

**Sister Lakes Elementary PTO  
Meeting Minutes  
November 12, 2009**

The Sister Lakes Elementary PTO met in regular session on Thursday, November 12, 2009 at 6:00pm.

The meeting was held in the library at Sister Lakes Elementary.

PTO Members present:

President: Shantelle Beach  
Vice President: Diane Decker  
Treasurer: Cecilia Garrelts  
Secretary: Michelle Pitcher

Principal: Matt Severin

Teacher: Tara Fletcher

Attendees: Jody Clauser, Teresa Moraca, Terri Schmidt, Robin Schommer

Shantelle called the meeting to order at 6:10pm.

Michelle read the minutes from the regular PTO meeting on October 8, 2009. Teresa motioned and Robin seconded for the minutes to be accepted as presented.

Mr. Severin stated the picnic tables at the school were repaired out of the maintenance budget and should be good for years to come.

Shantelle suggested the need to spend some money out of the PTO fund so parents can see how the money they're helping to raise is being spent. As per Mr. Severin's suggestion, she brought up the possibility of purchasing another smart board. A smart board is connected to a computer that is projected on to a screen. Mr. Severin explained that the smart boards bring technology into the classrooms and teach skills the students will eventually use in life. The estimated cost for a complete smart board set-up is \$2200.00 - \$2300.00. The cost for the smart board only is approximately \$1500.00. Mr. Severin stated his eventual goal is to have a smart board available per grade level. Robin wanted to know what other spending options were available before she voted on the possible purchase of a smart board. Teresa suggested having teachers submit a wish list for their classroom needs. Mr. Severin will bring ideas back to the PTO to suggest other ways money from the PTO fund could be spent.

Cecilia gave the treasure's report. The Goodies Factory fundraiser grossed \$5473.45. After paying the \$3078.85 due on the product being delivered, the PTO will have earned \$2394.60. The Boo Fest raised \$866.50 on ticket sales. There was \$765.45 in expenses, leaving a profit of \$101.05. Out of the money spent for Boo Fest, there were items purchased such as plates, napkins & silverware that will be used for other PTO events. The pizza and donuts that remained after Boo Fest were given to the teachers, and the remaining caramel apples were donated to the Sister Lakes Fire Department to use for their Halloween activities. The teacher's luncheon had an expense of only \$13.73 because almost everything was donated. Thank you to everyone who contributed to make a wonderful meal.

Wendy, a representative for Fun Services, Inc., gave a presentation to the PTO. She let everyone know the advantages of the PTO using Fun Services for Santa's Workshop this year. They include:

The company is located in Battle Creek. This enables the company to use their own trucks to deliver the items to the school and pick-up the items after the sale.

The company will restock any items needed for the second day of sales.

Every item will be received on consignment.

Any item broken/damaged will be replaced by simply calling the 1-800 number.

All promotional tools, such as posters and flyers, will be provided at no additional cost.

The company provides several different sized, self-sticking bags that can be used for wrapping the items, and carry bags for the children to carry their items home.

The company provides free Star Line Ferry tickets to Mackinac Island to all students 12 and under.

The PTO Bake Sale will be held December 10 after the music program at the PAC. There was discussion as to whether bakes goods should be sold as individual pieces or as a whole dessert. It was decided the decision for either choice will be left to the individual baking the dessert. Volunteers are needed for the baked goods. All sale items will need to be brought into the PAC by 6:30pm the night of the sale. Diane is handling the arrangements for the sale and Mrs. Fletcher will include information about the sale in the music concert flyer she will be sending home with the students.

Further discussion was held concerning Santa's Workshop. Shantelle stated the volunteer forms for Kohl's employees were submitted, which will enable them to help with the sale. Midwest Energy employees will also be helping with the sale. It was decided Santa should be at the school the day of the sale for photo opportunities with the students. Jody volunteered to find Santa, and Shantelle will check with the Student Council to see if they will help with the photos again this year. The \$100 in free product provided by Fun Services will be used for students who are not able to purchase any items from the workshop. This will ensure that every student has at least one (1) item from the \$1.00 table.

Everyone present voted to feature the movie "UP" at the Family Movie Night on January 21, 2010. The PTO will purchase a corresponding book for the school.

Michelle presented information on the Ned Show. It is a 45 minute presentation that will be given to the school as a whole on February 22, 2010. Ned stands for: Never give up – Encourage others – Do your best. It encourages children to be champions not only in school but in life. The presentation usually costs \$1200.00, but the PTO can work to get the presentation for free. It will require the PTO to sell NED products for 5 days after the presentation. There is no minimum amount to sell, and they company pays the sales tax and the return shipping. Everyone present was in favor of bringing the show to the school for free.

Diane brought up the field trip for some of the classes to see "A Christmas Carol" on November 25. She wanted to know if the PTO could help the students that would not be able to pay for the trip. Robin said she had already let one of the teachers know the Girl Scouts will cover the expense for those students as one of the Girl Scout troop's community service projects for the year.

Diane questioned a couple areas of the by-laws and had the meanings clarified. With no further questions or recommended changes, everyone present voted to pass the new by-laws as written.

Shantelle had a tally of the PTO volunteer hours contributed to the school for the month of October. They included 14.5 hours for the open house, 84.5 hours for the Boo Fest and 16 hours for the teacher dinner.

The meeting was adjourned at 7:40pm.

Reminder: The next Sister Lakes Elementary PTO meeting will be held on Wednesday, December 2 at 6:00pm in the library. The main focus will be Santa's Workshop and the bake sale.

Submitted by Michelle Pitcher