

# Sauk Trail PTO Minutes

Date	4/13/2021
Time Keeper	Allison LaTarte
Members Present	Cecilie Ballard, Tami Shaw, Allison LaTarte, Krissy Mayer, Chris Dahlk, Elizabeth Montemayor, Alex Moreno, Ben Schumaker, Karen Fox, Janet Steffen, Sarah Rebholz, Margarita Julian , Abra Ahliya, Fergus Cameron , Karen Perez-Wilson (translator)
Start and End Time	6:30-7:45
Location	Sauk Trail LMC

## Working Agreements

- Stay School Focused—Always working toward the best interest of the school
- Share the Workload
- Be Open-Minded to Other Ideas
- Start and End on Time
- Have an Agenda
- Be a Positive Member—Balanced listening and sharing
- Maintain an Inclusive Environment

Agenda Item	Time	Background Notes/Information	Discussions/Decisions
Introductions	5min		Went around and introduced ourselves, chat is open for thoughts & questions
Principal's Report	5 min	Chris Dahlk	Kids are coming back Monday for 4 days per week- working on plan for pickup, which will be the biggest change. Latest public health order is making some activities possible like Sr walk & the 4th grade celebration (held outdoors)

Treasurer's Report	5 min	Allison LaTarte	<p>Balances as of March 31st, 2021  Checking        \$1217.51  Money Market \$14,146.65</p> <p>Expenses since 1/31/21    None  Deposits since 1/31/21. \$94.78  (Amazon Smile)</p> <p>2020-21 School Year  Expenses \$4,482.45  Deposits \$1,079.47  Net        -\$3,402.98</p> <p>Upcoming Expenses: Staff  Appreciation Week</p>
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Presidents' Update	5 mi	Scholarship, Teacher Reimbursements, School Supplies	<p>Scholarship: Each year we give a \$500 scholarship to a MHS student based on a short essay about how Sauk Trail impacted your educational experience. This year's winner has been chosen and we will find out the name soon. Contact information is removed during the selection process.</p> <p>School supplies, kits will be available for mail order next year, will be direct shipped, deadline is June 25th</p> <p>Teacher reimbursements: PTO gives \$100 to the teachers, this year we will be reducing the amount since there wasn't as much to buy. 23 teachers (\$2300), we are debating reducing it to \$50. Chris is thinking not all teachers will use it this year. Fergus mentioned this might be a good year to keep up support of teachers. Allison expanded on our budget &amp; fundraising. Usually \$8000 spent per year, 0 income this year but expenses are down. But... we also didn't have the auction this year &amp; the money we have needs to last 2 more years. Ben asked about a target amount of money we want to keep in savings. Cecilie mentioned the PTO's goal is not to keep a large stash of money on hand but this year seems more uncertain because we haven't had the fundraisers. Amy mentioned Elm Lawn has had "non fundraisers". Donate money so you don't have to sell wrapping paper, LOL. Fun Run looks like a good option to do on the off year (which is next year) to try to build up our resources.</p>
Book Fair	5 min	Tami Shaw Outdoor, Virtual, Dates	<p>Spring book fair is happening and will be outdoors May 24-28th. Usually spring is a BOGO event to help kids build up a summer library. We will not have bogo this year to build up some additional funds.</p>

<p>Staff Appreciation</p>	<p>30 min</p>	<p>May 3-7; Recipe Book Update, Janet Update, Week Scheduling, Catered Lunch, how to drop off materials?</p>	<p>Recipe Book: people sent in some really nice recipes, each teacher will get a printout. Available to families? Isn't an overly huge book so we don't want to sell it. 60 families sent in 80 recipes. Thinking we could send it electronically to people who ask &amp; suggest they make a donation. Seems like there are mixed feelings on charging \$10 or just asking for a donation. Janet has access to a spiral binding machine for hardcopies.</p> <p>Staff appreciation week: each day will have a theme, Wed catered lunch, potted plants for decoration since we can't go in &amp; decorate. Raffle at the end to take plants home. We will have some kids make signs for Sheila to set out. Challenge of catering a lunch is everything has to be individually wrapped. Chris suggested Jason's deli, Asbury did conference meals from there &amp; it was nice</p> <p>Need help on May 3rd picking up coffee from Starbucks, Karen offered to help. Need kids to make sign, drop them to Tami or Cecilie last week of April</p> <p>Drop off donations for staff, maybe set up boxes out front. Hoping to have a bin for each day.</p> <p>Normally, we do something at the club tavern for staff to stop by Janet made some calls to chocolate Shoppe &amp; Nothing but bund cakes to get for the staff. Chocolate Shoppe has a \$500 minimum to bring the truck over, he wasn't very flexible &amp; we don't quite make the minimum. Nothing but bund cake lady was willing to give us a 20% discount on small wrapped cakes to give out. Really cute &amp; very practical. Chocolate shoppe is more social which is a communal experience similar to the tavern experience. What about Kona Ice? Probably an option but do staff want Kona Ice?</p>
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Open Positions for Next Year	5 min	Bucky Book?, Conference Meals, Spirit Wear, Yearbook (apprentice), Winter Tea, Fun Run	Described open position, please volunteer! There was some consensus to table Bucky Book. It barely generated any revenue last year and most people admitted they do not use the coupons.
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Parking Lot	<ul style="list-style-type: none"> <li>● Set up some time for discussion on “Non-fundraiser” and brain storming some new ways to get donations. Hoping Fun Run can still happen next year</li> </ul>
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