

Robert Frost PTO Meeting - Monday, May 7, 2018

Attendees: Jill Smith (President), Jennifer Stensaas (Vice-President), Julie Person (Secretary), Colleen Werner (Retiring Principal), Lynn Gillette (Incoming Principal), Andrea Bleil (CC 4th), Millie Brower (CC 5th), Kelsey Nicholson (3th grade), Jessica Knigge (Kindergarten), John Pagone, Tami Burkard

- Welcome and introductions - Jill Smith
- Approval of the agenda - Jill Smith
 - Jennifer Stensaas motioned to approve the agenda
 - Colleen Werner 2nd to approve the agenda
- Approval of March 19th minutes - Jill Smith
 - Jennifer Stensaas motioned to approve the minutes
 - John Pagone 2nd to approve the minutes
- Additions to the agenda- Jill Smith
 - No additions or deletions.
- Chair Reports - Jill Smith
 - Kindergarten Round Up (Tami Burkard) - The event went well. The 5th grade helpers were great and we had good attendance. Tami will continue to chair next year.
 - Art Show/Ice Cream Social/BOGO Book Fair (Jennifer Stensaas) - We had a lower turnout this year. The weather was bad. We had low fundraising this year. It was a short week after spring break so that might have had something to do with it. We fundraised \$200 for Hawthorne's library, but decided to match that with our extra Scholastic dollars and offered Hawthorne's librarian \$400. We had an error though and she ended up with \$800 worth of books, but we had extra money in our budget to cover it. It was mentioned that maybe a week night would be better for attendance than a Friday night. We also discussed forming a PTO committee to help Mrs. Rhodes with this so that there can be more individuality in the artwork and the artwork could be matted. The teachers present said they'd be happy to help with matting their students' work as well. We discussed mixing up the artwork in the hallways so the families would have to look for it and it would be more of an experience.
 - Movie Night (Jill Smith and Julie Person) - We estimated about 150 people in attendance, which was a perfect fit for our gym space. It was comfortably full. The event went well. The kids were well behaved and we had a good amount of volunteers. This was a community building event so it was our hopes to break even after expenses and we ended up profiting around \$40.
 - Teacher/Staff Appreciation Week (Jill Smith on behalf of Tara White) - We did food 3 days of the week instead of 5 as requested. We need to fix the week on the calendar as we celebrated a week early. The staff liked the Guess Who game. We discussed having more guesses with smaller prizes throughout the week.
 - Field Day (Kelsey Nicholson & Colleen Werner) - To be held May 23. The students will have old-fashioned activities during the day. Mr. Peterson has all the stations planned and 5th graders will be helping throughout the day. The kids will get a freezer pop as a treat and there will be a dunk tank for the staff member with the most votes. There will be an evening event with K-2 encouraged to attend from 5:30-6:30 and grades 3-5 encouraged to attend from 6:30-7:30. There will be food trucks available for purchase. There will be music and a photobooth. The committee used extra funds from PTO and Fuel Up to Play to purchase the cones and equipment, as well as the backdrop, so we

should be set for years to come. A sign-up genius link will go out with volunteer opportunities for set-up and clean-up.

- Awards Day (Colleen Werner) - To be held on the last day of school, June 1st, at 8:30. The kids will stand up to be recognized and they will receive their awards in the mail to keep the awards ceremony moving. It will be for students in 2nd-5th grades as not everyone will fit in the gym. Ms. Werner and Mrs. Bell will go around to the K-1st grade classrooms to recognize their attendance. Jill Smith will represent the PTO at the ceremony.
- Treasurer Report - Jill Smith
 - We are on budget and estimate to have \$5,824.72 remaining to carry over to next year. Our bylaws state that we have to have at least \$5,000 to carry over to the next school year to cover fall expenses. We need to schedule an audit to be done by the end of July after Tina gets all the paperwork in order.
- Principal's Report - Colleen Werner & Lynn Gillette
 - We discussed all the staffing changes for next year. There will be a lot of new faces and some familiar faces in new roles.
 - We discussed continuing to look into doing fundraising for new playground equipment.
- New Business
 - Review/Discussion of the year and suggestions for next year - We will work more closely with the student council advisors to better coordinate events and fundraisers.
 - There's a proposed amendment to the RF/CC PTO Bylaws Article IX, Section 2. The current bylaw states, "The Budget must be approved before new spending can occur in any fiscal year." The proposed amendment is, "The Budget must be approved at the first regular PTO meeting of the fiscal year. Executive Board members may spend up to \$1,000 prior to approval of the budget in order to fulfill fiscal needs prior to the first regular PTO meeting of the year." The proposed amendment will be posted on the PTO website and will become effective after two weeks as long as no objections are received. The proposed amendment will allow the Board members to purchase the items needed to start the school year without having to personally carry the financial burden for 30-90 days until the budget is approved and they are able to be reimbursed.
 - Jill Smith will look into seeing if we can get credit/debit cards for our Board members so they are able to make purchases without having to be reimbursed and still be within the limitations of our bylaws.
 - The following people were unanimously voted in as our 2018-2019 Board members:
 - Jill Smith, President
 - Jennifer Stensaas, Co-Vice President
 - Sonia Ohling, Co-Vice President
 - Jaysen Stevenson, Treasurer
 - Julie Person, Secretary
- Adjourn
 - Jennifer Stensaas motioned to adjourn the meeting.
 - Tami Burkard second to adjourn the meeting.