

Spring Road School PTO Meeting Minutes Tuesday, May 8, 2018

Attendees: Jodi Zehner, Michelle Milbrodt, and Michaela Neitzel

Meeting called to order at 4:35 pm. April's meeting minutes were approved.

Reports

1. Principal

- a. District End of Year 'Employee or Team of the Year. The math team which consisted of Lori Marsden won.
- b. Future Neenah Foundation (a new award) honored Roxann Barrow a \$500 grant to be used within her classroom.
- c. Thank you to all who contributed to the Pop Top competition. Mrs. Amy Frost's class weighed the most and the entire Kindergarten classes collected to the most
- d. On May 3rd there was 3 sections for Kindergarten registration and everything went well. A special thank you to PTO, Jodi Zehner, for attending and sharing what PTO does, has to offer, and positions available
- e. May 4th, Career and Hobby Day, was successful and the students seemed to really enjoy learning about the various jobs.
- f. Huge thank you to PTO for the events, gifts, and meals for Teacher Appreciation that is happening this week. The teachers were so overwhelmed and appreciative on the gifts they received today.
- g. May 9th is the Instrumental concert
- h. May 20th is the all school T-rats game
- i. May 24th is the Fun Run
- j. May 30th the 2nd Annual Spring Road Senior Walk will happen around 10:00 am
- k. May 30th Kona Ice here during lunch
- l. May 31st PBIS all school activity will be occurring
- m. During summer, the school parking lot will be repaved so there are no activities being held at the school.
- n. Interviewing: 1st grade is hired. Kindergarten, cross categorical, ELL, and 2 ID educational assistance are in the process of being filled
- o. March 13 was District's Quarter Century Club. The annual event recognized all NJSD with 25 years of service within our district.

2. Treasurer

- a. Account Balances
 - i. Savings: \$4,996.04
 - ii. Checking: \$20,226.63
 - iii. Project: \$1,793.97
- b. Deposits
 - i. Teacher Appreciation donations: \$388.00
 - ii. Square 1 Profit: \$673.06 plus deposit of \$992.50 for total profit of \$1,665,56
 - iii. Box Top Refunds: \$626.60
 - iv. BINGO Night: \$217.00
- c. Expenses
 - i. Teacher's Appreciation: \$319.85 total (taken out of donations and \$68.15 rollover to next year)
 1. Famous Dave's: \$95.50
 2. Zuppa's: \$62.50

- 3. Red Box Codes: \$90.00
- 4. Wal-Mart Candy, gift bags, popcorn: \$71.85
- ii. Piano player for instrumental concert: \$50.00
- iii. Tom Pease June 1st: \$425.00
- iv. Field Trips: \$1,000.00

3. Committee Chairs

- a. Social – No updates
- b. Fundraisers – No updates
- c. Teacher Appreciation – No updates
- d. BSA Pack 3081 – Did NOT attend
- e. Escape Room – everyone had a blast
- f. There will be a need for multiple positions to be filled since the 2018-2019 school year will be the last year 5 parents will be involved due to their child graduation from Spring Road.

Old Business

- 1. PTO Executive Committee Nominations – no additional nominations were given

New Business

1. PTO Executive Committee Elections

- a. Co-Presidents: Jodi Zehner and Chris Harding-Malicky
- b. Treasurer: Latham Linstedt
- c. Recording Secretary: **OPEN**
- d. Coordinating Secretary: Michelle Milbrodt

2. Committee Chairs (Not elected, but are recorded here for informational purposes)

- a. Social co-chairs: Charleen Davis and Anna Sherman
- b. Book Fair co-chairs: **OPEN**
- c. Basket Raffle co-chairs: **OPEN**
- d. Eaton's Pizza chair: Jodi Zehner
- e. Square 1 Art: Amy McNulty
- f. Enrichment co-chairs: Sarah Langois and **OPEN**
- g. Skate Night: **OPEN**
- h. Box Tops co-chair: Marie Hechimovich and **OPEN**
- i. Birthday books co-chair: Kellie Smillie, Jodi Henning, and Shannon Kadlec
- j. Fall Fundraiser co-chairs: Michelle Milbrodt and **OPEN**
- k. Teacher Appreciation / Room Rep co-chairs: Jenni Oeftger and Laura Taylor

3. Treasury 2017-18 school year summary (Sept – May)

- a. Per the PTO by-laws (Article VI, Section F to leave a minimum of \$2000 in the checking account, the proposal was to split the checking account and leave approximately \$10,000 (needed for the rest of the year and beginning of the year expenses) to remain in the checking account and split 20/80 split the remaining amount into the savings and project accounts. This was voted and unanimously approved. It will be communicated to the Treasurer to move the funds accordingly.

Account	Sept. 2017 balance	May 2018 balance	Proposed Allocation Per 10/40/50 split	Comments
Savings	\$4,989.26	\$4,996.04	\$6,996.04	Add \$2,000 from checking (10% of the checking account, rounded)
Checking	\$4,365.37	\$20,226.63	\$10,226.63	Need to keep about \$10,000 to keep for the remainder of the year and beginning on next year
Project	\$1,442.00	\$1,793.97	\$9,739.97	Add \$8,000 from checking (40% of the checking account, rounded)

Upcoming PTO and School events

1. May 10 — Skate Night 5:30 – 7:30pm (date change)
2. May 20th is the all school T-rats game
3. May 24th is the Fun Run
4. May 30th the 2nd Annual Spring Road Senior Walk will happen around 10:00 am
5. May 30th Kona Ice here during lunch
6. May 31st PBIS all school activity will be occurring
7. Last Day of School

Open Discussion

1. 2018-19 School Calendar
 - a. Wednesday, August 29th: Meet and Greet
 - b. Change in school calendar; students do NOT have school on Tuesday, November 6, due to Election Day. This will be the last election to be held within any NJSD school building.
 - c. Basket Raffle will be incorporated into the end of year school carnival on Friday, May 17th
 - d. Skate Nights still need to be added to the calendar for next year.
2. It is believed that within the new parking lot quote, electricity was asked to be quoted to incorporate a nice electronic sign for the school
 - a. Quote from other Neenah school: electronic sign we liked will cost about \$9,000 to \$10,000. Our quote to run electricity to the sign was another \$8,000
3. Another possibility is to add 1-2 bottle filling water stations within the school
4. Additional playground panels are being researched

Open Discussion

Call to adjourn was motioned and seconded. Meeting adjourned at 5:35pm.

August 21, 2018 – End of Year Executive Meeting Wrap up per Spring Road PTO's Standing Rule, Rule 3, Section B. b.

- May's meeting notes per approved with no corrections.
- Treasurer's end of year summary:
 - Deposits
 - None
 - Summer Expenses:
 - Joelle Maxfield: \$39.73 (reimbursement for teacher wish list item) – check has not cleared yet
 - Cooled water bottle filling station: \$971.99
 - Approved by the PTO executive board in July 2018 in order to be installed by the school district before school starts in September, note these fountains were on sale versus regular price of \$1639 each.
 - School district purchased 1 additional water fountain and asked only a maximum of 2 fountains be purchased because they only had time to install 2 fountains before schools starts – install complete
 - These 2 cooled water bottle filling stations replaced the two smaller and non-cooled water fountains in the building (by the art room and outside the music room)
 - PTO will support purchasing 2 more cooled water bottle filling station to replace the other water fountains (5th grade floor and by the main office area) – timing TBD
 - Sept 7th movie night deposit: \$293.82
 - Final Account balances after above transactions and May's PTO approval to fund transfers in the 10%/40%/50% split as of 7/31/18:
 - Savings: \$7,000.41 (versus June 2017: \$4,986.98)
 - Checking: \$9973.36 (versus June 2017: \$3,241.92) after above expenses \$8,667.82
 - Project: \$9,743.90 (versus June 2017: \$15,575.95)