

Little Chute Elementary School
Parent-Teacher Organization (PTO)



Board Meeting Minutes

April 16th, 2024, • 6:30 PM • LCES Library

I. WELCOME/INTRODUCTIONS

Meeting Attendance:

Megan Schommer, Melissa Barribeau, Jaimie Schuh, Amber Weyenberg, Martina Hunt, Lisa Klein, Melissa Yuska, Missy Hietpas, Amy Vanderloop, Amber Hermsen, Erin VanHarpen, Emily Feagles.

2. BUDGET UPDATE

Overview: Are there any changes? (Jaimie Schuh, Amber Weyenberg)

Please refer to the [board meeting agenda](#).

Note: For the upcoming school year, we need to send a reminder that all grades must fill out our Grant Request for their PTO Field Trips before Spring Break. The PTO needs to know how much money is left so we can give teachers their funds for the End-of-the-Year Celebration.

3. TOPICS FOR DISCUSSION

a. OLD BUSINESS

- **Fang Reading Event (March 11 - April 5), Family Night (May 14)**
(Megan Schommer)

The event went very well.

- **Snack Sale (March 21)** (Amber Hermsen, Lindsay Fenlon, Jaimie Schuh, Amber Weyenberg)

The sale went very well. A reminder from the school office to all parents the day before our snack sale helped significantly. The remaining snacks were placed in the PTO snack cabinet for use by all the classrooms.

- **Culver's SCOOPS Card Sale (April I-II)**

(Jaimie Schuh, Missy Hietpas, Amber Weyenberg)

The sale orders were very disorganized, and they were not located in the correct classroom envelopes. Many parents sent cash without filling out their child's name or home teacher. We need to re-check our order form and brainstorm new ideas on how to fix this problem.

- **Tom's Drive In (April 8, 4-8 pm) (Jaimie Schuh)**

The sale went very well.

b. NEW BUSINESS

April

- **4K P/T Conferences (April 15 and 17, 3:30-7pm) (Ms. Yuska)**

Does the PTO need to provide dinners for teachers, or does the school take care of it?

Next school year, the PTO will provide dinners for 4K teachers during their Spring conferences. Ms. Yuska will take care of dinners for this school year and will seek reimbursement from the PTO.

May

- **End of the Year Celebration (Martina Hunt, Jaimie Schuh)**

How much money can we give to each grade for their shopping for the End of the Year Celebration events?

Every grade level will receive \$300. Martina will send an email to all teachers when the money is ready in the office.

- **Someone Special Day (May 3) (Ms. Yuska)**

The PTO will provide volunteers for this event. The sign-up link has been sent to all PTO volunteers.

- **Educator Appreciation Week (May 6-10 or the week after) (Amy Vanderloop, Andrea Zimmermann, Holly Brockman, Mollie Luedtke - Thank You Card Station)**

Do we need plastic tables for the Thank You Station? Martina will ask Mollie and prepare the station. Everything else is ready, and the Appreciation team will communicate with the school office and all the teachers.

- **Popsicles on the Playground (May 9, 3-4 pm)** (Melissa Barribeau)
Do we need more volunteers? **NO, we don't need any more volunteers.**
Note: We need to buy more popsicles.
- **2nd Grade End of The School Year Walk** (Missy Hietpas)
Missy will contact the 2nd-grade representative and inform them to connect with Ms. Yuska.
- **Communication with the School Office** (Megan Schommer)
We have included an additional list at the back of this agenda for you to review.
Note:
Mrs. Becky Pamperin is the main point of contact for our PTO's events, issues, and postings on the Family Communication web page.
- **Are all the Board Members remaining in their positions for the next school year 2024/2025?**
Do we need to recruit anyone to fill vacant positions?
Martina will email all our volunteers to inquire if anyone is interested in different positions, and we can discuss it at our May meeting.
Note: Megan Sjoberg is stepping down as our Facebook Page Administrator. Thank you so much for all your hard work, Megan!
- **PTO Meetings Next School Year** (Megan Schommer)
Are we going to keep our PTO meetings on the same day and time, or are we going to change them?
We will discuss this at our next meeting
- **Book Fair** (Mrs. Lisa Klein)
Mrs. Klein introduced us to a new company for the Book Fair. The PTO will review the offer and discuss it at the agenda for the next school year.

4. QUESTIONS AND CLOSING

The next PTO Meeting is scheduled for May 7th at 6:30 pm in the LCES Library.