



South Mountain Elementary PTO Meeting Minutes Tuesday, November 14, 2017

Location: South Mountain Lirbaru

Attendance: 15 (Listed at end)

Meeting was called to order at 6:10 pm by Julia Salzman

Review & Approve Last Meeting Minutes: Jodi Muschinske motions to approve previous meeting minutes as is and Dana Parlier seconds.

Nominations for Open Board Positions – Vice President & Secretary

- Vice President position remains open.
- Pamela Knezic & Traci Leffel nominated by Julia Salzman as co-secretaries and unanimously approved by all present.

Officer's Reports:

- President – Julia Salzman: Reminder to email all docs to Beth Damp for saving on the PTO Google Drive.
- Vice President: OPEN position
- Treasurer – Renae Utech:
 - Budget Revisions & Final Approval
 - Revisions were made to balance budget by increasing the Hansen's Fundraiser (since we knew more came in than anticipated)
 - 5th Grade Banquet funds removed as this hasn't been paid by PTO for several years
 - Julia Salzman approves the budget revisions and Jodi Muschinske seconds.
 - Reviewed bank balances as of the end of October.
 - Bank balances are always reported based on last reconciled date.
 - \$14,160 in deposits and 7,796 in expenses since previous meeting.
 - Discussion regarding how to track spirit wear and whether it makes sense to track inventory or just track the year-to-year sales/expenses. Also discussed selling the products or moving to using an order form model. Topic was tabled for further discussion at a later time.
 - Discussion regarding how money that is dropped in the PTO mailbox is tracked, in particular, Popcorn money. Request that money that is put in the PTO mailbox be put in an envelope and labeled so Renae knows what it is for.
 - Reminder to use the tax exemption certificate while purchasing items for the PTO. Extras are kept in the mailbox and can be presented at checkout, so the



PTO isn't charged sales tax. However, Sam's Club requires the school Sam's club card (Kristi Stroik has this) as they won't accept a personal card and a tax-exempt form.

- Secretary – Traci Leffel: No updates (Pam Knezic was not present)

Principal's Report: Deb Heilman

- Reminders will be going out to parents to have kids dress for winter.
- Veteran's Day lunch on Friday was very well attended.
- ALICE training presentation was held just prior to the meeting at 5:00pm

Teachers' Report

- No teachers present, but will be starting a sign-up next month.

Committee Reports:

- Classroom Coordinators: Abbey Nitzke
 - Abbey was not present, but emails have gone out to classroom coordinators with instructions for basket letters to go home before Thanksgiving. Kristen Storm-Sax will be coordinating any donations requested from specific stores, so they don't get several requests from the same school. Discussed sending out intro letters for the classroom coordinators next year so the first letter isn't a donation request.
- Spirit Wear: Katie Mattice
 - Discussed during the Treasurer's Report.
- Box Tops: Tina Scharer & Dana Parlier-Pease & Kristen Tuttle
 - \$473.80 will be coming from Box Tops for the latest submission deadline.
 - A reminder was recently sent to families, so they continue bringing in box tops.
 - February will be another competition month, with weekly totals.
 - Reminder that we are not doing Campbell's labels. We are not currently participating in Milk Moola, but Tina will explore joining this program. Kristen Storm-Sax will also look into other QuikTrip fundraising options.
- Hansen's Fundraiser: Jodi Muschinske
 - Went very well – over \$5,000 in profit! The prize machine will be coming soon for the kids that qualified (about 26). A lot of positive feedback and discussion about doing this again next year.
- Art To Remember (ATR): Jodi Muschinske
 - ATR sales were down this year, but will still be profitable.
 - Could send out reminder as on-line orders are still accepted.
- Book Fair: Kathy Creisber & Dana Parlier-Pease
 - Dana has a call with Scholastic tomorrow to discuss details. Delivery will be Dec. 7 or 8. The book fair theme is the wild, wild west. It will be set-up and kids will go through the following week and teachers can make wish lists. Classroom



shopping is typically done the Friday before the concert and then is open during the concert. Still need to discuss details with school librarian (Mrs. Martens). Suggestion was made to have this open during Family Movie night as well, which would require some volunteers to staff.

- Popcorn: Sara Nauman
 - No discussion
- Custom Meats: Kristin Storm-Sax
 - No discussion
- End of Year Carnival: OPEN
 - Need a volunteer for a Coordinator
- Family Events: Coordinator position OPEN
 - Julia Salzman would like to see Monthly Events – Stacey Gusman & Julia Salzman working on this currently.
 - December 15 is Family movie night – All ages welcome, but parental supervision is required. This will need to be included in the flyer.
 - Bingo night & Family Fitness night are upcoming ideas for future fun nights
- Friday Folders: Beth Damp
 - No discussion

Calendar Updates for Changed PTO Meetings

- Tina Scharer will follow-up with Kathy Creisher to see if she can re-send the calendar.

Family Night – December 15

- Discussed above

School Spirit Night at Red Robin

- Tentatively scheduled for December 11
- Needs 3 weeks' notice to hold event and PTO gets 20% of sales
- Can advertise on Facebook as well

Donation Template

- Template is general and can be modified for specific donation requests.

Other New Business

- None

Meeting was called to a close at 7:30pm.

Next Meeting: Tuesday, December 12 at 6pm



PTO Meeting Attendance

Date: November 14, 2017

- Anne Young
- Dana Parlier
- Kristen Storm-Sax
- Tracy Gorzek
- Renae Utech
- Deb Heilman
- Julia Salzman
- Tina Scharer
- Jodi Muschinske
- Stacey Gusman
- Tara Burger
- Traci Leffel
- Alyssa Schneeberger
- Alexia Gossett
- Abbey Nitzke