

Spring Road School PTO Meeting MINUTES  
From Thursday, November 19, 2015

(Please note the meeting minute items in **BOLD**.)

Call to order. At **3:22 p.m.**

Welcome attendees and staff.

**Alanna Smith, Linda Dums, Larry Zarling, Cheri Jensen, Katie Jones, Samatha Kalmerton, Diane Luft, Melissa Chrisman, Jill Kruger, Kim Lamers, Michaela Neitzel, JessicaDeDeker, Shelia Bricks, Amy Frost and Karen Martis**

**October minutes approved by Diane Luft and Melissa Chrisman**

**Reports**

Principal- Michaela Neitzel

**She reported that students and staff took a break to applaud for the school and staff during National American Education Week.**

**Also students were encouraged to wear Spring Road spirit wear or red and white clothing on Friday.**

**She thanked PTO and Spring Road families for providing meals during parent-teacher conferences.**

Treasurer- Karen Martis

**Savings balance: \$2,379.51**

**Checking Balance: \$4,918.75**

**Walking Trail Account: \$36,807.81**

**September Rollerskating Night: \$63.00**

**October Rollerskating Night: \$69.00**

**Spirit Wear Profit to date: \$207.25**

**PTO Costume Dance expense of \$49.55**

**Schwan's Refund Check for Walking Trail: \$105.40**

**Book Fair Profit: \$1,466.80 to pay for our guest author**

**Miron Construction Donation to Waling Trail: \$1,000.00**

**Mrs. Ford and Mr. Birkholz have also made donations! Thank you so much!**

**It was voted that the profit from the Spirit Wear sales would be kept in the general account.**

**It was noted that Estella Mulloy was also able to donate \$500 due to her volunteer hours. And that two grandparents donated. The donations have to go through the school district for tax reasons. There was discussion on how to publicize a donation from Miron.**

Any Staff Members with items to discuss?

**Open Forum**

Anyone with items not on the agenda. Please limit discussion to 5 minutes. Items will be addressed, if possible, or please allow us to add it to a future agenda.

### **Old Business**

Eaton's Pizza: Fundraiser started Nov 6 and runs two weeks. Money and order sheets due Nov. 20. Delivery date Friday Dec. 11. Set up at 2 p.m. and pick-up 3-6 p.m. VolunteerSpot will be set up closer to delivery date.

**A half sheet deadline reminder was going out. Top sellers would receive: 1<sup>st</sup>: \$100, 2<sup>nd</sup>: \$50 and 3<sup>rd</sup>: \$25.**

**The question was asked if Eaton's could donate pizza for prizes. Also consider a bigger prize for the top sellers. Students who returned their envelope have the opportunity to earn a free pizza. There was a unanimous vote that instead of a pizza party, the money would be used for prizes instead.**

Book Fair: Book Fair was Oct 19-23. It raised over \$5,800. Money went towards books for the school, library and resources. Save the date for the next book fair, Peace! Love! Books! We are still looking for a Book Fair Co-chair to help with Spring Book Fair.

Fall Social: A Costume Ball was held on Nov. 12. Thanks to the Charleen Davis-Rupiper who stepped up to coordinate the event. There was a costume contest for each grade. Winners received gift card to Culver's and Dairy Queen. The social raised \$292.90. It was also nice to see staff at the dance, especially those who dressed up!

Walking Track: Miron donated \$1,000 and two signs to Spring Road showing the progress on the fundraising. A large one is located by the Spring Road sign outside by II and Spring Road. A smaller one is located in the front hallway. Donations were also made by Estela Mulloy \$500 and Karen Ford \$100. Thank you!!

Box Tops: The Box Top contest ended October 23<sup>rd</sup>. The winning class was Mrs. Johnston's class. They won books for the classroom and each kid was given a pencil, eraser and bookmark. The Box Tops brought in \$1,465.00! Thank you Teri Meylink and Marie Hechimovich.

### **New Business**

School Directory: Status report on availability.

**It was noted that the directory was in teacher boxes, ready to go out! Mrs.Brucks said it's the best one ever!**

Holiday Party: Holiday party will be Tuesday, December 22<sup>nd</sup>. Time of the party is up to each classroom teacher. The room reps will be in contact with their classroom teachers to help plan the party.

Schwan's Home Delivery: Schwan's has changed their program a bit this year. It will now only be a 90 day program. The first 45 days Spring Road will receive 20% of all sales as well as \$10 from every \$20 gift card purchase (1/person). 45-90 days we will receive 5%. After

90 days we need to reapply for the fundraiser. There will be a 2 week period before the fundraiser begins again, at that time it starts off with the 20% for the first 45 days again. Last year Schwan's brought in \$559.00. VOTE: do we continue with Schwan's given the new program?

**It was voted that the school would continue with Schwan's per the new program. Info would go out about it.**

What's Happening Wednesday: Discussion about a one day a week dedicated to take home papers from the PTO. This way people will know when to expect the information. Also, can we get a list from teachers about the number of copies they need, especially to account extra copies needed. For example, there are 25 students but they need 28. VOTE: do we proceed with this?

**There was discussion about the idea. Melissa Chrisman offered insight on how it works at her school, Roosevelt. Other teachers have had positive experience from other schools. A volunteer letter would be sent out and then the school would determine how many envelopes would be needed.**

Communication: How do we reach more families about events going on in the school? Do we survey parents about communication they prefer? Blackboard, Facebook, a direct link to the newsletter, a master email list, more flyers? Do we send a letter out about how and why to get the latest and greatest?

**There was discussion about the options being pursued. Once they are implemented, a survey would go out to find out what is working for families.**

## **Discussion**

Year at a Glance calendar of PTO events:

Eaton's Pizza- Sell two weeks in Nov- Delivery in Dec.

Basket Raffle- March- Date of announcement of winner would be at March General

Music Concert- We would sell tickets the first 2 weeks prior to the concert.

Square 1- Kids work on the Project for 6 weeks -May Delivery Date like last year for Mother's Day

Fun Run- May, pledging through April

On-Going fundraising: Skate Nights, Box Tops, Pop Tops, TerraCycle, Milk Caps

## **Notable Mentions**

Teacher conferences meals: The Room Reps coordinate with families to provide a meal for both days. Dinner Wednesday October 28<sup>th</sup> was BBQ sandwiches and Thursday October 29<sup>th</sup> lunch/dinner was cold cuts sandwiches. Volunteer Spot was set up for donations and help. There were not enough helpers for set up and clean up. Also there was a lot of food left over. It was also mentioned that "lunch bags" were in the refrigerators. Not sure if staff had brought in their own lunches those days. Do we need to have more communication about lunches with staff? Thank you to Helen Flint and Jenni Oeftger for coordinating the lunches

Grandparents' and Retired Friends Day: This was November 6<sup>th</sup>. VolunteerSpot was set up but volunteers were thin for this event. Thank you to those who volunteered. Thank you to Mrs. Jones and ?? for coordinating this event.

Kwik Trip gift cards sales. Jessica will put together a flyer for parents to pre-purchase cards. Turn around should only be a week. After the initial cards are purchased we will purchase extra to keep on hand. We will also have Festival Foods coupon cards available for \$20.

Giving Tree: Stephanie Winkel has taken on the chair for Giving Tree. The tree is set up in the hall, in fall colors, for parents to take from during conferences. A flyer will go to families making them aware of the giving tree, how it is a great resource for gift ideas for teachers and support staff, and when/how they can access the tree.

### **Notable Dates**

Skate Night: Nov. 19  
Wear Spring Road Spirit Wear: Nov 20  
Eaton's Pizza orders due: Nov 20  
Thanksgiving Break: Nov 26 & 27  
Eaton's Pizza pick-up: Dec. 11

### **PTO Team Needs**

Secretary  
Spring Social  
Basket Raffle- Christina Harding & ?  
Book Fair- Linda Dums & ?  
Cultural Events- Heather Shebesta & ?

**Next meeting: Thursday, Jan. 14<sup>th</sup> 2016 at 6:30 in the school library.**

*Want to see something on the agenda? Please send ideas to [SpringRoadPTO@gmail.com](mailto:SpringRoadPTO@gmail.com) or attend our next meeting! A copy of the agenda for the next meeting will be available on the PTO Website a few days prior to the meeting.*