

## **PTO Meeting Notes**

**9/13/2022**

**6:30- 8:20pm**

### **Caledonia Elementary Foyer**

Present: President Katie Weidner, Vice President Beth Spees, Treasurer Heidi Schoolman, former treasurer Rachel Vankalker, Daniella Stein, Michelle Munroe, Cheryl Long, Jessie Sherlock

#### Volunteers

- Background checks must be done for any adult participating in any event (WFF, Field Day, etc.)
- Contact Christy Tape for background check form
- Usually takes 1-2 business days for completed check

#### Chicago Trip

- Normally occurs in the spring
- Day trip with commercial busses
- PTO will pay for commercial busses - quote will be requested closer to spring

#### Transportation Costs

- PTO budgets \$13 per kid K-3 for field trip transportation costs
- PTO budgets \$22 per kid for 4th grade field trip transportation costs

#### Bereavement

- Budget will be increased from \$75 to \$150
- Clarification of who funds can be used for will be needed for use

#### School Supplies

- School supplies have been dispersed to all teachers
- Covid balance covered school supplies

#### PTO Storage Areas

- PTO currently has 3 storage areas: stage, library office, supply closet
- PTO needs or organize all 3 areas
- A schedule will be set at a later time to go through all areas

#### Class Shirts

- K/2/4 = Purple
- 1/3 = Gold
- PTO will pay for all shirts and order extra of each color for new students
- Katie W has placed order and is awaiting shipment for disbursement
- Extra water bottles were found in the storage closet, so will be given out to any new students along with their class shirt.

#### Teacher Appreciation Gifts

- Increase budget from \$400 to \$800
- Use this fund for lounge (not Teacher Appreciation Week)

### Parent Teacher Conferences

- Tuesday 10/4 and Thursday 10/6
- Parents were very involved during the last potluck as many made/brought treats during the dessert request and Appreciate Week. Based on high volume of interest, pot luck will be utilized again.
- TACO BAR will be requested pot luck for 10/4
  - GF options needed
- Pizza will be utilized 10/6 and will try 1. Uccello's 2. Mike's 3. Paradise
  - GF/Cauliflower crust needed

### Reading Garden

- Ground Repairs need to be completed
- Need quotes on mulch, tree removal, chairs/seats/benches
- Need contract with maintenance for upkeep

### Reading Program

- The program has been purchased and is being introduced to classes
- Teacher's were very happy to receive the program

### Halloween Party

- Monday 10/31 is a half day
- Costume Parade will be prior to pick up
- PTO usually pays for cider and donuts. Due to 1/2 day, would it better to order food for class parties (no lunch served on 1/2 day)
  - Coscto pizza, Little Cesar's, Subway Party Platters, etc.
- Katie K will contact Mr. Huck and teacher's for their preference and report on majority
- Budget needs a "Halloween Party" added

### Holiday Party

- Instead of PTO supplying a treat, would it be more fun to supply a small holiday gift such as a book or other small item? Teacher's opinions will be needed

### Valentine's Party

- Ice Cream Social should continue as Teacher's have requested it. Half gallons of ice cream and toppings by parents/Sign Up Genius are wanted. The individual ice cream's were not well received last year.

### Fall Family Fun Fest

- 9/24 3-6pm
- Katie W will ask Mr. Huck to send a specific email about the event
- Minimum 18 volunteers will be needed to assist with games and bounce houses
- Katie K will do Sign Up Genius for volunteers
  - Each volunteer needs to pass a background check
- Currently 2 bounce houses on order but a 3rd is needed. Katie W will contact ACP
- Multiple carnival games are ordered
- Small prizes will be given out - glow sticks, stickers, bubbles, etc. Volunteer Danielle Stein had some good ideas and will supply links for prizes.
- Table and chair's will be dropped off/picked up
- PTO will supply water bottles
- Bracelet's to RSVP guests will go home - Katie W organizing and already purchased
- Wildwood will supply taco, chips, drink
- Popcorn from Horrock's may be utilized. Each bushel is \$32 and a variety of flavors is

- available. Beth suggested paper bags for convenience.
- Heidi will help with overseeing the bounce house/game drop off as she needs to provide final payment to ACP
- Mr. Huck reserved playground on community school intranet

#### Walk For FUNds

- 10/7 at the track
- Track has been reserved on 10/7 and rain date 10/14
- Beth presented ideas for prizes from Fandagled in Lowell. All agreed to prizes. Final prices will be provided at a later date.
- QR code for 99 Pledges is on flyer and account has been set up.
- Teacher prize will have a value of \$40 (either a shirt or other gift - teacher can personally decide)
- Assembly on 9/23 will kick off the event - Beth and Katie K will present at the assembly
- Need to inquire if Mr. Huck has been able to obtain a sound system for the event, or is the stadium sound equipment available?
  - Katie K will inquire
- Sign Up Genius will be utilized for volunteers

#### Popcorn Friday's

- Will most likely start in October
- Machine needs to be checked for cleanliness

#### Running Club

- Mr. Huck would like to start a running club two days per week in October and November
  - During recess - 12pm to 1:20pm
  - 2 Volunteers and 1 back up will be needed
  - Utilize Sign Up Genius and background check all volunteers
- Volunteer Coordinator
    - Daniella Stein is interested

#### Box Tops

- Due to such limited participation, the school coordinator, Jen Labun, will stop collecting
- D & W receipts need to be promoted so Cal EI can earn the money for points
- Amazon Smile needs to be promoted for quarterly donations (currently about \$100 per quarter)

#### November Candy Day

- Pass out candy bars/treats to people in pick up lane and walk up to get involvement

#### Spirit Wear Sale

- Pay Laurie to sort, bag, and tag
- Use an online link to avoid cash/checks and ease of ordering
- Most items were adult size last year

Thank you Rachel for being an AWESOME Treasurer!

