

PTO Meeting Minutes

October 4, 2021

Call to Order:

The meeting was called to order by Sara Damaschke at 3:34pm.

Roll Call:

The following members were present: Sara Damaschke, Krystal Strasser, Katie Jensen, Sam Gutierrez, and Gina Paegelow.

Secretary's Report:

Sara motioned to accept the minutes from September 13, Katie seconded. Motion passed.

Treasurer's Report:

- Beginning Balance: \$22,225.37
- Monthly Income: \$0.00
- Monthly Expenses: \$313.36
- Ending Balance: \$21,912.01

Reimbursement checks were issued, based on receipts.

- Katie Jensen - \$237.77 for ice-cream social supplies, the street sign, and student of the month gift cards.
- Beth Teschler - \$20.00 for student of the month gift cards.
- Gina Paegelow - \$5.00 for student of the month gift card.

Sara motioned to approve the reimbursements and the Treasurer's report from September, seconded by Sam Gutierrez. Motion passed.

Committee Reports:

Old Business:

- Holiday Charity Drive: Union Grove Area Food Bank sent a list to Sara stating which items they need. The food drive will be held December 1-10, 2021. The class that has the most donations, by percentage, will be the first to shop at the Secret Santa Shoppe.
- Tree Lighting: This event is cancelled.
- Fundraiser - Clubs Choice: Began Oct 1st and ends Oct. 13th. Delivery is set for November 10th from 3:30-5pm. Katie, Sam, and Krystal are available to help with the process.
- Trunk Or Treat: Scheduled for Oct. 16th from 4pm-8pm, rain or shine. Flyers were sent home.
 - ◆ The school will be open for the use of the restrooms.
 - ◆ DJ - placed near the exterior outlets. Katie is lending her pop-up tent for the DJ's use.
 - ◆ The LaPina Food Truck will be positioned near the playground. (Arrives around 4pm)
 - ◆ The Trunk Or Treat - positioned in the south parking area (basketball hoops) extending to in front of the playground if needed.

New Business

→ Pancake Breakfast:

- ◆ Eggs: Katie, her mom, and mother-in-law are going to do the eggs, unless Gina can get information from Taher. Since there is a paper supply shortage, Gina contacted Brenda from Taher to get a price/donation on eggs
- ◆ Order Tickets:
 - NO - Admission tickets for the breakfast-asking for donations instead
 - YES - Generic ticket roll to keep track of number of people attended
- ◆ Contact Volunteers: Too early yet - Possibly after Secret Santa Shoppe.
 - Ann Ryan is the contact for volunteers from UG/Burlington High Schools.
- ◆ Grand Raffle Prizes:
 - 1st Prize - (\$500 value) - TV and sound bar. Check the Black Friday sales.
 - 2nd Prize - (\$300 value) - iPad or Nintendo Switch
 - 3rd Prize - (\$150 value) - \$150 Amazon Gift Card
- ◆ \$5 gift cards for paddles: Donations: gas cards, grocery stores, ect.
 - Sam is going to ask her contact to get some Castle Lanes free game cards.
- ◆ Order Benches: The merits of buying display benches were discussed. We are going to watch the prices. When prices drop lower, 8 6-foot will be bought. * Through email vote, the officers decided to purchase 8 benches for a total of \$385.04 on Amazon. Mr. Stratton will purchase through the school's account and the PTO will reimburse the school account.

→ Secret Santa Shop:

- ◆ Volunteers - Refer to the 2hr. Pledge sheets in November.
- ◆ Inventory will be taken in November.
 - Side Note - PTO closet was examined during this meeting and the following items were addressed
 - Labels - need more
 - Wrapping paper - Sara will look at what she has in storage at home
 - Mugs - purchase more and attach hot cocoa to it
 - Fidgets - Sam will look into getting a multipack from Amazon
 - Jewelry - None Needed
- ◆ Holiday Student Gift: Each student will get to choose up to \$5 worth of books from Scholastic Books. In the past the students have enjoyed this.
 - Possible wrapping party
- ◆ Holiday Winter Movie: Date, movie, and price are forthcoming. Sara will inquire about the details via email with the theater in Burlington.

→ Katie is looking into setting up the PTO with Amazon Smile.

The meeting was adjourned at 4:10pm.

The next meeting is on Monday, November 1, 2021 at 3:30pm.