ and 2nd __Tami B__

3. Chair reports – PAST events

Many of our events for the last few months of the school year were cancelled due to the COVID-19 pandemic. No discussion was needed for these events as they didn't happen. No budget money was spent either, with the exception of Teacher / Staff Appreciation Week. The PTO purchased gift cards for teachers and staff, as reflected in the budget. We are holding a virtual book fair in effort to get books in the hands of students at home. We are likely to not make much as far as Scholastic rewards goes, however it is important to still have some sort of connection to school and reading / learning and hope that by hosting an online book fair we can provide a small sense of normalcy for students.

- i. Kindergarten Registration (Mar 26) - Tami Burkard **CANCELLED**
- ii. Movie Night (Mar 27) - Jill Smith **CANCELLED**
- iii. Science Fair / Art Show / Ice cream social with BOGO Book Fair (Apr 16) - Sonia Ohling, Jennifer Stensaas **CANCELLED**
- iv. Virtual Scholastic Book Fair (May 1 - May 14) - Jennifer Stensaas
 1. <https://www.scholastic.com/bf/rfcc>
 - a. Download the [Honey](#) browser extension for additional discounts
 2. All book orders over \$25 ship **FREE**
- v. Teacher Appreciation Week (May 4 - May 8)
 1. Purchased and delivered gift cards for each teacher / staff / admin
- vi. Future Friday (May 8) - Jay Kahl **CANCELLED**

4. Chair reports – UPCOMING events

a. NONE

5. Chair reports - ONGOING events

a. Rewards Programs

- i. [Boxtops for Education](#) - Alissa Hugelman; we continue to see that people are using the BoxTops app to scan receipts - thank you! We will continue to build awareness that this is the new way that BoxTops will be submitted going forward. We'll still collect and send in clipped box tops, however they've been being phased out of printed packaging. Turn in what you have and we will send them in!
- ii. [AmazonSmiles](#) Rewards - (0.5% of sales, distributed quarterly)

- iii. [Coca-Cola Give](#) - Jennifer Stensaas
 - 1. Jennifer and her team of kids has done a lot of cap scanning and have made great progress on getting through the huge bag of caps! Thank you Jennifer!
- iv. [Ronald McDonald's Pop Tab Program](#) - Please continue to save your pop tabs over the summer! We have a volunteer that collects and delivers them to the Ronald McDonald House in Sioux Falls.

6. Principal's report - Mrs. Gillette

Construction was able to start a little early to the front of the building and gym area, due to school being out of the building. There should be no reason that it isn't done well in advance of the open houses before the next school year starts. Our building is one of the final ones in the district to be getting an upgrade to the entrance, making it truly a secured access point for school visitors. The gym will also be expanded, which will provide a space large enough for the entire school to gather for assemblies, as well as fine arts concerts. Concerts will no longer need to be split into multiple performances to keep the audience within fire code capacity.

7. Financial report - Jill Smith

- a. Present current budget status - Motion Sarah and 2nd Sonia
- b. Allocate remaining fundraising balance to RF / CC wishlist: bleachers - Motion: Sarah 2nd: sonia
 - i. Because a number of our end-of-year events were cancelled, we ended up with a chunk of extra money to be allocated elsewhere. There was discussion of the possible ways to use this including purchasing more Play-Away books for the library, establishing a savings fund for playground updates, or fulfilling wish list items from the school. Principal Lynn Gillette indicated that there are funds set aside from the Fun Run fundraiser to cover playground updates as well as other initiatives that she wanted to do, but where the money could really make an impact is to put the extra PTO money towards bleachers for the new gym. The school has struggled for many years with concerts and hosting events where a lot of seating was needed. Chairs have been placed on the floor in rows but since everyone is on the same level it makes seeing the performers a little difficult. With the expansion of the gym there would be room to add bleachers, something that has been on the wish list for a number of years. When getting funding from the school district for the construction project, bleachers were an "extra" that they were not willing to include. Lynn indicated that they would need around \$15,000 in order to get bleachers. If the PTO would donate the \$8600 extra funds, and combine that with some of the Fun Run money from the school, plus some savings that happen on the original construction budget, she's confident that enough money can be pulled together to purchase bleachers for the gym. This motion was approved.

8. Old Business

- a. NONE

9. New Business

- a. Nominations for Executive Board next year: President, Vice President, Treasurer, Secretary
 - i. With no nominations for the executive board next year, the future of the PTO leadership is a little unknown at this point. Many ideas were discussed on how to get parents involved, how to make the volunteer process easier or less "daunting" - we will continue to try to recruit new board leaders throughout the summer via directly asking people to commit.
 - 1. Jason Madsen will volunteer for Secretary or VP if no one else comes forward

- b. Committee chairs and volunteers needed for: Project Night, Rewards Programs, Spirit Wear, Quiz Bowl, Movie Nights, Science Fair / Art Show / Ice Cream social, Kindergarten Round-up, Book Fairs
- i. Jill Smith and Sarah S will work together on the Quiz Bowl next year.
 - ii. Jason Madsen will lead Spirit Wear
 - iii. We will continue to look for volunteers to lead other events. If no one volunteers, some events may just not happen, which is OK.

10. Adjourn - Motion __Sarah S__ and 2nd __Lynn G__

Next PTO meeting will be Sep 14, 2020 @ 6:30pm in the RF/CC Library

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