

## **August PTO Meeting Notes 8-22-2019 @4:30 pm**

Attendees: Rachel Ballard, Diane Erickson, Amelia La Casse, Amanda Stout, Michelle Klonc

The purpose of this meeting was to transition the position of PTO president from Rachel to Diane and to discuss the upcoming MSA events. Rachel met with Mr. Gawarecki on August 8 regarding upcoming MSA events.

August 26—**Staff Workshop Breakfast** 8 am. Diane will do the shopping. Amelia will bring the food and set it out in the Great Hall. Juice, pastries/muffins, and fruit. Frozen gluten-free muffins (Udi's brand) are available at Walmart.

August 27—**Staff Workshop Lunch**, Noon – 1 pm. Jenn will do the shopping (Costco) the night before. Chips, soda, flavored water, and cookies will supplement sandwiches from Jersey Mike's or Jimmy John's. Amanda will email staff directly to get an exact count for special diet accommodation (i.e., Keto, vegetarian, gluten-free). Amanda will call in the order; keep receipt for reimbursement. Amanda will check to see what we have for silverware and napkins.

August 27—**6<sup>th</sup> Grade Picnic**, 5 – 7 pm. Last year Rachel put out a sign that announced the picnic along with some balloons. 2 signs are needed—one on 70<sup>th</sup> and one in front of the building. Diane is getting candy for the game. Jenn will get the balloons. Amanda will make the signs (2). Arrive by 4:30 pm. Diane will bring the card table. Jenn will bring donation forms.

August 29—**Back-to-School Open House**, 1 – 7 pm. Set up PTO table by Ken La Casse. Diane will follow up with Shannon Froberg regarding the number of tables and balloons needed. Between this event and the Picnic we will need around 500 napkins. We will wear nametags and any MSA gear if we have it. We will forgo the Costco cookies; instead Michelle will pick up different flavors of Trader Joe's Joe-Joe cookies including the gluten-free variety. Michelle will pick up balloons and arrive early to help with this event. The balloon colors needed are silver, maroon, and white. Dollar Store currently only sells mylar balloons and so the latex variety must be purchased from Party City.

**Welcome Baskets for New Staff** (13)—PTO will put together gift bags as we did last year. The bags will contain candy, gum, tissues, Cheez-its, cookies, \$10 Starbuck's gift card, an MSA bumper sticker and MSA dragon mug. Michelle will do the shopping and drop it off at Amanda's. Amanda will prepare the gift bags and will also get pens (Mr. G) and lanyards (Shannon F.) Last year's contained Famous Amos cookies, 2 Caramello bars, small Pringles, Post-it notepad, lotion, hand sanitizer, 2 packs of gum, Lindt chocolate truffles, 2 Cheez-its, 2 Rice Krispy bars, gift card, MSA sticker and mug.

October 23—**Mol Day** – serve to Physics/Chemistry only (email Amanda for class totals and locations)

November 4—**Fall Conferences**, 5 – 8 pm. Crockpots of chili and soup for dinner (vegetarian option needed). Serve with corn chips, sour cream, crackers, cheese, beverages, bars/cookies for dessert.

Meeting Dates—Mondays from 6:30 to 7:30 pm.

September 9::October 14::January 13 (pick Pi day)::March 23::May 11

- Send a note requesting agenda items to Mr. G and Mr. Johnston the Wednesday before the meeting date.
- Michelle will email Shannon Froberg to reserve the Great Hall for PTO meeting dates  
PTO Election announcement to be sent out in March  
PTO Elections held in May

Other items of note:

- No more funding of Lunch Pantry (was being abused by students)
- Slice of Pi PTO donation can be cut from the budget
- Battle of the Books donation \$300
- Monthly drawing for staff gift cards \$700
- Spirit Wear (discuss at the October meeting) – one order will be submitted at Christmastime. Rachel will walk us through the online vendor ordering process.