

Little Chute Elementary School
Parent-Teacher Organization (PTO)

Board Meeting Minutes



March 14th, 2023, • 6:30 PM • LCES Library

I. WELCOME/INTRODUCTIONS

Meeting Attendance:

Melissa Barribeau, Sarah Peeters, Martina Hunt, Amber Hermsen, Amber Weyenberg, Amy Vanderloop, Holly Brockman, Jaimie Schuh, Missy Hietpas, Mollie Luedtke.

2. BUDGET UPDATE

- Overview and any changes? (Sarah Peeters)
Refer to the board meeting agenda.

3. TOPICS FOR DISCUSSION

a. OLD BUSINESS

- **Kwik Trip Card Sale VS Simon's Cheese Sale** (Mrs. Jenna Hietpas)

2022

Simon's Cheese: \$2890

Kwik Trip: \$3611 + \$924 in kickbacks = \$4344

2023

Simon's Cheese: \$4494

Kwik Trip: \$2790, no kickbacks this year

After careful consideration, the committee decided to postpone the Kwik Trip Gift Card sale until the 24/25 school year and proceed with the Simon's Cheese sale for the upcoming school year 23/24

- **Scholastic Dollars** (Shannon Pomeroy)
All the books were ordered on March 7th. We got 25% off our order and we saved around \$1,000! When the books come to the school, we will need some volunteers for delivery. Shannon Pomeroy will inform us about the need for volunteers to deliver the books to the school once they arrive.
- **Reach For the Stars Reading Program** (Sarah Peeters)
Sarah Peeters will gather more information about the upcoming Book Fair to present at the next meeting.
- **Student Appreciation Day** (Megan Schommer + Mrs. Klein)
The teachers can choose a date. More information will be available for the next meeting.
- **Snowflake Social Event, (March 3rd, 5:30 - 7:30 pm)** (Megan Schommer)
We will need more volunteers to supervise the event next year. To make room for more craft tables, they should be set up in different rooms. The DJ can be on the gym stage and should make more announcements for parents to watch their kids. Finally, we will not be serving popcorn next year as it was not popular and went uneaten.
- **End of the Year Celebration** (Megan Schommer, Mrs. Klein, or Mrs. Hietpas)
Grade representatives are reminded to fill out a Grant Request form for their grade level before receiving the allocated \$300, which will be divided equally among all classes in that grade. Mrs. Klein will inform all teachers about this news and let Sarah Peeters know when the money can be safely deposited in the school office's safe box.

b. NEW BUSINESS

March

- Grant Request for a **Family Reading Night Event** by Ms. Becky Ackermann.
The PTO has voted to cover half of the \$1,600 cost for the books that were requested by Ms. Ackermann.
- Grant request for a **Field Day** by Ms. Angela Sprangers.
The PTO has voted to cover \$902.60 + DJ \$200.

(4K freezies: \$11, 2 packs Markers for Signing Shirts \$20, Kona Ice: \$1.60 x 526=\$841.60, 3 packs Sponges: \$30)

- What kind of **insurance** does our school have? Can we have an inflatable bounce house for any events? (Mrs. Melissa Yuska)
Mrs. Yuska will provide more information about the liability insurance policy for the upcoming school event during our next meeting. This will help us ensure that we are fully covered in case of any accidents or damages during the event.
- **Snack Sale #3, March 16th** (Lindsay Fenlon, Aleigh Whitehead, Amber Hermesen).
Everything went well. The school office has shared a post on the Family Communication webpage to inform parents and students about the details of the event. Additionally, an allergy note has been added to the Snack Sale post on both the Facebook and Family Communication page to ensure that all participants are aware of potential allergens in the snacks being sold.

April

- **Culver's Cards Sale** (Sarah Peeters)
Sarah will provide more detailed information about the upcoming Sale event by the end of March.
- **Scholastic Spring BOGO Book Fair, April 24th - May 1st**
(Shannon Pomeroy, Martina Hunt)
Everything is ready. The flyer and volunteer link will be shared soon.

May

- **Educator Appreciation Week, May 8th - 12th**
(Amy Vanderloop, Andrea Zimmermann, Holly Brockman)
The planning team is still finalizing details for the upcoming event. Mollie Luedtke has agreed to manage the Thank You Station located in the hallway in front of the library
- **Special Person Day (old name, Grandparents Day), May 19th**
(Mrs. Melissa Yuska)
Mrs. Yuska will provide additional information about this event during our next meeting.

REMINDER:

To ensure effective communication with all members of our school community, it is important that any flyers or other communication materials sent from the office are available in multiple languages. Please submit all requests for translations to Elsa Aguilar via email (eaguilar@littlechute.k12.wi.us), and allow a 48-hour turnaround time for the documents to be translated. It is important to note that all materials must be provided in the same format to ensure consistency and accuracy.

4. FYI-PREVIOUS FUNDRAISING PROGRAMS

Simon's Cheese Sale (Oct. 7-25, 2021)
Kwik Trip Card Sale (Sep. 17-28, 2021)
LCES Apparel Sale (Oct. 1-10, 2021)
Scholastic Fall Book Fair (Oct. 19-26, 2021)
Scholastic Spring BOGO Book Fair (Apr. 25-May 2, 2022)
Snack Sale (Nov. 11, Jan. 13, Mar. 13, May 12, 2021)
Tom's Drive-In (Apr. 11, 2022)

5. FYI-PREVIOUS EVENTS

Popsicles on the Playground (Oct. 6, 2021. May 25, 2022)
Popcorn Day (Oct. 14, Dec. 10, Feb. 11, Apr. 22, 2021/22)
Parent-Teacher Conferences (Oct. 18-21, 2021. Feb. 7-11, 2022)
Educator Appreciation Week (May 2-6, 2022)
Fang Reading Night (April 2022)
Snowflake Social (Mar. 4, 2022)

6. QUESTIONS AND CLOSING

The next PTO Meeting is on April 11th, 6:30 pm, at the LCES Library.