
MHK-5 PTO Agenda/Minutes

Wednesday, 02.07.2024

Attendees

President: Teddi Sadler - Present
Vice President: Alison Winters Hanson - Present
Secretary: Eve Obert - Present
Treasurer: Leah Lipska - Present
Web: Mickey Lipska - Present
Social Media: Teddi Sadler - Present
Teacher Representative: Melissa Olmstead - Present

Attendees:
Annie Gillaume-Gantz - Present
Ilana Sullivan -
Crystal Spaith -
Jessica Block -
Danielle Bever -
Katie Burns -

Agenda

General Intro

Finances

1. Treasurer's Report (Leah)
 - a. Bank Balance: \$14,863.20 (as of %)
 - b. Outstanding Checks: Teddi \$198.81 and \$201.83 (writing at meeting)
 - c. Snack Attack Balance: \$176.61
 - i. Costing \$200/month right now
 - ii. Takes about an hour to walk through all 3 buildings
 1. Filled 4 bins at ELC
 2. Filled what felt like all bins at PC
 3. Melissa can remind that teachers and principals that the snack attack is for either emergencies or forgetting - not every day
 - a. Reminder that we want to check in with kids about food insecurity
 4. If we continue this way, it will be a \$2000/year cost
 5. Most of Melissa's class made Thank You notes
 - iii. Applesauce pouches are less popular
 - iv. Skip with goldfish
 2. Fund Requests
 - a. None
 - b. Request for them by the end of April
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Events

1. Past Events
 - a. Artemis Provisions Share Month - \$376
 - i. (Teddi will update numbers)
 - ii. We don't have the check yet: raised \$376
 - b. Culvers Share Night
 - i. Super Fun and very popular
 - ii. Made it to the highest tier of giving
 - iii. Only 3 hours, so may not be as much
 - iv. Thank you to teachers and heard - well of course! PTO does so much for us
2. Current Events
 - a. Tyrol Basin Tubing
 - i. February 23rd 4pm
 - ii. Will do one more email to teachers
 1. Teddi just needs teacher's name by the 16th for tickets
 - iii. Tickets cost \$20, we will sell for \$22, we are purchasing for the teachers
3. Upcoming Events :
 - a. Reading night (Melissa)
 - i. Sarah Straka wants the reading interventionists to chair this
 - ii. Also to wait until Spring
 - iii. Reading interventionists will plan and let us know if they need anything
 - iv. Probably late spring
 - b. Mini Prom
 - c. Flier is out!
 - i. Under the sea theme
 - ii. Spreadsheet is out
 - iii. Alison has contacted a lot of the big ticket places who needed paper version of things or more stuff ahead
 - iv. Everyone has a copy of this
 1. Mail a form to Little America - Crystal
 - v. Katie has had a general info and she will do a mass pick up at the beginning of April
 - vi. Alison can hold onto things
 - vii. Doing auction sheet ahead of time
 1. Dairy is doing an overnight stay and a \$100 gift card
 - viii. Katie is checking with Gymfinity
 1. Gift Card, pencil, water bottle,

- 2. Official letterhead
 - a. We have some things that are like it
 - b. Need the tax exempt info a lot
 - c. We will use Dr. Salerno's again
 - d. Leah is emailing Katie
 - e. Need value for the bid sheets, can be rough estimate
- ix. Big ticket items online for pre-bidding? Researching
- x. Also \$200 from The Slon
- xi. A bunch of gift cards from Milios
- xii. Telling people we need it by mid-March
- xiii. Will add the donated bucky book
- xiv. Bid Sheets
- xv. Alison will update these with the logos, etc
- xvi. Modifying it a bit to be more similar to the teacher bid sheets
- xvii. Have a lot of new businesses on the spreadsheet
- xviii. Might want to pull back on small businesses? Just ask every other year?
- xix. Melissa will send a copy of her bid sheets, just copied from pastDJ
- d. Ziggy? will be our DJ
 - i. Cost? May do it for free
 - 1. Wanting to buy some props to do some things for limbo, others
 - 2. DJ offered to do pool noodles for limbo?
 - a. Just something more than just dancing
- e. Baskets/Containers
 - i. Will need some things to combine
- f. Quiet room
 - 1. Katie H-G? Annie can help if needed
- g. Photo Booth
 - 1. Alison
- h. Library will come and sign people up for kids up for cards, have games
 - i. Need to have space for her
 - ii. Probably will be near photo booth, possible back of the hall
- i. Snacks
 - i. Will plan more next time
 - 1. Leah?

Special Projects

- 1. Extra Clothes
 - a. Clothes are for kids with accidents, nurse
 - i. Save size 5-12 pants (elastic/leggings)

2. Getting our 501(c)
 - a. Articles of incorporation are done
 - i. We will submit it tonight
 - b. Illana and Teddi worked out bylaws - copies provided
 - i. Making sure that the power is with people
 - ii. 1st and last meeting - general membership meeting
 - iii. Members "guardian of a K-5" kid
 - iv. Need quorum those meetings
 - v. That's when budget is adopted and new board is elected
 - vi. Rest of meetings are "executive" meeting
 - vii. Protocol to add new special projects to the executive meetings
 - viii. Everything needs to come out 4 days in advance
3. Conferences - we had discussed the need to figure out a better way to support conferences; Melissa was going to contact food services
 - a. Conferences aren't for a long time but we should keep this on our radar
 - i. Crystal has worked out with Milios to give us 30% off with no tax
 - ii. Can do platters (normally \$90), large sandwiches would wind up being \$4 each
 - iii. Do individual sandwiches?
 1. #1-6
 2. All by name from Google form
 - iv. We will augment with chips from CostCo, beverages/water
4. Teacher Appreciation
 - a. Can do coffee truck again
 - i. Travelin Toms Coffee - possible for this year too? He donated a Kona Ice party again
 - b. More next time
5. Brats on the lot
 - a. Happening next September!
 - i. But Alison has the flier

Equity

- Think about equity for Mini Prom
- On campus

Communications

1. Principal Communications (Teddi) :
 - a. Teddi sent out an email just to touch basesent one - no response yet
2. Website -
 - a. We have 2 possible websites right now

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- b. Still have MHK5PTO
 - i. Mickey got it updated - THANK YOU
 - c. Also wonderful that Logan put time into it - THANK YOU to him too
 - d. Current website is a lot to update
 - i. We haven't managed to get there to be able to do it
 - ii. It has a tendency to fall on Mickey's shoulders
 - iii. Mickey says this is okay now...
 - iv. Teddi wants to know if as we update things, that we send them to Mickey
 - v. We may not have the bandwidth to learn a new school
 - vi. Is this a job Mickey wants? We are worried that others don't know
 - 1. Would have to have a training timing
 - 2. Could have something scheduled now tonight
 - 3. Built in thing - Share to facebook
 - 4. Original plan was to have it
 - 5. Mickey needs to give people special permission before they can edit
 - 6. But after you have been given permission, you can add articles
 - 7. Mickey did mini-tutorial
 - e. Discuss what to use
3. Social Media - Need to start updating Twitter and Instagram
- a. Instagram Will start posting on IG
4. Communication (in general)
- a. Do we want to have a PTO newsletter
 - i. Annie and Eve will think about it
 - b. Do we want to try to push for grade coordinators or room parents for next year?