

November 2023 PTO Meeting Minutes
November 15, 2023, NKE Library Conference Room

Called to order at 6:30PM by Julie Klein.

Attendees, in-person: Amy Albrecht, Julie Klein, Mickie Krall, Kelly Milewski, Laura Reese, Liane Rhodes, Denise Young

Attendees, via Zoom: Lindsay Eimerman, Becky Gatzke, Cindy Olander, Suzanne Vandling

Welcome and Introductions

- This is a meeting of the Oregon PTO serving:
 - Netherwood Knoll Elementary (NKE)
 - Prairie View Elementary (PVE)
 - Rome Corners Intermediate (RCI)
- Oregon PTO Board Member Introductions
 - President: Julie Klein
 - Vice President: Denise Young
 - Treasurer: Laura Reese
 - Secretary: Mickie Krall
- Rome Corners Intermediate School Representative Introductions
 - 5th Grade Parent Rep: Liane Rhodes
 - 5th Grade Parent Rep: Becky Gatzke
 - 6th Grade Parent Rep: Nicole Stevenson
 - 6th Grade Parent Rep: Kristin Klein
- Principals
 - Netherwood Knoll: Lindsay Eimerman
 - Prairie View: Dawn Goltz
 - Rome Corners: Cyndi Olander

Website & Social Media

- Website (Suzanne Vandling)
 - <https://www.oregonpto.org/>
- Social Media (Laura Reese)
 - Our Facebook is "Oregon Parent Teacher Organization"
 - Our Instagram is @oregonpto

Secretary's Report

- Review [October 2023](#) meeting minutes
- Vote on October 2023 meeting minutes

Motion to approve: Liane Rhodes

Seconded by: Kelly Milewski

Past Events & Activities

Parent Teacher Conferences

Upcoming Events & Activities

Winter Gear Donations

- Winter gear drive once organized by the Oregon PTO (Operation Warmth) is now organized by the Lion's Club
- Lion's Club partners with school social workers to get winter gear for BKE, FES, NKE, OMS, and PVE families in need
- SignUpGenius <https://bit.ly/OSDwinterclothingdrive>
- Donations can be dropped off at the appropriate school office with a note saying that it should be routed to the School Social Worker for the Winter Gear Drive

Still quite a few spots open on the SignUpGenius.

PTO Documents Sent Home

- [OSD Board Policy 812](#): Distribution and Display of Community Materials
- All PTO documents (letters, brochures, flyers - both print and electronic) need to be reviewed by Amy Miller, Community Education & Recreation Director, before they are sent home
- Julie will be the point person to send documents to Amy for review
- All documents (with perhaps an exception for our Teacher Appreciation Week donation request) now need to have a "this is not endorsed by the OSD" disclaimer on them
- All documents need to clearly state at the top in big letters something like "this is a fundraiser for the PTO"
- After a formal review and the inclusion of the disclaimer, business names can be on PTO documents

Julie indicated that the review process is moving swiftly and easily thus far. Probably will have an exception to the disclaimer on the Teacher Appreciation Week documents.

Will want to create our own Dine Out fliers so they look more like PTO documents, rather than like restaurant advertisements.

PTO Bylaws

- Timeline
 - Review and discuss [possible bylaw changes](#) tonight
 - Formal presentation of proposed bylaw changes in February
 - Vote on proposed bylaw changes in March

The "tracked changes" version of the bylaws will be posted on the PTO website for review by the public.

Teacher Appreciation Week (May 6-10)

Top 5 daily spoils (based on 77 survey responses):

1. Sugar River Pizza Luncheon
2. Travelin' Tom's Coffee Truck
3. Amazon Gift Card
4. Target Gift Card
5. Continental Breakfast

Julie will touch base with each principal to make sure this is OK and to confirm that they want the PTO to proceed with making these plans to support their staff during Teacher Appreciation Week. OSD Fundraising Request Forms will then be submitted for each school.

May combine 3 and 4 and just have one gift card for a larger amount.

Review of Past Fundraisers

Lost & Found Items

- Fall lost & found sales completed and raised **\$1,472.65**
- Hats have been photographed and posted, so far raising an additional **\$184**; gloves/mittens coming in the next few days
- RCI has a fresh load for us to pick up this week!

Club's Choice Catalog Fundraiser

- Our goal was to raise \$15,000 to support our schools
- We raised a total of **\$7,452.25** via Club's Choice
 - **\$1,408** off of paper orders
 - **\$4,250** off of electronic orders shipped to school
 - **\$1,262.25** off of electronic orders shipped to home
 - **\$532** off of donations placed via Club's Choice website
- We also brought in additional **\$2,659** in donations likely in lieu of Club's Choice orders
- Distribution on December 6 at RCI - will need volunteers to help!

Dine Out at Noodles

- Noodles & Company (2981 Triverton Pike Dr, Fitchburg, WI 53711)
- Wednesday, November 8 (4:00 pm - 8:00 pm)
- The PTO made **\$225.68** (25% of sales) during this fundraiser

Comparison of Fundraisers & Donations

- [Academic year fundraiser comparison spreadsheet](#)

Upcoming Fundraisers

Infinity Martial Arts Drop & Shop

- Drop & Shop
 - Sunday, December 10 (1:00 pm - 4:00 pm)
 - Parents drop their school aged kids off at the studio for 3 hours and get to enjoy some "kid-free time"
 - Kids will play games, do some holiday crafts, eat snacks, and watch a holiday movie (crafts and snacks supplied by Infinity Martial Arts)
 - Event costs \$35 and all funds go to whichever PTO the registrant selects (Brooklyn PTO, Forest Edge PTO, or Oregon PTO)
 - Flyer has been sent to Amy Miller for review

Infinity Martial Arts Beat the Winter Blues Special

- 6 weeks of lessons and a uniform

- January - March (lessons can be started anytime)
- Cost is \$35 and all funds go to whichever PTO the registrant selects (Brooklyn PTO, Forest Edge PTO, or Oregon PTO)
- Will work to get flyers drafted, reviewed, and distributed (either as hard copies or electronically or both)

Fosdal Home Bakery Donut Delivery

- Saturday, February 24th
 - 7am-packing orders begins, volunteers needed
 - 8am-deliveries begin, volunteers needed
- Order via Google Form January 22nd-February 16th
- Working on OSD Fundraising Request Form
- Will work to get flyers drafted, reviewed, and distributed (either as hard copies or electronically or both)

Square 1 Art

- Working on OSD Fundraising Request Form
- If the fundraiser is approved, we aren't sure we'll be able to add the required OSD disclaimer language to these personalized brochures unless we add the disclaimer via labels or as a half sheet stapled to the front
- We have requested a draft of the Square 1 Art brochure to see if it's going to be OK for us to send home or not
- If it's not OK for us to send home, we may elect not to do this fundraiser since the personalized brochures are key to its success

Fun Run

- Saturday May 11, 2024
- Combining efforts with BKE and FES
- Registrants will pick which PTO to benefit at registration
 - Last year, sponsorships went to cover costs and registration fees were profit for PTO
- Adding lawn games/activities
- So far, \$600 in sponsorships
- Interested in helping? Contact Kelly Milewski at kchmiele@mac.com or 414-322-4050

This fundraiser was approved today. Will be held at RCI, as this worked well last year. Also last year RCI allowed us to use their bathrooms for participants. This year they may open up their playground for participants and we could locate the food trucks near the playground. The PTO receives a portion of the food truck profits.

Treasurer's Report

- Review [October 2023](#) treasurer's report
- Vote on October 2023 treasurer's report

Motion to approve: Denise Young

Seconded by: Liane Rhodes

Upcoming PTO Meetings

- Thursday, February 22
- Thursday, March 21
- Thursday, April 18
- Thursday, May 23

Motion to adjourn at 7:23 by Kelly Milewski

Motion seconded by Denise Young.