

# Fieldstone Elementary PTO Meeting Notes



General Monthly Meeting

Monday, February 13<sup>th</sup>, 2023 at 6:30PM

Fieldstone Elementary School, East Commons

## Principal's Report

Jeanette Aanerud

- I Love to Read month. Feedback from PTO members/parents is that book is going well. Kids like it
- Books and Breakfast is coming up. More than 500 people have registered. We've never had more than 300 before, so this is the biggest turnout we've ever had. They have a good plan in place.
- March 3<sup>rd</sup> is Read and Feed. We will need volunteers to help pop popcorn and fill bags. Estimated 4, 1-hour shifts of 2-3 people each. Will need about 600 bags for students and another 100 for staff, so about 700 total. This has to happen on March 2<sup>nd</sup> as the bags need to be ready by March 3<sup>rd</sup>. Craig will create the Sign Up Genius and Jeanette will send out on Blackboard.
- Another event at school this month is Sweet Sixteen. Kids pick from list. Media specialists put together for teachers
- Big Bore BBQ meal was much appreciated. Staff made a very nice poster and signed it as a thank you. Jeanette wasn't sure we got our money's worth with portion size – just wanted to pass on feedback. No complaints from teachers. Krista advised we will give feedback to Big Bore for the future. Comments: possible 2<sup>nd</sup> sandwich, add coleslaw, etc....
- March 2<sup>nd</sup> is 3<sup>rd</sup> grade concert. PTO confirmed that we will purchase flowers for music teacher
- First pages of yearbook to be started tomorrow. Had some issues with Zahler getting things up and running. Jeanette will send a Blackboard message reminder for yearbooks being due this Wednesday. Has to be final date so we're equitable to parents (some able to order late and others are not). Krista will talk to Zahler to confirm.
- Jeanette would like PTO to consider purchasing 1 smart board next year. Jeanette trying to save money from instructional budget. Cost of board is \$7,300. Jeanette submitted request for next school year (2023-2024). 4<sup>th</sup> grade needs 5 smart boards. Request for PTO funds submitted. Will revisit later in the year once we know more about where our finances are at.
- 5 day weekend coming up for President's Day
- Jeanette will not at the next PTO meeting. She will be out of town (March 13<sup>th</sup>). Jeanette will send Keli updates to provide at that meeting

## Teacher Reports

- Teachers advised they really liked being able to order books for their classroom. They like things like food buffets, as well, but just wanted to make a point to say how much they appreciate things for their classrooms
- David LaRoche art is posted in hallway. Looks great! Thanked us again for supporting having him come to school

## Officer Report: Co-President

Krista Hall Gerten

- PTO Presidents from local STMA schools emailed each other. Want to have school board meetings live streamed. They identified a very low-cost system (OWN Labs for \$2,000) that is used by other districts to get meetings online. They advised they've had offers to donate this system to the district. Jeanette advised it's finances, but also people resources (who videos, takes responsibility, etc...). Possibilities: Google Meet, Facebook Live, recording meeting/posting later, etc.... Anne Marie advised Jeanette we tried to do live in the past and it did not go well. People could not hear. Google Meet did not work, as well.
- Member asked if the school board have a Facebook page? Just individual members from what group knew of
- Other PTOs are asking for parents to send messages to board members prior to the February 21<sup>st</sup> meeting to voice support of

having school board available live or even recorded videos that parents could watch at a later time

- Emails to contact: [drews@mystma.org](mailto:drews@mystma.org); [karid@mystma.org](mailto:karid@mystma.org); [timothyl@mystma.org](mailto:timothyl@mystma.org); [carols@mystma.org](mailto:carols@mystma.org);

[hollees@mystma.org](mailto:hollees@mystma.org); [travisw@mystma.org](mailto:travisw@mystma.org); [annmarief@mystma.org](mailto:annmarief@mystma.org)

- Do we want to share this to our Facebook? Krista – get in touch with Tierney

- Krista signed us up on PTO Today and we were awarded over 600 fruit snacks. Will either give to kids at Book Bingo or at all school bingo.

- Book Bingo suggestion. Big Woods PTO had a donation box at their recent event and made a good amount of money. We should consider the same for our event

- Discussed possibility of making Book Bingo event bigger in the future and adding fundraising opportunities (ex. raffle, silent auction, etc...)

- Krista asked if there was a possibility of teachers running food for Culvers for a spirit night. Krista will send Jeanette details and Jeanette can look into possibility of this happening. Carol said she would.

- Conference meals cost \$804.00 and we had about \$200 leftover after that. Will hold on to that money for now with possibility of saving/using for a bigger Staff Appreciation surprise (possibly ice machine staff keep asking for)

- We received a check from Space Aliens for \$396.74. Krista will deposit.

- Request for Funds: Popcorn Supplies. From 12/12/22. Request from Jeanette for popcorn supplies (coin drive winners, Book Bingo, All School Read). Oil was purchased on 12/12/22 for \$37.56.

- Request for Funds: Hot Chocolate. Request form submitted by Jeanette 12/12/22. Decided to put this under the General Staff Appreciation fund and do this for our December event. No additional spending needed to be approved.

- Krista confirmed that the extra Meal Train money (from the first conferences) was used to purchase bagels for staff. Total was \$143.63, although Krista is in contact with Panera to try and get a refund as we were charged tax and we also did not get the ½ off for bagel Tuesday. No additional funds were spent from PTO outside of budget.

### **Officer Report: Vice President**

Lexi Jouppi

- No updates/not present

### **Officer Report: Treasurer**

Kristen Myers

- Treasurer not present - updates sent via email 2/13/23

- Kristen will be in 2/14/23 to provide check for \$5,539.84 for Fieldstone Elementary for invoice reimbursements

### **Officer Report: Secretary**

Keli Gerling

- January meeting minutes were approved (Craig 1<sup>st</sup>, Krista 2<sup>nd</sup>)

- Keli will send Nov, Dec, and January meeting minutes to Mrs. Kampa after this meeting and have her update PTO members

- Jeanette previously advised possible Book Bingo date of Thursday, April 27<sup>th</sup>. She will follow up with Community Ed to make sure this date works and will let us know.

- Teachers asked for some sort of an advertisement for Book Bingo to send to families. Advised we will get this to them once it is available.

- Jeanette advised that they get a better deal on water bottles through the district. She will look into this and get back to us. In the past, we've ordered about 250 mini water bottles and that has been fine.

### **Officer Report: Public Relations**

Tierney Kreinert

- Not present/below updates provided prior to meeting

- Webpage is still in progress

- Social media campaign beginning next month (what we do, where funds go, etc...)

- Tierney needs bank QR code from Lexi reg. receiving donations via the website. Craig will pass on to Lexi.

### **Fundraising Coordinator Report**

Sarah Moylan

- Booster: how do teachers want to do classroom incentives? Do we want to do a schoolwide incentive? Group agreed that we want any individual prizes handled outside of the classroom. As far as the classroom/school rewards, Keli advised Booster had some documents with some ideas. Keli will send ideas to Jeanette and she will review.

- Per Krista - Big Woods PTO posted a video of their glow fun run in case anyone wants to see an example
- Krista advised we're following up with Booster about staff t-shirts (who is included).
- Discussed possibility of doing our own glow run fundraiser in the future. Jeanette has a meeting with elementary team and will ask details about doing it solo – how would we collect money? How many volunteers are needed? Etc...
- Jeanette will ask elementary team – if we did our fun run fundraiser on our own, how would we collect money? How many volunteers are needed? What does it look like?
- Does Dome require a rental fee? Group thinks they would not, but would need to confirm and check
- First Day of School Supplies: Sarah has already spoken with Jeanette. Teachers need to update their supply lists by March 1<sup>st</sup>
- Malmborg's: coming up in May. Teachers asked if it is a good fundraiser. Krista advised she believes it is.

## **Volunteer Coordinator Report**

Craig Kohout

- No updates

## **Staff Appreciation Coordinators Report**

Keli Gerling & Tierney Kreinert

- I Love to Read Month books update. Large Scholastic order was put in. Books will be shipped to the school attn Keli Gerling. Front office will advise any time books are received so we can sort into staff mailboxes.
- Krista will make two smaller purchase of books that we could not locate – a small Amazon order and another small Scholastic Teacher Store order.
- We are looking at booking What's the Scoop during Staff Appreciation Week (May 8<sup>th</sup>-12<sup>th</sup>). Krista will call to schedule. They usually ask for two days with one as a backup, so we'd be looking at Thursday and Friday of that week
- Krista confirmed she can bring flowers to the 3<sup>rd</sup> grade concert. She will coordinate with Keli and Tierney to purchase those. Jeanette confirmed no accompanist, so just flowers needed for music teacher.
- Discussed upcoming Staff Appreciation schedule. As February is almost over, will skip event this month and focus on I Love to Read book orders. Will plan a food event in March. Group agreed soup bar would be a great option and we can ask parents to donate breads, drinks, desserts and volunteer to bring a crock pot of their favorite soup. Need to confirm with front office how many crock pots we could have plugged in at once. Will skip supply restock event this year as we do not want to overlap with Booster in March. By April, we're already approaching end of year. Will revisit next year.
- Discussed possibility of taking extra \$200 from this conference Meal Train and applying towards an ice machine to install over the summer as staff want this badly. Would need to maintain the machine (clean it) and leave instructions for staff. Also, could get volunteers to clean the unit. Possibly a sign-up sheet each year (combination of staff and PTO volunteers).

## **General Discussion**

- At this time, Amazon account still has not been figured out. We were unable to get the last 4 of the prior credit card. Keli will try and contact Amazon to see if we can get a definitive answer on what we need to unlock it/reset the password. If we still have issues, can set up a new account. If that happens, we want to make sure we're not getting charged for anything under the old account (ex. Prime).
- Jeanette advised there is no plan for a 4<sup>th</sup> grade party (as a reward for Penguin Patch) and we're OK to move on. 4<sup>th</sup> graders recently used some of the school store money to purchase treats and make Valentines for the Engel Haus. They delivered today.
- Confirmed that paras still need feet warmers. They are good on hand warmers. Advised we can add this to the PTO wishlist once the website is up and running
- 2<sup>nd</sup> Grade confirmed they need new Battle of the Books very badly. They're not in good shape. Will look into requesting again next year (the request was denied this year)
- Jeanette and teachers liked the idea of having a Fieldstone PTO Amazon wishlist so families could purchase items off that list and donate to school. Confirmed we'd add things like hand/foot warmers, Battle of the Books, recess equipment, basic supplies, etc...)
- Book Bingo. We need to order popcorn boats (est. 350-400 just in case), additional bingo cards (check with Suzy), more books for prizes, post-its for IOUs just in case. We also need to check and make sure we have enough popcorn kernels and oil, as well.

## **Motions Approved**

- Motion to approve Co-President as a signer on the bank account: Keli 1<sup>st</sup>, Craig 2<sup>nd</sup>
- Motion to approve Co-President as a debit card holder: Craig 1<sup>st</sup>, Keli 2<sup>nd</sup>

- Motion to approve Handbook: Krista 1<sup>st</sup>, Craig 2<sup>nd</sup>

*Note: If any changes are needed, we can make those in the future*

- Motion to approve Jeanette's request for fund re-distribution: Keli 1<sup>st</sup>, Craig 2<sup>nd</sup>

*Jeanette was approved \$300 for All School Bingo, but will only end up using \$109. She is asking to use the remaining for AR prizes, which was missed when the budget was created this year. Krista will notify Jeanette and ask if we can see a general breakdown for transparency and so we know for the future how much the items cost approx.*

- Motion to approve recess equipment: Keli 1<sup>st</sup>, Craig 2<sup>nd</sup>

*Received two requests (one from recess para and another from our board). Similar requests, so combined. Treasurer confirmed room in the budget for up to \$500 in equipment. Group felt allowing up to \$300 to be spent on recess equipment (footballs, basketballs, and soccer balls) would be enough to cover what requests were.*

## **Upcoming Events & Reminders**

February 16<sup>th</sup>-20<sup>th</sup> – No School

March 2<sup>nd</sup> – 3<sup>rd</sup> Grade Concerts at 6 and 7PM

March 6<sup>th</sup> – School Board Meeting at 7PM

March 8<sup>th</sup> – Character Counts – have your child wear red for caring

March 9<sup>th</sup> – Spring Picture Day, Trimester 2 Ends, All School Bingo

March 10<sup>th</sup> – No School for Students (Teacher Workshop)

March 13<sup>th</sup> – Next PTO Meeting at 6:30PM

March 16<sup>th</sup>-24<sup>th</sup> – Booster Fundraiser

March 20<sup>th</sup> – School Board Meeting at 7PM

March 24<sup>th</sup> – Fieldstone Glow Run

March 27<sup>th</sup> – District Advisory Committee Meeting at 7PM

April 3<sup>rd</sup> – PTO Meeting at 6:30PM

April 7<sup>th</sup> – No School (All)

April 10<sup>th</sup> – 1<sup>st</sup> Grade Concerts at 6 and 7PM

April 12<sup>th</sup> – Character Counts – have your child wear purple for citizenship

April 17<sup>th</sup> – School Board Meeting at 7PM

## **Action Items:**

### **Craig**

- Send Keli Sign Up Genius User/Password so we can update the handbook

- Create Sign Up Genius for March 2<sup>nd</sup> popcorn volunteers (see notes above). Let Jeanette and Tierney know when it's ready so they can post to Facebook and Blackboard

### **Lexi**

- Send bank QR code to Tierney for the website

### **Krista**

- Send Keli Zahler User/Password so we can update the handbook

- Contact Zahler to confirm final date yearbooks are due

- Will follow up with Mandy to confirm how long invoices and receipts were kept in the past. Update handbook once confirmed

- Coordinate with Keli and Tierney to purchase flowers for the 3<sup>rd</sup> grade concert coming up

- Contact What's the Scoop about scheduling for staff in May

- Send Jeanette details about Culvers Spirit Night so she can determine if staff would be able to help volunteer. Loop Sarah in.

- Follow up with Booster about who is included in staff t-shirts (coordinate with Sarah)

- Email Jeanette and let her know we voted and approved her to use the extra money saved on AR prizes. Ask if she has a general breakdown so we have for future reference and transparency

- Purchase recess equipment and provide receipt to Kristen

- Contact Stacey at Highland Bank to get process started to become debit card holder and bank signer

- Follow up with Panera about getting reimbursement for tax paid, as well as not getting Tuesday discount
- Send Tierney a picture of the pig poster. Do we want to post on social media?
- Get in touch with Tierney about possible Facebook post if parents are in support of live streaming school board meetings? Or having available in videos online after (if live will not work)?
- Submit teacher order through Scholastic to allow book order to submit
- Order remaining I Love to Read books on Amazon/Scholastic Teacher site

### **Keli**

- Will contact Home Depot and Menards to confirm how we're listed in their database for tax exemption
- Will email Jeanette list of possible classroom/school incentives to review for possibilities – Booster
- Email Jeanette about possibilities for PTO display case, notify group. Add to agenda for next meeting who wants to take ownership.
- Amazon is at a stand still. Keli will try to contact them and see if she can get anywhere to restore access to our old account
- Discuss soup bar next month with Tierney. Come up with list of what we'd need donated/made. Send list to Craig to create a Sign Up Genius. Coordinate with Jeanette on a good date for this. Any local restaurants have good soup that they may donate? Max amount of crock pots that outlets can accommodate?
- Deliver February meeting minutes to group and ask for any adjustments. February minutes to be approved at March's meeting
- Will contact Mrs. Kampa to upload Nov, Dec, and Jan meeting minutes and adjust PTO board member list.

### **Sarah**

- Jeanette has requested to be invited to the next Booster meeting to get a better understanding of what will happen

### **Kristen**

- Do you have access to the bank account/was paperwork filled out with Highland? Do you plan on submitting (so we have accurate record of who has access)?

### **Jeanette**

- Will follow up to determine social media policies as it relates to the PTO. District and school post pictures of students. Are we under the same umbrella and we are allowed to, as well? Or would the PTO need special permission? Depending on response, will update #13 PTO board requirement in our PTO handbook
- Follow up with Community Ed to confirm if April 27<sup>th</sup> will work for Book Bingo.
- Send reminder via Blackboard that yearbooks are due. Also, looking for popcorn volunteers (Craig will create this and send over link)
- Send Keli any items we should know for March PTO meeting agenda
- Look into cost for about 250-300 mini water bottles and notify PTO so we can fund purchase
- Follow up with elementary team. If we were to do glow run without organization, how would we collect payments? How many volunteers are needed? These details would help us determine if we want to do it on our own next school year

### **To Add To Next Month's Agenda**

- Decide who wants to take responsibility of making sure Kindness in Chalk, Book Bingo, and Pops in the Park get planned. At this time, it will be a team effort to plan/coordinate. We just need a person responsible of remembering to do it each year and get the ball rolling
- Discuss changing April's meeting date as it falls on a day we're not in school. Communicate change on Facebook. Let Jeanette know so we can add to parent communication, as well.

### **Future Discussion Items**

- After Booster, evaluate funds to determine if we can afford to purchase a smart board for 4<sup>th</sup> grade
- Review PTO meeting dates for 2023-2024 and make sure they do not fall on holidays, days when we are not in school, etc....