

Lodi Parent Teacher Organization Meeting Minutes (May 7, 2018)

Attendance- Tiffany Houdek, Brenda West, Sherri Endres-Lovell, Stephanie Caves, Kayla Sperbeck, Janet Roberts, Misty Roberts, Melissa Walsh, Debbie Scherer, Lyle Hendrickson, Julia Detert, Kristie Pecard, Chuck Pursell

1. Call to Order
2. Review minutes, Secretary. – send to Amy/Kristie for posting onto the website (agendas, newsletters, minutes)
 - a. Approved online
3. Vice President: currently vacant, any volunteers?
 - a. Janet Roberts nominated
 - b. Vote – ayes have it
4. Treasurer's Report
 - a. PTO acct: Disbursements (teddy bear project, raffle license, lunch for donor, ABCD frames)
 - b. Park: deposits- donations and interest; disbursements coming up
 - c. Planned Disbursement to School District
 - i. Timeframes- when disperse funds for the playground?
 1. Phase 1- \$40K for main structure; paid this month for installation in the summer
 - ii. Schedule with amount- communicate with Brenda/Chuck Pursell
5. Funds Request
 - a. 5th grade team – Kayla Sperbeck
 - i. Carnation/student and MS survival kit
 - ii. Funds approved (~\$125)
 - b. Dawn Collins, 8th grade- delay to next meeting or fund another way
6. Piggly Wiggly account for supplies
 - a. Invoices from Piggly Wiggly to be sent to Brenda West
 - b. Update from Tegan (round up for Heritage Park)
7. Heritage Park
 - a. Fundraising Committee Report
 - b. 1 general sign-up genius for all PTO summer fundraisers
 - i. Report out of fundraisers since last meeting
 1. Brat sales through August
 - a. Sign-up genius with 2-3 slots/shift
 - b. Cancel if raining
 2. End of year picnic
 - a. Need cakes/desserts
 - b. Sign-up genius and sign-up slip
 3. Art-in-the-park booth
 4. Concerts in the park

- ii. Procedure review
 - 1. Any contracts need to go the board for review, discussion, and approval
 - 2. Submit all receipts to Brenda West with accounting for sales
 - 3. Thank you notes and Heritage Park Donation signs
 - 4. Report out for each upcoming fundraiser
 - 5. What are your needs?
- iv. Volunteers
 - 1. How can we engage more parents and teachers to volunteer?
 - a Talking to people
 - 2. Corporate sponsor update
- v. Paver Fundraiser
- vi. Engage community without fatigue
 - 1. Complaints regarding “everything going to the park”
 - 2. Summer event Opportunities
 - 3. Booth at Lodi Art Fair
 - 4. Lodi Ag Fair – maybe a dunk tank???
 - 5. Susie the Duck Days – want to have a presence there
 - 6. Other planned fundraisers
- c. Design update
 - i. All the marketing and press has focused on a natural play space.
 - ii. How are we addressing adaptive, accessible playground aspect
- d. Grant Update – Micki working on this
- 8. Chocolate Sale - discuss at June meeting
 - a. Committee Update (Kristie Pecard)
 - b. Contract for School year 2018-2019
 - i. Dates of sale?
 - ii. # of boxes
 - 1. Need to review amt from last year; Debbie to get this information prior to next meeting
 - iii. Prizes
 - iv. Chocolate dump status
 - v. Reward party vs ?
- 9. Picture Day (Aug 9)
 - a. Magnets with calendars – Tiffany to take care of this
 - i. How many do we order? 500?- will check
 - ii. Volunteers – to staff table (add to sign-up genius)
 - iii. Chocolate samples – Kristie to contact Brian
 - iv. Signs for all that we support at the schools (not just playground)
 - Put together poster with pictures of “other” events- Julia and Tiffany to work on this.
- 10. Volunteers
 - a. Need to engage more parents and teachers

- i. How do we accomplish this?

11. Open discussion

Next meeting date: June 4, 2018 – at Debbie’s house at 6pm
W10840 Cty Rd V; Poynette

Volunteer Opportunities Defined:

1. Positions available [~21 positions available]
 - a. Media specialist (Debbie Scherer)
 - i. Update Facebook, put up flyers around community, reach out to various groups as needed
 - b. Volunteer coordinator (vacant)
 - i. Set up sign up genius for various fundraisers, events
 - ii. Communicate with volunteers via email
 - iii. Engage community members to be volunteers
 - c. Fundraising committee chair (vacant)
 - i. Chocolate Sale Coordinator (Kristie Pecard)
 1. Work with PTO board to review sale and contracts
 2. Communicate with World’s Finest Chocolate
 3. Forms for families to get chocolate and commitment to pay for chocolate
 4. Communicate with Volunteer Coordinator to get sale staffed
 5. Communicate with school liaison for school specific needs
 6. Work with schools before and during the sale
 7. Coordinate deposits to bank account
 8. Keep track of rewards for students
 - ii. Heritage Park Fundraising Coordinator (Melissa Walsh)
 1. Report to PTO board regarding fundraising ideas and get approval
 2. Contracts need to be reviewed and signed off by board
 3. Communicate with Media Specialist regarding fundraisers
 4. Communicate with Volunteer coordinator for staffing of events
 - d. Secretary (Julia)
 - i. As defined by bylaws
 - ii. Writes newsletter for School newsletters and Community Link
 - e. Treasurer (Brenda)
 - i. As defined by bylaws
 - f. Vice president (vacant)
 - i. As defined by bylaws
 - g. President (Tiffany)
 - i. As defined by bylaws
 - h. School liaisons (vacant)
 - i. *(typically a parent who goes to school during school day)*

- ii. Work with each individual school to report back needs, concerns and also provide information regarding events
 - iii. Works with principals and staff
 - 1. Primary School
 - 2. Elementary School
 - 3. Middle School
 - 4. High School
- i. Holiday gift shop coordinator (vacant)
 - i. Craft organizer (Laura D'Agostino)
 - 1. Summer craft nights
 - 2. 5-10 volunteers to make crafts from donated items
 - ii. Buyers (3-4)
 - 1. Erica Weeks
 - 2. Tiffany Houdek
 - 3. (vacant)
 - 4. (vacant)
 - iii. Lead on site during Gift Shop (vacant)
- j. Science fair coordinator (vacant)
 - i. Organizes reward for students
 - ii. Works with principals/staff
 - iii. LPS
 - iv. LES
 - v. LMS