Staton Elementary PTO

Board Meeting Minutes

**PTO Board Meeting – September 8, 2017**

Meeting called to order at 8:39am by Gina Retke

**Members and attendees present:**

Gina Retke, President

Leigh-Anne Mateyka, VP

Nicole Hamilton, VP

Julie Leppelmeier, Secretary

Anne Tanaka, Membership

Yari Kartzmark, Treasurer

Kristina Havill, Yearbook/Parliamentarian

Lisa Himmelstein-Picnic in the Park

Alycia Nussbaum- Picnic in the Park

Kristy Froehlich – Website

Lisa Kurtz – Picnic in the Park, Hospitality

Lisa Cheplak-Garden Club

Heather Brookman

Shannan Ohlson-APEX

Jeanine Gesnerolt-Teacher

Rebecca Powley

Jolene Stranganelli

Sarah Porter-Trunk or Treat

Melissa Harlow

Yun Wang-Room Parent

Blanca Murphy-Box Tops

Brooke Bunker

Amanda Marceuccro

Noheliz Moldestad

Cheryn Serenco-Dad’s and Donuts

**Business**

* **Gina Retke/President’s Report**:

Vote to approve minutes from August, 2017 meeting. Yari Kartzmark made a motion to approve the minutes for the August meeting as submitted; motion was seconded by Lisa Cheplak, motion passed and minutes approved.

* Gina welcomed new members and thanked the PTO members who helped with Open House, Boo Hoo or Yahoo and Teacher Lunch.
* Open positions to be filled are Spring Event Coordinator, Lunch with Teachers, and Staton Wear Orders. Specifically looking for someone to coordinate distribution of Staton Wear, make and distribute flyers.
* Nominations are being made for SOT through Sept 14. SOT Election is Sept 19.
* Contact for Dads and Donuts is Cheryn Serenco.
* There will be another Volunteer Orientation on Sept 14 at 9:10 and 2:40. Kristy Froehlich will put on website.
* Gina reiterated the importance of recruiting volunteers, and to be on the lookout for e-mails and sign up sheets.
* Gina asked for an increase in the budget for Picnic in the Park from $750 to $1000 to cover the “in advance” cost of inflatables at the picnic. Motion was made by Kristy Froehlich, seconded by Kristina Havill. The motion passes.
* **Leigh-Anne/VP Report:**
* There is a critical need for volunteers for Kiss ‘N Go every morning from 8:35-9:00. These volunteers help keep the car line moving and help kids get out of the car. An email has been sent from Volunteer Spot for sign ups.
* We also need 2-3 people for Lunch Bunch from 11:00-12:45 each day to help kids throughout lunch periods. Link to Volunteer Spot has been posted on the Staton website and Facebook page.
* Tech Lab opening is scheduled for Oct 4, we are still waiting on computers.
* **Nicole Hamilton/VP Report:**
* Room parents are still needed in some classrooms, including Specials teachers. Look for an e-mail with details.
* Meeting for Room Parents is pending.
* **Yari /Treasurer Report:**
* PTO Board Members were reminded to use tax-exempt forms when making purchases, as we cannot be reimbursed for tax.
* PTO needs two volunteers to audit the last two years of treasury reports. No accounting experience is necessary. Brooke Bunker volunteered; still need one more volunteer.
* **Lisa Kurtz/Hospitality Report:**
* Picnic in the Park is Sept 15. There will be an adult kick ball game, basic field games, and an inflatable obstacle course. Wrist bands will be sold for $5 for unlimited play. Food trucks will be available. There may be a lemonade stand. Many games and fun activities are being planned.
* **Anne Tanaka/Membership Report:**
* Current membership is 151 parent members, plus 33 Teachers and Staff.
* Volunteers are needed at Picnic in the Park for membership table.
* PTO Board Members are asked to encourage people to join/donate to the PTO, and help get the word out about what the PTO does for our school.
* Remember to recruit volunteers, and don’t forget about the dads!
* **Sarah Porter/Trunk or Treat:**
* Trunk or Treat will be October 21st from 3-6pm.
* Candy donations are needed, please put donations in PTO room.
* Please inform Sarah if you are willing to provide a “Trunk”.
* Donations of prizes are needed. Prizes are awarded to Best Trunk and five “Best Costume” prizes. Prizes would ideally be presented in a pre arranged basket. Ideas: car wash gift card, Gravady passes, etc.
* Help is needed to make posters and decorations-please contact Sarah Porter if you are able to help.
* **Caryn Shea/Staton Raffle**
* Staton Raffle will take place from 2-21 October. First prize is $5,000, Second prize is $1,000, Third prize is $500.
* Staton Raffle is historically a good money maker for the school. Last year we raised $12,000
* Tickets will be sold for $10 each or 3/$20.
* Students are being asked to sell 12 tickets each.
* Need volunteers to help collect and count tickets
* **Blanca Murphy/Box Tops**
* Goal for Box Tops this year is $2500
	+ - Please put Box Tops in labeled groups of 25 (glue or tape - do not staple) to Box Top sheet
* Prizes and incentives will be given throughout the

year for classes/teachers with most Box Tops collected.

* Please put Box Tops in mail box in lounge each Friday.
* **Jen Jost/Pioneer Nights Report (report given by Gina):**
* CPK fundraiser (20% back to Staton) September 28th
* PTO social at CPK for lunch on Sept 28th
* Next event is Battle Blast Laser Tag on October 26th, no food, but good family time.
* PTO members are encouraged to take pictures at any Pioneer Night they attend and submit to Kristina Havill (yearbook).
* Cream/snow cone days will continue.
* **Kristina Havill/Yearbook:**
* Thank you to the layout staff for last year’s yearbook.
* Yearbook needs quality, non-blurry, appropriate pictures. Step by step directions on how to upload photos to yearbook has been posted on Staton’s website.
* Group photos are appreciated.
* Always identify yourself as taking yearbook photos and ask for permission. All photos submitted must be related to/taken at school events.
* Photos needed from: Boo Hoo or Yahoo, first day of school, Open House, and Picnic in the Park. Each event has a folder by grade, refer to direction for uploading on Staton’s website.
* Meeting adjourned by Gina at 9:45am