



## South Mountain Elementary PTO Meeting Minutes Tuesday, December 12, 2017

**Location:** South Mountain Art Room

**Attendance:** 11 (Listed at end)

**Meeting was called to order at 6:04pm by Julia Salzman.**

**Review & Approve Last Meeting Minutes:** Julia motions to approve previous meeting minutes as is and Traci Leffel seconds.

**Nominations for Open Vice President - None**

**Officer's Reports:**

- President: Julia Salzman
  - Reviewed handout from Kristi Stroik, that has basic information on Friday Folders, Printing, Bi-Weekly Newsletter, and Popcorn Day. The handout was passed out to those in attendance.
  - Passed out contact information of all coordinators and board to coordinators so they can communicate with each other for questions.
  - Received Thank You Notes for Teacher Gifts and shared with those in attendance.
- Vice President: OPEN position
- Treasurer: Renae Utech: Not Present, so information was shared by Julia Salzman.
  - Checking balance is at \$16,835.20 and savings is at \$5,567.95.
  - Deposits in November were \$1,166.00:
    - \$150.00 – Aquarium
    - \$23.00 – Spirit Wear
    - \$90.50 – PBIS/Popcorn
    - \$897.50 – Art to Remember
  - Withdrawals in November were at \$2,150 for teacher instructional gifts
- Secretary: Traci Leffel: No updates (Pam Knezic was not present)

**Principal's Report: Deb Heilman - Not Present/No Updates**

**Teachers' Report: Lucy Ecke and Tera Mattke**

- Staff is very grateful for instructional gifts and for everything PTO is doing this year. They very much appreciate parental involvement. PTO has several things happening that the kids are excited about in the classroom as well.

**Committee Reports:**

- Classroom Coordinators: Abbey Nitzke – Not present, but coordinators present shared updates. Abbey will set-up table at Movie night for the silent auction baskets. Abbey will make up the bid sheets and recommends that coordinators list items in baskets and estimate the value of each basket. Baskets should be wrapped in cellophane if possible to



keep all contents together. Discussion regarding auctioning off front row tickets/parking to the Winter Concert as part of silent auction on Friday. Julia Salzman will send out school message regarding front-row tickets being auctioned, basket silent auction, book fair, and movie night on Friday to remind all parents.

- Book Fair: Kathy Creisber & Dana Parlier-Pease
  - Book fair is set-up and will be open on Friday during Family Fun Night and on Tuesday during the concert. On Friday, book fair will open by 5:30pm. On Tuesday, the book fair will run from 1<sup>st</sup> concert through 2<sup>nd</sup> concert. Need volunteers to run the book fair and pack up the book fair Tuesday night as well. Will send out a “Sign-up Genius” to get volunteers.
  - They are also bringing coffee and bagels to the staff meeting tomorrow morning for teachers to fill out their “wish lists” for the book fair. Parents can donate books to the classrooms this way during the book fair.
- Bake Sale: Tara Burger
  - This will be happening during concert. Tara will add notes in Friday Folders to ensure enough bakers volunteer.
- Spirit Wear: Katie Mattice
  - No updates (not present)
- Box Tops & Milk Moola: Tina Scharer & Dana Parlier-Pease & Kristen Tuttle
  - Reminder was sent last week and Milk Moola was added to this program.
- Popcorn: Sara Nauman
  - No updates
- Custom Meats: Kristin Storm-Sax
  - No Updates
- End of Year Carnival:
  - OPEN position– January meeting topic to fill this position
- Family Events: Julia Salzman & Stacey Gusman
  - Discussed above but Family Fun Night in December will include movie, crafts, popcorn & hot cocoa. Planning possible bingo night for January or a sledding event. Other ideas are family fitness night and bowling night.
- Friday Folders: Beth Damp
  - No updates (not present)
- Hansen’s Fundraiser: Jodi Muschinske
  - No updates (not present)
- Art To Remember (ATR): Jodi Muschinske
  - No updates (not present)

### **Calendar Updates for Changed PTO Meetings:**



- Included in the last Cougar Newsletter, but still needs a correction for the Kindergarten field trip

**Family Movie Night:**

- December 15 – Discussed above

**School Spirit Night at Red Robin:**

- Julia Salzman spoke with Red Robin and they indicated it seemed to go well, but they don't have numbers yet. There was strong attendance and they were staffed appropriately.

**Donation Template:**

- Available in google docs and in the PTO mailbox

**Other New Business:**

- **Fish Tank:** We received a donation to update the tank, but haven't done anything yet. Not sure of the intent of the donation. Julia Salzman will talk to Deb Heilman to determine what is being done now for tank maintenance.
- **Thank you Notes:** We should send a Thank You Note for donations to the PTO. There may be a template, but for now, up to coordinators. Julia Salzman to follow up on if a template is available somewhere for next meeting.
- **PBIS/Cougar Cash:** Winter shopping/gift wrapping was a big hit with kids. Looking for more donations for PBIS.

**Meeting was adjourned at 7:19pm.**

**Next Meeting: Tuesday, January 9 at 6pm**



## **PTO Meeting Attendance**

**Date: December 12, 2017**

### **Teachers:**

- Tera Mattke (K)
- Lucy Ecke (K)

### **Parents:**

- Dana Parlier
- Julia Salzman
- Tara Burger
- Traci Leffel
- Alyssa Schneeberger
- Carrie Foster
- Sarah Nauman
- Lisa Russell
- Kristen Tuttle