

**Spring Road School PTO Meeting Minutes**  
**Thursday, September 17, 2016**

Attendees: Jodi Zehner, Anna Sherman, Tricia Mielke, Jamie Koslowski, Heather Shebesta, Linda Dums, Charleen Davis, Katie Jones, Marie Hechimovich Nicki Willes, Karen Martis, Chris Harding, Michaela Neitzel, and Michelle Milbrodt

Meeting was called to order at 4:30pm, welcome to everyone attending the meeting and introductions were done. We stated our goal was to keep the PTO meetings to 1 hour because we know everyone's time is valuable. May's meeting minutes were distributed and approved.

Reports

1. Principal

- a. Thank you for the lunch for the teachers on the first day of school. It was appreciated by all. (PTO supplied Jimmy John's sandwiches, drinks/water and bags of chips.
- b. First Walk to School Wednesday was well attended by students.
- c. Staff update: 8 new faces at Spring Road consisting of 5 certified teachers and 3 non-certified educational assistants

2. Treasurer

- a. Savings Balance: \$2,383.45
- b. Checking Balance: \$2,613.64
- c. Balance left in walking track fund: \$20,817.17
- d. Over the summer:
  - i. Income:
    1. May's Roller skating = \$ 86.00
    2. Raffle Ticket Refund = \$25.00
    3. Kona Ice from Meet & Greet = \$133.20
    4. Summer Deposits Kwik Trip Gift Cards = \$ 149.77
    5. Schwan's = \$3.15
  - ii. Expenses:
    1. Initial payment for Walking Track = \$33,400.00
    2. Magnet and PTO banner = \$144.99
    3. \$50.00 for Teacher start-up expenses (final total to be complete around November)

Old Business

1. Walking Track Update:

- a. Spring Road students are out enjoying the walking track of the track and the kids in wheelchairs think the track is awesome because it gives them access to more "green area" instead of being stuck on the asphalt closest to the building.
- b. Quote for the original gravel and asphalt work was \$33,400.
- c. The Village of Fox Crossing storm water requirements will be approximately \$4,000 more, which includes the \$100 stormwater permit, the erosion control silt sock, and the additional grading for the rain garden swale on the south end of the property between the track and the fence.
- d. The additional cost to complete the fine grading, topsoil, and seeding around the track area is approximately \$7,650. These amounts include the contractor bringing more screened topsoil for

around the track and putting down a filter fabric and bark mulch in the south rain garden area which would satisfy the Village's ground cover requirements. Then, at time that works for you, you can push away the bark mulch, cut the fabric, and plant the appropriate native species... either later this fall or next year.

- e. Contractor is hoping to give us a discount if he doesn't need to bring in as much topsoil as he thinks may be needed and also if he takes and reuses some of the silt sock around the perimeter of the track. All told, it appears the total amount for the project would be around \$45,050. Hopefully a little bit less. Given the contractor's knowledge and experience on the job already, it would be a smooth transition to finish out the project. Then, we would be able to plant the appropriate vegetation when we can... be it this year or next.
- f. Planting discussions: Jessica DeDeker is checking with Wild Ones for a partial grant on the plantings. More information to follow.
- g. The dedication for the Walking Track to be during the Family Night / Open House and Michaela and Roxanne Burrow (Wellness Teacher) are working on to incorporate the track into challenges during the night. More information TBD.

## 2. Open positions / fundraiser leader

- a. Spirit Wear chair
  - i. Charleen Davis volunteered to organize. Thank you!
  - ii. It was discussed the pros and cons of keeping the paper ordering form or moving to the online. It was decided to continue using the paper ordering form.
  - iii. Would like see product available to try on during the open house
- b. Bake Sale chair – still OPEN position

## New Business

### 1. Fundraiser overview

- a. Review of Volunteer Spot program and how the PTO uses it list for help on PTO and school activities and events. <https://signup.com/group/356283738023> OR <http://www.neenah.k12.wi.us/schools/springroad/pto.cfm> then click on the



Click for current  
Volunteering  
Opportunities

icon in the upper right hand corner of the PTO page.

- b. Review of the calendar – one change is the Fun Run will be on Thursday, May 26 (Not May 27 which is no school day)

### 2. 2016-2017 Budget overview

- a. Present a new process to review and approve a PTO budget was discussed with the group. The idea is to approve the budget for the entire school year and if there is additional funds required, then the committee will have to come back to the PTO to get an additional fund pre-approval.
- b. Updates to the proposed budget were suggested and approved.
  - i. Add snacks for teachers for the pre-look at the book fair selections (increase from proposed \$25 to \$100 or (\$50/book fair)
  - ii. Add \$25 to cover snacks at scholarship reception in May

- iii. No deposits needed to cover books ordered for book fair. Changed to start-up cash of \$200 per book fair
- iv. The classroom prize will be: the winning classroom wins a prize from the Book Fair!

#### Upcoming PTO events

1. Activity Day (9/22) – Volunteer spot has been posted on the PTO website  
<https://signup.com/group/356283738023>
2. Box Top (9/19 - 10/21)
  - a. Box Tops Competition
    - i. Discussed moving away from Food parties
    - ii. It was mentioned that we could use Scholastic bucks: the winning classroom wins a prize from the Book Fair!
    - iii. Postage for mailing in the box tops was discussed – the PTO is trying to be mindful of the school expenses. Even when dropping it off at the school with Shelia then Karen will know the PTO has already approved the reimbursement for postage.
3. Open House (10/6)
  - a. Would love to have someone help organize food trucks for the night with the intentions that a portion of the proceeds go back to the PTO. (NOTE: another Neenah school did the same thing for their meet and greet and it was a great success and fundraiser)

#### Open Discussion

1. Raffle Preferred Seating – PTO still wants to do it, but trying to figure it out what that looks like (TBD)
2. By-laws and Standing rules – PTO let the group know that the board members have spent time over the summer developing by-laws and standing rules (Spring Road is one of the only groups that do not have them) and we are in the final stages. The hope is by having these documents, we will be a more organized group, be able to inform volunteers what they are truly signing themselves up for they say the will “volunteer”
3. Socials – Discussion around having a fall and/or spring social and what those look like
  - a. Fall social is planned for November 3, 5:30pm – 7:30pm (need to have everything torn down, cleaned up and out the door by 8pm)
  - b. Spring social discussed as a Family Bingo night. Potential date as March 16. Question if the PTO meeting needs to be moved.
4. Book Fair
  - a. Linda Dums will only be staying through the Fall book fair
  - b. Will need a co-chair for the Spring book fair
  - c. Noted that Michelle (Book Fair co-chair) has to work on Friday and will not be available to tear down the display as in previous years
  - d. A call for volunteers are needed for the book fair and a signup sheet was passed around

#### **Follow-ups for next meeting:**

- Box Top winner prizes
- PTO updated budget
- Bake Sale – need a person to organize it
- Open House – Person for food trucks

- Box Top – volunteers to help??
- Move March PTO meeting and if so, what day?
- Raffle of Music Concert Preferred Seating