

Robert Frost PTO Meeting - Tuesday, November 29th, 2016

Attendees: Shelli Masek (President), Beatrice Skyberg (Treasurer), Julie Person (Secretary), Colleen Werner (Principal), Jessica Peterson (5th grade teacher), Meagan Rhodes (Art teacher), Laurie Stadheim, Vanessa Janssen, John Pagone, Tami Burkard, Nicole Osmundson, Tina Zhang

- Welcome and introductions - Shelli Masek
- Approval of the agenda - Shelli Masek
 - Nicole Osmundson motioned to approve the agenda
 - Laurie Stadheim 2nd to approve the agenda
- Approval of September 2016 minutes - Shelli Masek
 - John Pagone motioned to approve the minutes
 - Tami Burkard 2nd to approve the minutes
- Introduce Meagan Reposa from the Argus Leader - Shelli Masek
 - Meagan is working on a weekly parent newsletter that is sent out via email on Monday mornings. It features articles on current education issues such as legislation, classroom project features, and district issues. She would like schools, parents, and teachers to send her any information that might be relevant for future articles and encourages parents to sign up to receive her weekly emails.
- Chair Reports - Shelli Masek
 - Hobby Fair (Laurie Stadheim) - The event will be held on January 12th. Everything is going well and nothing is needed from the PTO at this time. Ms. Werner will coordinate having tables set up with the custodians as well as adding a "save the date" in the next newsletter. Sign up forms will be sent home after the winter break. Parent signatures will be required this year.
 - Holiday Sing-a-long (Ms. Werner) - The event will be held on December 22nd. They are not sure if it will be broken into 2 or 3 sessions this year. They should know more by next week. The event will still be held first thing in the morning.
 - Wellness Council (Nicole Osmundson) - The council is hosting a Healthy Holiday Challenge for the month of December. Students will track their sleep, food, and activity. Prizes will be awarded. The council is looking for new parent representatives so it can be continued next year.
 - Box Tops (Laurie Stadheim) - Our fall submission was \$433.80. We should also receive around \$1200 that was submitted at the end of last year that will be added on to our fall check. We earned about \$3,000 from Box Tops last year and Laurie estimated will receive closer to \$2,000 this year.
- Treasurer Report - Beatrice Skyberg
 - Beatrice did not have the November report so the budget is reconciled through October. Our checkbook balance as of 10/25/16 is \$7460.05.
 - The book fair had \$9,000 in total sales, \$6,000 of which were from credit/debit cards. The book fair does not generate revenue. Our school receives book

credits that are distributed throughout the entire staff, the library, and the book room.

- The report shows \$3295 for the general envelope donation this year since Beatrice did not have the November report. Shelli said we're at \$3920 up-to-date.
- Everything has stayed within the budget. Teacher classroom funds have been distributed. We just received new checks and reimbursements will be issued. Ms. Werner will check with Kellie to see what we owe the school for Coke products and teacher supply reimbursements during the Peace Festival.
- Beatrice would like to go paperless going forward. She will scan everything. Everyone was in favor of this. Beatrice will check into online hosting options so everything is organized and easily accessible.
- President's Report - Shelli Masek
 - The Quiz Bowl went smoothly. We had enough volunteers and finished on schedule. Ms. Dewey's class won the award of ice cream bars for the highest percentage of questions right. The classes for the highest percentage of participation and money earned will be awarded prizes after all the money is collected and counted. We had \$11,000 in pledges.
 - Shelli introduced Tina Zhang, who is our treasurer in training and will take over for Beatrice next year.
 - Shelli added a post on Facebook about the school's need for boys pants and underwear in sizes 4-6. Julie will look into writing a grant for the school to provide income for clothing needs.
 - We earned \$166 at our last Skate City fundraiser.
 - We have the Kaleidoscope assembly this coming Thursday and Friday. Nicole mentioned that they have Tass & Thatcher at Edison doing 3 assemblies for \$300. It's something to look into for the spring assembly.
 - Shelli will figure out who is in charge of getting flowers for concerts. There's a band and orchestra concert coming up on the 6th.
- Principal's Report - Colleen Werner
 - Attendance is being taken and counted differently this year. It's by the minutes so even a 60 minute absence can be considered missing half a day depending on when the absence is taken as one hour of the day is not considered educational like lunch and recess. The PTO is asked to help emphasize, encourage, and promote good attendance.
 - Attendance can affect our school report card as now 94% of our students need to be at school 94% of the time. If a student misses 2.5 days per quarter or more they will fall below the 94% attendance.
 - The school would like the PTO to keep attendance numbers for events to help keep track of parent involvement. We discussed having numbered stickers to hand out for the sing-a-long so it would be easier and faster to keep track. The district is emphasizing community involvement in our schools.
 - The Robert Frost Reads program is going well with 60 volunteers and over 90 minutes of reading time each week.

- We have 625 students and there were 626 conferences attended due to having some conferences with separate parents. There were 43 conferences that needed to be rescheduled and 32 of those were rescheduled. The school only had 9 conferences that parents did not show up or reschedule.
- The Kaleidoscope assembly will be an annual tradition. We hope to have 2 school assemblies each year.