

Meeting was called to order at 6:35pm.

INTRODUCTIONS:

Attendee list attached

PRESIDENT'S REPORT:

Amber welcomed the group and explained the goal of the group, which is enhance the parent/student/teacher experience at Sauk Trail. Gave an overview of the discussion points for the night; budget, committee chairs, etc.

PRINCIPAL'S REPORT

The new school year is off to a good start, with the largest kindergarten class to date and about 40 new students enrolled over the summer. The school is working on rolling out the Spanish language immersion program for the 2017/18 school year.

BUDGET UPDATE/NEW TREASURER:

Alex (previous treasurer) outlined how the fiscal year runs and where the bank accounts typically end up year to year. We reviewed the expenses from the past three years for reference. The difference with the change to the PTO from a PTA is that we do not have to collect and pay out dues annually, and the money we collect stays at the school level. He discussed the change from the Fall Fundraiser to the Color Run, where we may have earned less, but there were almost no expenses, so the majority of the money went straight to the PTO, whereas the cookie dough has about 50% of the money earned going to expenses. It also was a lot more fun, so we will likely continue doing that. Some events are almost all cost, like the fourth grade party and our field trips (Overture Center and the bus trips to and from the school), Read On, etc. Alex went through each line item on the budget, explaining each program and where the money goes with each. Some of the income and expenses for the School Supply Kits, for example, look like they earn more money than they do because some expenses flow over to the following years. Staff reimbursement is a program that will we continue to fund, in an effort to reimburse them for some of the expenses that they pay for out of their own pockets. Items like post it notes and Kleenex are often part of the items that the PTO will try to fund throughout the school year. The yearbook is also not intended to be a money-maker, as we charge only what the true costs are, so the PTO breaks even. A new line item this year is "special funded requests," which is funds that we have allocated for extra items for the school. Last year, the PTO funded the mural project and the new glass fire door in the hallway. The budget for this coming school year is very similar to prior years, but we have lowered expectations for the color run since we're not sure what to expect with last year being the first year. Moving forward, Even Wing will be in charge of the financials, and is looking for our support to keep tight records and we are trying to keep things mostly electronic so they are easy to track.

Evan is looking forward to using Quicken to keep the operations running very much the same way that Alex had been working them. The two will work closely this year to make sure that there are no snags with the transition.

COMMITTEE UPDATES:

School Supply Kits: Jessica and Megan are looking for feedback/ideas for new companies to work with going forward, as the program efforts have begun to outweigh the benefits. We need to sign the agreement with Schoolkidz by the end of the month to lock down the 10% discount.

Website/Facebook: Jessica has both up and running and works to update them. We need to get the link out in the newsletters again so more people can “like” the page and stay up to date on the events as they come. Committee chairs need to keep Jessica updated on their events as well.

Directory: Chris and Cecilie are working on this service so that all parents of the school have a student directory. In the past we have done all hard copies, but last year we had a lot of parents opt for the electronic copies and we hope to continue that cost savings going forward. We used to print about 300 copies, and have that down to about 70 now.

Tri for Schools: Tina works this committee, which promotes race events that raise money for the school. The Mud Run is coming up in Verona next week, but the triathlon is the main event in the summer. The money raised (over \$600 this summer) is used primarily for health and wellness equipment for the school.

Spirit Wear: The credit card machine was a great success and we had 138 pieces of spirit wear ordered, including the new zip pullovers.

Bucky Books: Cathy (not present) said that to date we have sold 35 books, which is about \$525 in income for the school. We discussed the need to advertise the sale a little more since the deadline seemed to sneak up on most people.

Box Tops: Cathy (not present) said that we are getting a check in December for about \$850, which is the money earned from the Spring collection event. The contest will be only in the Spring this year, but we will do a collection in the Fall.

Book Fair: Cathy (not present) has the fair scheduled for the week of 10-17 through 10-21. Cathy could use for help with manning the event each day, and also with set up and break down. A sign up genius will be going out, so you can either sign up that way, or contact Cathy directly if you would like to help. Her co-chair has moved on to another school, so she is running the fair by herself this year. The operations of the event are mostly covered, but we would be looking for a co-chair to help with staffing the table if there are any vacancies during the week as well as opening & closing.

Labels for Education: Cathy (not present) We have about 53K labels to spend this year. Group agreed to spend about 43K on an iPad to be auctioned off at this year, as well as some other little stuff (with the leftover labels) that we can donate to the school and/or basket to auction as well. The Labels program will be ended in the near future; the end date is still forthcoming.

Taste of Wisconsin: Jessica outlined the program, which sells local goods. The money has typically been earmarked to fund the Farm to School, and has earned about \$700 annually. It would be great to continue the program, but Jessica needs to pass the project to someone new. She has all the information to make the transition smooth. Tina and Lindsay offered to take it over and they will coordinate.

Spaghetti Dinner: Lindsay and Tina gave an overview of the event, which is an opportunity to network with students, staff and other parents. Order forms are going out this week, and pre-orders are strongly encouraged. They have a good system for ordering food, but getting volunteers is always a challenge. It is always a fun event. The prices stay the same and we welcome all families.

Newsletter: Candice operates the monthly newsletter, to keep the flow of paper going home in the folders lower, and keeps the parents up to date on the day-to-day events happening at the school. All the old newsletters are available on the website for reference and the new ones go home with the students in their folders.

Farm to School: Candice. This has been a great opportunity to get the local produce onto the students' lunch plates. The taste tests are monthly, and are held during lunch on Fridays. It gives the kids a chance to try different things that they might not normally have access to. A signup genius went out to the volunteers that have helped in the past, but it is open to anyone that wants to help out.

Winter Tea: (no chair) Amber discussed the fact that there is no official chairperson this year, and we will need help to organize this special event. Cecilie and Tami have offered to help Amber. They will be meeting to discuss the workflow.

Auction/Carnival: (no official chair) Amber mentioned that this needs to be a team effort, it should not be taken on by one/two committee chairs. Several members offered to help with the project, so Amber will reach out via email to set up a strategy meeting and to break out tasks.

Square 1: Maddy (not present) Students are working on their art work in class currently. Parents will receive order forms home in the near future, with items arriving before Winter Break.

Yearbook: Beth is the new chair and she'll keep us posted as she gets her feet wet with the process. She will need help with photography, if anyone is interested in helping with that piece.

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Chris Dahlk: Chris mentioned that it has been 5-6 years since there have been any upgrades to the playground. She is interested in using some Special Funding dollars to do something this year, if the PTO is in agreement. The group was all in favor of spending funds for this. Ms. Dahlk will pull together ideas to share at a later date.

DISCUSSION:

No new topics were addressed.

Meeting adjourned at 7:47pm.

ATTENDANCE LIST:

Megan Davis
Jennifer Resner
Erica Lee
Beth McMahan
Cecilie Ballard
Tami Shaw
Cristina Caruajal-Castillo
Candice Wagener
Kris Sonnentag
Julie Bomsach
Lindsay Lyons
Jessica Burfield
Janet Steffen
Alex Kasper
Evan Wing
Amber Sehgal
Chris Dahlk