

**Spring Road School PTO Meeting Minutes**  
**Thursday, October 20, 2016**

Attendees: Jodi Zehner, Anna Sherman, Jamie Koslowski, Heather Shebesta, Charleen Davis, Karen Martis, Chris Harding-Malicky, Michaela Neitzel, Michelle Milbrodt, Helen Flint, Michelle McGlin, and Teri Meylink

Meeting was called to order at 4:32pm. Copies of September meeting minutes were available and approved as written. Introductions were made.

Reports

1. Principal

- a. Walk-to-School Wednesdays are complete with about 20 prizes given to students entered in random drawing for writing safety tips for riding bikes and walking to school
- b. Picture re-take day went well. Thanks to Connie Sullivan for volunteering.
- c. Ms. Neitzel is currently hiring for two recent resignations in ELL and Sign Language.
- d. PTO needs a volunteer to keep the outdoor sign updated biweekly/monthly with events.
- e. Rally Round Reading began this week. Volunteers are set, but if anyone is interested in substituting on occasion that would be helpful.
- f. Grandparents' Day is Thursday, November 3, 9-11am. Guests may come and go as they like.
- g. Giving Tree: In the past this has been up for parent-teacher conferences. Ms. Neitzel asked if PTO would like to continue this and in what way. Sheila Brucks offered set-up help if needed.
- h. Book Fair and Red Ribbon week are both next week, October 24-27.

2. Treasurer

- a. Savings Balance: \$2,383.84
- b. Checking Balance: \$2,121.07
- c. Balance left in walking track fund: \$20,871.17
- d. Income:
  - i. September Roller skating = \$ 69.00
  - ii. Kwik Trip Refund = \$0.48
- e. Expenses:
  - i. Teacher first day luncheon reimbursement = \$29.87
  - ii. Popsicles for Activity Day = \$27.07
  - iii. Prizes for Open House /Fitness Challenge = \$39.97
  - iv. Start-up cash for book fair (returned after fair) = \$200.00
- f. Walking Track Update:
  - i. Further expenses should be minimal as we have options for transplanting plants to garden
  - ii. Boy Scouts have agreed to provide help with planting in the spring, as well as a service project for a "thank you" bench
  - iii. Ms. Neitzel recommended seeking expert help in planning for the vegetation; she will check with Jess DeDeker to see if Wild Ones will support the planning. Chris Harding-Malicky said the 2<sup>nd</sup> grade Boy Scout leader also has background in this area.
  - iv. PTO decided exercise stations are not a priority at this time, but this idea may be revisited in the future if greater interest is shown in pursuing this.
- g. Birthday books request:

- i. Kellie Smillie has requested funds to purchase additional books for inventory. Karen Martis will find out how many books are needed and when.

#### Old Business

1. Activity Day was a success.
2. Open House: positive feedback received about the new format, PTO provided prizes for drawing
3. Box Tops competition ends Friday. Ms. Neitzel will survey teachers for prize preferences. Marie Hechimovich and Teri Meylink will coordinate the prize with winning classroom. Money is available in budget for gift card, or Scholastic Bucks could also be used.
4. PTO Budget: Passed by unanimous vote.
5. Preferred Music Concert Seating: Heather Shebesta will organize free drawing coordinated with parent-teacher conferences.
6. March PTO meeting will be moved to Thursday, March 9 due to Bingo Night at Spring Road on March 16.

#### New Business

1. Approval of Spring Road Bylaws: Discussion of the reason for bylaws and the creation process. Thanks to Michelle Milbrodt for her time researching and writing. Bylaws were available at meeting for review.
  - a. Motion to approve bylaws as written, approved by unanimous vote.

#### Upcoming PTO Events

1. Skate Night (October 24)
2. Red Ribbon Week (October 24-27)
3. Book Fair (October 24-27)
4. Parent-Teacher Conferences (October 26-27)
5. Grandparents' Day (November 3)
6. Bake Sale (November 8)
7. Eaton's Pizza (November 4-18): still need a chairperson to organize this event

#### Open Discussion:

1. Winter Concert: Heather Shebesta requested funds to purchase candles for the winter concert. Students will contribute \$1 each, and PTO will provide any additionally needed funds.
2. Costume Dance: Charleen Davis reported that the Costume Dance will take place on November 3, 5:30-7:30. She was able to find a DJ within budget at \$350. Jodi Zehner offered to make contact with DJ friend who might be less expensive. Admission is \$2/child at the door, beverages and glow necklaces will be available.
3. Book Fair: Michelle McGlin asked about how the PTO would like to handle earnings from the book fair, as either cash or Scholastic dollars. Discussion followed about use of funds and available options. 600 bucks are needed to remain in fund for start-up for spring fair. PTO members stated priorities as birthday books and author visits. Michelle stated her goal is to make book fair self-sufficient for these purposes. Teachers receive a \$10 gift card to use at book fair if they attend the preview. Some funds may be used to purchase teacher wish list items or offer bucks to teachers to use. It was decided to take earnings in Scholastic bucks for the fall sale. When Karen finds out how many birthday books are needed, funds from book fair may be used to purchase those through Scholastic catalog or warehouse sales. Volunteers are still needed for the book fair.

Meeting adjourned at 5:56pm. Next PTO meeting is November 17, 2016 at 4:30pm.