2024-2025 Fernwood Montessori PTO Agenda Minutes and Notes

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# Tuesday, January 7, 2025 - Fernwood Library and Google Meet

* Attendees: Meredith, Melissa, Hannah, Maricella, Mika, Diana, Danielle, Andrew
* Treasury Report:
* For Discussion:
	+ Apparel Sale
		- Design Confirmation
		- Next Steps
			* Dunn’s is just finalizing and confirming everything
			* Dates: 01/14 - 01/28 (but really 01/31)
			* Half-sheet - Danielle will create by 01/10
			* Flyer to help explain the website works best on a computer?
				+ “Keep scrolling. For ease of use, works best on a computer”
			* All same stuff as last year
	+ Upper El Escape Room - Maricella
		- 15 Teams signed up (35-40 kids)
		- Estimate: Around 70 people
		- Setup can start around 4:45 (camp in session until at least 5pm). Meredith will be there around 5pm.
		- PTO volunteers asked to bring board games along
		- Pizza & drinks will be available for sale (at around cost)
	+ Classic Slice
		- Melissa sent email to Marisa - waiting to hear back on interest/dates for Feb
		- Consider alternative restaurants in case Classic Slice doesn’t want to work with us this year
		- Andrew will reach out to Batter & Mac & Interval
		- We can also reach out to Babe’s Ice Cream February 27th
	+ Lost and Found
		- Melissa to drop off clothing to be washed at Wolf’s and will bring to Milwaukee Rescue Mission
	+ Soup Potluck
		- Do we want to have a PTO table?
			* No
	+ Field Day
		- Should PTO spearhead this? Or work with another group to make it happen?
			* No
* Upcoming Events:
	+ Classic Slice - February?
	+ Conference Snacks - March
	+ Special Friends Day - April
	+ Fernwood Arts Fest - May
	+ Teacher Appreciation Week - May

Grant Request from Ms. Kelsey-Author Visit - Approved!

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# Tuesday, December 3, 2024 - Fernwood Library and Google Meet

* Attendees: Meredith, Melissa, Danielle, Lindsey, Maricella, Angie, Diana
* Treasury Report: Nicole unable to attend; will update agenda momentarily
* For Discussion:
	+ Apparel Sale (January)
		- Andrew: Design update
		- Notes:
			* [Designs to choose from](https://docs.google.com/presentation/d/1nIAFd3q7DMo8ansrVaN42keK1Ga9ncgTYIx0GbMlYn8/edit?usp=sharing)
			* Like D with more limited text; thoughts were that it would translate best into a variety of sizes, including toddler sizes where the text would otherwise be really small
			* Fernwood Montessori text too thin for printing? May need stronger/bolder font.
			* Perhaps classic cursive/script - bold
			* If the shirts don’t say “class pets of” - is that confusing? Do we need to clarify what the design is about?
			* Want to leave pet names off - one animal could be more than one class pet (ex: two bearded dragons), no worries if the pets die! LOL
			* Meredith will request new images from Andrew, Danielle will make Google Form so everyone can vote. 3 options.
		- Next steps for Dunn’s? - Share design and they’ll rework/give feedback
	+ Coffee Sale - Hannah
		- Any updates to share?
			* Currently at 141 orders, $2145.70 is our cut.
			* SC offered to extend another week; decided that’s too long. Will extend through tomorrow
			* Danielle posted on Facebook (there was not a previous Facebook post)
	+ Upper El Event - Maricella
		- Flyer and registration form to go out to group
		- Class pets theme
		- If teams aren’t full, then we will pair kids up with a group (still need a parent)
		- Gym, community room, 1st floor hallway
		- Maricella to send info to Meredith for newsletter
* Upcoming Events:
	+ Upper El event (Jan 10)
	+ Classic Slice (February)
* Misc:
	+ Staff bios reshare?

# Thursday, November 7, 2024 - Fernwood Library and Google Meet

* Attendees: Kristy Lowell, Meredith Genrich Mertes, Andrew Adair, Danielle Brannan, Melissa Rabiego, Maricella Nayeri,Michelle Stehlik, Hannah Jahn, Mika Busalacchi
* Treasury Report: Nicole not here to give one.
* For Discussion:
	+ Halloween Dance Debrief
		- Notes for next year
			* More pizza! Lorinda knows this!
			* Sell pizza only outside (weather permitting)
			* More seating for families to eat? We can put out tables on the west playground.
			* Megan will lead parade for next 2 years
	+ Apparel Sale (January)
		- [Michelle’s design](https://docs.google.com/presentation/d/1ljjVmzcxzGonhb0kaAvWm9oPcO011_d5bvVj8dYRWAg/edit#slide=id.p) - thank you, Michelle!
			* Any changes? Larger font requested.
			* Danielle also put something together…..

[Fernwood Pets Shirt.png](https://drive.google.com/file/d/1OB4c8tSxdpAkacdy9g0T4f8Vmwlsf5Sy/view?usp=sharing)

[image (1).png](https://drive.google.com/file/d/1GACjTtOa5THONT0DeXq1ZAdIT7DPiqHG/view?usp=sharing)

* + - Mika - update from Dunn’s? We need a mock up in December for an end of January sale. Michelle and Andrew will work to finalize the design for the December meeting. Mika asked for suggestions on colors, etc. However, we mostly want to do what we did last year.
	+ Coffee Sale - Hannah
		- We are set with Stone Creek. We will get $3 per lb of coffee. Shipping is free. All is done online and shipped directly to the buyer. People NEED to use the code Fernwood to get us credit. Sale will be Nov 19-Dec 3rd. Meredith needs flyer and info by Nov 13th to get into folders and the newsletter on 11/19. Parents will be provided with a paper form electronically which they can print. Danielle to work on the flyer.
	+ Upper El Event - Maricella
		- Maricella is taking point on this! Date is moving to January 10th from 5:30-7. We will offer popcorn. Maybe a pizza sale. Maybe a food drive. We will offer escape room or rooms for Upper El kids and families to go through. Discussed possibility of making a parent a team capitan to deal with issues with low volunteer rates. Maricella will have an outline/plan ready for next meeting.
* Upcoming Events:
	+ Upper El event (TBD)
	+ Classic Slice (February)

# Tuesday, October 1, 2024 - Fernwood Library and Google Meet

* Attendees: Meredith Genrich Mertes, Lindsey Keppler, Diana Sullivan, Michelle Stehlik, Mika Busalacchi , Andrew Jones, Markia Harden, Maricella Nayeri, Hannah Jahn
* Treasury Report: Nicole unable to attend this meeting, see September ‘24 report.
* For Discussion:
	+ Fernwood Fest
		- Great success!
		- Any notes for next year? We liked that you had to go **through** the bounce houses (rather than timing kids). We need better flow for the face paint lines. We would like more people to sell Pete’s Pops. We will ask for a new volunteer to run it at the end of the year. We can also use outdoor games from Camp.
	+ Teacher Bios
		- Thank you, Danielle, for this year’s document! The new format is fantastic!
		- [2024-2025 Staff Bios](https://docs.google.com/document/d/1yStU6m6Q_QN9q1qsST2uzAf0cbKwanvXGk_t_4IJ18A/edit?usp=sharing)
	+ Halloween Dance - Friday 10/25 5:30-7
		- Volunteers
			* Megan Husband - Meredith asking if she wants to lead-Megan will lead!
			* Andrew to “DJ”
		- Pizza again this year? Meredith asking CC team if they want to sell-The Cross Country team will sell!
		- [Playlist](https://open.spotify.com/playlist/2f5S7skMJSwxK7uEUEUQJG?si=2fuWR93hR2S-oCzcg3U0HQ) - Danielle created. Feel free to change to whatever you think the kids will like!
		- Meredith asking Kristy if she wants to read a story-Ms. Ceballos will read a story if we want.
		- Michelle will do a flyer.
	+ Apparel Sale
		- New t-shirt design? [Danielle Burrows](https://canvasrebel.com/meet-danielle-burrows/)
		- Mika to reach out to Dunn’s to discuss this year’s sale
		- Michelle will be designing the shirt and will have a draft for us by Nov 1st. We will need it finalized by Thanksgiving for a January sale.
	+ Conference snacks
		- Need a sign up genius - Meredith will do one or have Melissa do it.
		- When should it go out? Next newsletter
	+ Coffee Sale
		- Nicole to reach out to Hannah to update next steps; Hannah will contact other coffee shops to see about other possible opportunities
		- Alternative perhaps something like our Classic Slice fundraiser?
		- Stone Creek will either do an entirely online sale where coffee is shipped directly to families who also pay shipping (less money but less work). Families would use a code (will they remember a code?). Shipping is free if you order enough. We could possibly do a link in the newsletter with a pre-populated code. Could it be shipped to us? Could they waive the shipping?
		- Andrew is going to research some possibilities for a Classic Slice type fundraiser at different businesses for next year. Possibly, we have a Fernwood Day at Colectivo instead (or something similar).
	+ Grant request from Ms. Zimmers-PTO will fund.
	+ Grant request from Ms. Kelsey-PTO will fund.
* Upcoming Events:
	+ Halloween Dance - Suggestion that 4/5/6 grades be included. Discussed PTO decision making about making the event K3-3rd. Some members felt strongly that there should be an event for Upper EL. Meredith will ask Ms. Kristy if adding them is possible and bring the information back to the group for a final decision.
	+ Conference snacks

# Tuesday, September 10, 2024 - Fernwood Library and Google Meet

* Attendees: Melissa, Danielle, Meredith, Lindsey Keppler, Diana Sullivan, Michelle, Mika, Autumn Valadez, Rob Valadez, Andrew Jones, Nicole Fabian, Kate Dechambre, Kelly Hayden, Jason Hochstatter, Markia Harden, Nicole Perow
* Treasury Report: Account balance as of June 30th is $19670, we have Fernwood Fest expenses-popcorn machine and supplies ($350), Bounce houses/yard games ($1,296) that will come out of that so our current balance is approximately $18,024. Our anticipated expenses this year will include Classroom supply reimbursements, classroom field trip reimbursements as well as miscellaneous expenses to run events throughout the school year. Our income will be dependent on the number of fundraisers we do this year, average annual income has been in the $10,000-$12,000 range.
* Upcoming Events:
	+ Fernwood Fest - Saturday 9/14
	+ Teacher Bios
	+ Halloween Dance
	+ Conference snacks
* For Discussion:
	+ Fernwood Fest
		- Volunteers status
		- Lollipop Pull - Thank you Michelle!!!
		- Popcorn machine/oil - being delivered to the school tomorrow
		- Sports equipment exchange
		- Equipment set up will be before the event
	+ Teacher Bios
		- [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSfbD3JtYxff9Sd0T1Ag5hJ_wjJVYdV7Tdsqy5JbrT45Xvzdjw/viewform) to be sent to teachers - do we want to send before conferences? (October 18)
			* Yes, send before conferences in case we want to adjust our Sign Up Genius to request items teachers prefer.
		- Please encourage ALL staff to participate (including classroom assistants)
		- [FYI - Last Year’s](https://docs.google.com/presentation/d/1SkFjCkI997Y7Z3D5kxQCD4xOuWRfj8m_jIxdawMXJDo/edit?usp=sharing)
	+ Halloween Dance - Friday 10/25 5:30-7
		- Volunteers
			* Megan Husband - Meredith asking if she wants to lead
			* Andrew to “DJ”
		- Pizza again this year? Meredith asking CC team if they want to sell
		- [Playlist](https://open.spotify.com/playlist/2f5S7skMJSwxK7uEUEUQJG?si=2fuWR93hR2S-oCzcg3U0HQ) - Danielle created. Feel free to change to whatever you think the kids will like!
		- Meredith asking Kristy if she wants to read a story
	+ Apparel Sale
		- New t-shirt design? [Danielle Burrows](https://canvasrebel.com/meet-danielle-burrows/)
	+ Conference snacks
		- Discuss further at next meeting
	+ Coffee Sale
		- Nicole to reach out to Hannah to update next steps; Hannah will contact other coffee shops to see about other possible opportunities
		- Alternative perhaps something like our Classic Slice fundraiser?

# Wednesday, August 21, 2024 - The Vine

* Attendees: Melissa, Hannah, Nicole, Danielle, Meredith
* Treasury Report: Some monies are still being reconciled, so we don’t have an exact number
* Upcoming Events:
	+ Fernwood Fest
	+ Teacher Bios
* For Discussion:
	+ September meeting date and time

2023-2024 Fernwood Montessori PTO Agenda Minutes and Notes

[Google Meet Link](https://meet.google.com/isc-jfjq-zow?fbclid=IwAR2CrebHa4pUrAOIOP6Aff4g8y7FAut4Ti6mNPGHPXwh7cImMFMyFqtbvdQ)

# Thursday, June 6, 2024 - South Shore Terrace

* Attendees: Melissa, Meredith, Nicole, Danielle, Hannah
* Treasury Report: Some monies are still being reconciled, so we don’t have an exact number
* Upcoming Events:
	+ Done with events for the year!
* For Discussion:
	+ Board Seats - 2024/2025
		- Melissa to remain President
		- Nicole to remain Treasurer
		- Hannah is the new PTO VP!
	+ 2024-2025 Calendar and Mission Statement
		- Melissa to get to Kristy in June
	+ PTO will meet in August to prep for Fernwood Fest
	+ 2024-2025 meetings will be held the 1st Tuesday of every month starting in October. September’s meeting will be decided at the August meeting, as the first Tuesday of September is the first day of school.
	+ Coffee sale will remain next year - Hannah is taking it on

**2024-2025 Fernwood Montessori PTO Plan**

*Calendar of Events:*

* September:
	+ Fernwood Fest\*
	+ Teacher Bios
* October:
	+ Halloween Dance\*
	+ Conference Snacks\*
* November:
	+ Coffee Sale\*\* (Plan to do it but may need to adjust)
* December:
	+ No events
* January:
	+ Trivia Night/ Food Drive\*
	+ Apparel Sale\*\* (Last 2 weeks)
* February:
	+ Classic Slice\*\*
* March:
	+ Conference Snacks\*
* April:
	+ Special Friends Day\*
* May:
	+ Arts Fest\*\*
	+ Teacher Appreciation Week\*

*\*PTO Funds*

*\*\*Fundraising Event*

*Meeting Dates:*

1st Tuesday of every month at 6pm

*Mission Statement:*

*The Fernwood Montessori PTO (Parent-Teacher Organization) is an organization whose purpose is to strengthen, enhance, and encourage the educational and social environment of Fernwood Montessori School. The PTO sponsors numerous events throughout the school year with the help of dedicated volunteers. Through its fundraising efforts, the PTO provides additional finances to supplement classroom activities and supplies.*

# Tuesday, May 21, 2024 - Fernwood Library & Virtual

* Attendees: Melissa, Meredith, Mika, Nicole, Lauren
* Treasury Report:
* Apparel Sale: All items delivered
* Upcoming Events:
	+ Done with events for the year!
* For Discussion:
	+ Board Seats - 2024/2025
	+ 2024-2025 Calendar and Mission Statement
	+ Contribution to 7/8th grade trip to Madison (June 5th)
		- Meredith to buy donuts before the kids get on the bus
		- Donations for parents for the luncheon - 7th graders serve 8th graders farewell lunch

**2024-2025 Fernwood Montessori PTO Plan**

*Calendar of Events:*

* September:
	+ Fernwood Fest\*
	+ Teacher Bios
* October:
	+ Halloween Dance\*
	+ Conference Snacks\*
* November:
	+ Coffee Sale\*\* (Plan to do it but may need to adjust)
* December:
	+ No events
* January:
	+ Trivia Night/ Food Drive\*
	+ Apparel Sale\*\* (Last 2 weeks)
* February:
	+ Classic Slice\*\*
* March:
	+ Conference Snacks\*
* April:
	+ Special Friends Day\*
* May:
	+ Arts Fest\*\*
	+ Teacher Appreciation Week\*

*\*PTO Funds*

*\*\*Fundraising Event*

*Meeting Dates:*

3rd Tuesday of every month at 6pm

*Mission Statement:*

*The Fernwood Montessori PTO (Parent-Teacher Organization) is an organization whose purpose is to strengthen, enhance, and encourage the educational and social environment of Fernwood Montessori School. The PTO sponsors numerous events throughout the school year with the help of dedicated volunteers. Through its fundraising efforts, the PTO provides additional finances to supplement classroom activities and supplies.*

# Tuesday, April 16th, 2024 - Fernwood Library & Virtual

* Attendees: Melissa Rabiego, Meredith Mertes, Danielle Brannan, Mika Busalacchi, Nicole Perow, Hannah Jahn, Lauren Forster
* Treasury Report:
* Apparel Sale: Some items still on backorder
	+ Some sales may not have gone through
* **Genius Idea: Registry of volunteers!**
	+ Let’s create a registry and share with other groups - reach out with clipboard at Arts Fest (and other upcoming events); maintain list from year to year!
		- Danielle will create a Google Form & Spreadsheet
* Upcoming Events:
	+ Arts Fest
		- 25 vendors confirmed (payment received); still waiting on payment from 10-15 more
		- Next steps:
			* Volunteer sign ups
				+ PLEASE volunteer and tell others about volunteering
				+ [SUG](https://www.signupgenius.com/go/10C0B49ADA822A5F9C25-48399360-fernwood?fbclid=IwZXh0bgNhZW0CMTAAAR2Hg0Fcl1SLSGw1Ure997KRhzb4WSdFbsTNfLsQ58_3XfAKY_mFqun48jQ_aem_AVUxLqOGsYhpz4EzWEEeAZrVPF-A5xadFeS6Eog4q78MIILp9fF76FV_32i6SrJtDIXhqg530CNPluflzycX18XU#/) is in the newsletter and a QR code will be doing home next week in Tuesday folders
			* Vendor map - Melissa will create the week before
			* Merch to sell
				+ Melissa ordered 100 tote bags from Dunn’s to sell at the entrance
				+ Cookbooks
	+ Special Friends Day (Friday April 26)
		- Coordinate coffee - Melissa
			* Coffee order and pick up for Special Friends day ($40 for 500L, $20 for 250 L) - Anodyne. We drop off the containers the day before and we pick them up and pay for them the morning of.
				+ 2 500L regular
				+ 1 250L decaf
				+ Do they provide creamer? Will need to buy some if they don’t
				+ Meredith to give Melissa Anodyne contact
	+ Teacher Appreciation (May 6-10)
		- Schedule to go in the newsletter
		- Monday - Cards from students
		- Tuesday - Treats: cookie tray in the break room or a freezer full of ice cream bars (both?)
		- Wednesday: Chalk the School (sidewalks)
		- Thursday - Bathroom product upgrades
			* What products? Fancy soap, nice card, feminine products, air freshener, lotion/hand cream, floss sticks, hair spray, hair ties
		- Friday - Lunch from Beans and Barley
* For Discussion:
	+ Adolescent dance - Money for dance - pay for the DJ ($200) and concessions (~$300)
	+ Contribution to 7/8th grade trip to Madison (June 5th)
		- Meredith to talk to teachers for ideas
	+ 2024-2025 Event Calendar
		- September: Fernwood Fest, Apparel Sale, Teacher Bios
		- October: Halloween Dance, Conference Snacks
		- November: Coffee Sale?
		- December:
		- January: Trivia Night & Food Drive
		- February: Classic Slice
		- March: Conference Snacks
		- April: Special Friends Day
		- May: Art Fest & Teacher Appreciation
	+ How to spend money?
		- Tables ($600) - Purchased! ETA 4/24
		- Meredith with do another push to spend classroom funds
		- 24-25, FT bus for each class
		- Save for increased classroom funds 24-25

# Tuesday, March 19th, 2024 - Fernwood Library & Virtual

* Attendees: Melissa Rabiego, Meredith Mertes, Hannah Jahn, Danielle Brannan, Kristy Lowell, Michelle Stehlnik
* Treasury Report:
* Trivia: Gift card thank yous - Done! ✔️
* Classic Slice: $2,330
* Apparel Sale: $1,011.20
* Upcoming Events:
	+ Arts Fest
		- 43 vendors
		- Sending out formal acceptance letters next week
		- Next steps:
			* Post SUG for volunteers (form is complete)
			* Vendor map
			* Merch to sell - Fernwood tote bags, overstock of cookbooks?
			* Kristy needs to know petty cash by April 5
				+ Out April 11, 12, and 15
* For Discussion:
	+ Adolescent dance - Money for dance - pay for the DJ ($200) and concessions (~$300)
	+ Contribution to 7/8th grade trip to Madison (June 5th)
		- Meredith to talk to teachers for ideas
	+ Special Friends Day (Friday April 26)
		- Permission slip for time slots
		- Meredith put together a SUG for volunteers
		- Coordinate coffee - Melissa
	+ Teacher Appreciation (May 6-10)
		- Flyer to go home in folders?
		- Monday - Cards from students
		- Tuesday - Treats: cookie tray in the break room or a freezer full of ice cream bars (both?)
		- Wednesday: Chalk the School (sidewalks)
			* This is also Walk/Bike to School, so Meredith will be in early to help with that
			* Do we want to do an after-school chalk event the day before?
		- Thursday - Bathroom product upgrades
		- Friday - Lunch from Beans and Barley
	+ 2024-2025 Event Calendar
		- September: Fernwood Fest, Apparel Sale, Teacher Bios
		- October: Halloween Dance, Conference Snacks
		- November: Coffee Sale?
		- December:
		- January: Trivia Night & Food Drive
		- February: Classic Slice
		- March: Conference Snacks
		- April: Special Friends Day
		- May: Art Fest & Teacher Appreciation
	+ How to spend money?
		- Tables ($600)
		- Meredith with do another push to spend classroom funds
		- 24-25, FT bus for each class
		- Save for increased classroom funds 24-25

# Tuesday, February 20th, 2024 - Fernwood Library & Virtual

* Attendees: Meredith Genrich Mertes, Melissa Rabiego, Danielle Brannan, Nicole Perow, Kristy Lowell, Mika Elizabeth Makarovich Busalacchi
* Treasury Report:
* Trivia: notes for next time?
	+ Ran too long, need to shorten it
	+ Hard to hear in the back - need to have all the questions on the smart board
	+ Gift cards for the hosts as thank yous
* Upcoming Events:
	+ Classic Slice - reschedule for March
	+ Apparel Sale - Melissa to reach out to Jake for current sales
	+ Arts Fest - Melissa to email Kristy for building permit
	+ New Idea: Bingo for Books (Danielle)
		- Event for next year?
		- How could we incorporate it into an event?
* For Discussion:
	+ Student Directory
	+ Spring Conference Snacks (3/22) - Melissa to do a SUG
	+ Gift cards/TY notes for Trivia MCs?
	+ Possible financial support of Adolescent Dance? (Meredith)
	+ Teacher Appreciation (May 6-10)
		- 2 Days? One meal, one snacks/dessert?
			* Beans & Barley catering
			* Outpost catering
			* Snacks from Costco
		- Gifts?
		- Review survey for preferences
		- Stock the lounge/staff bathroom
		- Ideas from MFIS:
			* Chalk the Walk - before or after school, stop by with your kids to leave a message of appreciation for our fabulous staff
			* Bring a Card - Homemade or store-bought, this is a great way to show our staff how much we appreciate all they do.
			* If you want to get your teacher a gift but can't find the time or inspiration to pick out a gift, PTA is providing links to contribute to egift cards here (Or scan the QR code)
	+ Question about [Lego Education](https://education.lego.com/en-us/shop/middle/) (Danielle)

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# Tuesday, January 16, 2024 - Fernwood Library & Virtual

* Attendees: Danielle, Meredith, Melissa, Mika, Kristy, Hollie, Nicole
* Treasury Report: Current balance: $15,614.15
	+ We had a $219.30 Box Top contribution
	+ ~$600 in teacher reimbursements to be submitted
	+ Nicole followed up with Anodyne contact to reconcile - they gave us a check for ~$3,200 and should be getting another check for ~$800
		- Once those get deposited, we’ll be closer to ~$20,000
		- Should we spend some of the money on folding tables?
* Upcoming Events:
	+ Classic Slice - Meredith to get contact
		- First few days of April
		- Melissa and Meredith to connect
	+ Trivia Night - Thursday, January 19; 5:30-7
		- Prizes - Danielle purchased 6 games (in case 2 families on a team. Didn’t want anyone to walk away empty handed)
			* $124.96 spent (will bring receipt to event)
		- Free popcorn. families encouraged to bring their own picnic dinner
		- Are the teachers set? One teacher dropped out. We need a score keeper.
		- Tasks: Greeter - Mr. Turner, Scorekeeper - Hannah or Danielle, Popcorn - Mika, Registration - Melissa
		- Food items will be collected at registration. Meredith will have boxes, PTO members are encouraged to bring extras just in case. Someone needs to put donations in their trunk after the event and deliver any time BVCC is open.
	+ Arts Fest - Sunday, May 5, 2024
		- Met on Thursday, January 4 - [Meeting Notes](https://docs.google.com/document/u/3/d/1R9p9odZYI8UiT3SAfSUQ9mpdV9rqmMCm6YTntDF6MlE/edit)
		- Website and QR code are live
		- Vendor applications have begun to come in - Melissa to attend re: Craft and Relic Winter Market to hand out QR codes
		- Need a Volunteer Coordinator
		- Local graphic artist creating a logo
* Miscellaneous
	+ Tshirt fundraiser - Mika spoke to 2 local places
		- Dunn’s has been the most responsive and flexible. They can do an online store and don’t have an issue with more color choices. Open to having both designs and the labyrinth. They may not have the school one on file, so we need to send it over.
		- Highest priority - presorting. They’re going to see if they can build in shipping directly to their homes.
		- We’re going to treat it as a fundraiser and have it open for a month
		- February - checking with Dunn’s on availability
		- Mika reaching back out to Dunns for available designs
		- Requested Items:
			* Bella + Canvas t-shirt (youth & adult)
			* Bella + Canvas long-sleeved shirt (youth & adult)
			* Beanie
			* Tote Bag/Drawstring Bag?
			* Hooded sweatshirt
			* Zip up sweatshirt
			* Sweatpants (youth)
			* Crew neck sweatshirt?
	+ Student directory - Will get in motion after the holidays
		- Send out a Google Form in the newsletter for families who want to participate? Can compile in a Google Sheet…doesn’t have to be anything fancy
		- Give small business owner parents a spot to advertise their businesses, as well?
		- Make sure to get opting in from families
		- We can notate in the directory if there a student that can babysit
	+ Allocating funds
		- Spring conference snacks (March 22) - Melissa to do a SUG
		- Meredith to check on the spending rules
		- We can do a teacher appreciation event - May
			* Two different days - one catered meal, another one dessert
				+ Brunch food? Beans and Barley contact? Could do a bunch of burritos and ice cream bars for throughout the week
				+ Could do a breakfast bar on Monday and snacks/dessert on Friday
			* Gifts?
			* Food from Costco, gift cards from Small Pie
			* Look at the survey that we gave out to the teachers, and see what their preferences are for gifts
			* Teachers’ lounge/staff bathroom
			* Catered lunch
	+ Popcorn Machine
		- The new popcorn machine is in the cage! Melissa will have a thank you card at Trivia Night for people to sign and will drop it off at Family Mechanic on Tuesday
* Next meeting: Tuesday, Feb - Fernwood library and virtual

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# Tuesday, December 19, 2023 - Fernwood Library & Virtual

* Attendees: Melissa Rabiego, Meredith Mertes, Nicole Perow, Danielle Brannan, Mike Turner, Markiya
* Treasury Report: Current balance: $16,129.74
	+ Bounce house rental - Payment was reconciled
	+ Several pending payments that will be subtracted from the total
* Coffee Sale - Recap
	+ Final profit:
	+ Order issues: Missing some coffee and gift cards
		- Reconciled
		- We weren’t charged for the errors and the addtl orders that were outstanding
		- It didn’t go as expected this year, will need to reevaluate for next year
	+ Online ordering made it easier
	+ This year had a lot less orders
		- Perhaps because we didn’t send home paper orders?
	+ This year - we sold $11k
		- Profit is TBD - it appears that they shorted us $1,300
			* Anodyne was sold last year, and the person who cut the check isn’t local
			* Nicole’s contact at Anodyne is going to speak with the contact at HQ to reconcile it
	+ Next year - maybe we go with a different coffee company
* Upcoming Events:
	+ Book Fair - Not going to do it this spring, possibly next year
	+ Classic Slice - Meredith to get contact
	+ Trivia Night
		- Thursday, January 19; 5:30-7
		- Teams of 4-8 people
		- Kristy confirmed with 3 teachers to emcee
		- Meredith is going to confirm that the teachers will provide their own trivia questions
			* Teachers want to do it via paper vs Kahoot
			* Prizes: Danielle will be in charge
				+ Do we have any restrictions on buying prizes?
		- Food - we can tell families that they can bring their own food
		- No pizza sale, but upper el wants to do a bake sale. They haven’t committed yet
			* Free popcorn.
	+ Arts Fest - Sunday, May 5, 2024
		- 1st meeting was on Dec 7 - [Meeting Notes](https://docs.google.com/document/u/3/d/1R9p9odZYI8UiT3SAfSUQ9mpdV9rqmMCm6YTntDF6MlE/edit)
		- Website and QR code are live
		- Melissa to send out vendor emails over break
		- Need a Volunteer Coordinator
		- Erin is asking a friend about creating a logo
* Miscellaneous
	+ Tshirt fundraiser - Mika spoke to 2 local places
		- Both have done multiple fundraisers for schools and can do it virtually.
		- We have to give them some comps from previous years
		- They can either do it all online and they do a bulk shipment that we sort and hand out; the other place can do an order that families can place and have it shipped to their house
		- Mika is going to reconnect with the local companies (Bay View Threadworks, Orchard Street Press, and Dunns) and get some pricing, items, and shipping options
		- Need to ask if the shipment, if sent to the school, can be pre-sorted and some of the quality control
		- Meredith is going to try to get some information on what items sold the most for the sports apparel sale
		- Meredith will ask Kim O’Brien’s brother about what shirt he did
	+ Student directory - Will get in motion after the holidays
		- Send out a Google Form in the newsletter for families who want to participate? Can compile in a Google Sheet…doesn’t have to be anything fancy
		- Give small business owner parents a spot to advertise their businesses, as well?
		- Make sure to get opting in from families
		- We can notate in the directory if there a student that can babysit
	+ Allocating funds
		- Spring conference snacks - Melissa to do a SUG
		- Meredith to check on the spending rules
		- We can do a teacher appreciation event - May
			* Two different days - one catered meal, another one dessert
				+ Brunch food? Beans and Barley contact? Could do a bunch of burritos and ice cream bars for throughout the week
				+ Could do a breakfast bar on Monday and snacks/dessert on Friday
			* Gifts?
			* Food from Costco, gift cards from Small Pie
			* Look at the survey that we gave out to the teachers, and see what their preferences are for gifts
			* Teachers’ lounge/staff bathroom
			* Catered lunch
	+ Popcorn Machine
		- PTO is receiving one via donation
* Next meeting: Tuesday, January 16 at 6pm - Fernwood library and virtual

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# Tuesday, November 21, 2023 - Fernwood Library & Virtual

* Attendees: Melissa Rabiego, Meredith Genrich Mertes, Danielle Brannan, Nicole Perow, Mike Turner, Mariyam Nayeri, Hannah Jahn, Mika Makarovich Busalacchi, Michelle Stehlik , Jessica Hess
* Treasury Report: Current balance: $16,627.53
	+ Big rush at the beginning of the year and now they’ve slowed down a bit
	+ Bounce house rental - Kristy wrote the check from the school account, so we’re waiting on the reimbursement to come through
* Upcoming Events:
	+ Coffee Sale
		- Timeline
			* Tuesday, Nov 14 - Sale Starts, sale info goes home in folders and in newsletter on Nov 7th
				+ $1983.89
				+ Student names have been added to the order form to organize orders
			* Wednesday, Nov 29 - Orders due
			* Friday, Dec 1st - Hard stop on orders
			* Tuesday, December 12 - delivery of coffee in the morning, order filling and delivery that day.
			* Sorting - Wednesday, December 12
				+ Just ask a few folks (4-5): Hannah, Nicole, Meredith, Melissa
	+ Trivia Night
		- Thursday, January 19; 6-7:30
		- Kristy confirmed with 3 teachers to emcee
		- Meredith is going to confirm that the teachers will provide their own trivia questions and a Kahoot account.
		- Food - we should tell families that they can bring their own food
		- Do we want to sell pizza or have a bake sale?
	+ Art Fair - Sunday, May 5, 2024
		- Aiming for week of Dec 4 for 1st meeting
* Miscellaneous
	+ [Teacher slideshow](https://docs.google.com/presentation/d/1eJUDbpXsfkX2YwrydSdDhR1HHvCK--axORIJs4anM38/edit?usp=drive_link) (DB) - Done!
	+ Tshirt fundraiser - Mika spoke to 2 local places
		- Both have done multiple fundraisers for schools and can do it virtually.
		- We have to give them some comps from previous years
		- They can either do it all online and they do a bulk shipment that we sort and hand out; the other place can do an order that families can place and have it shipped to their house
		- Mika is going to reconnect with the local companies (Bay View Threadworks, Orchard Street Press, and Dunns) and get some pricing, items, and shipping options
		- Need to ask if the shipment, if sent to the school, can be pre-sorted and some of the quality control
		- Meredith is going to try to get some information on what items sold the most for the sports apparel sale
		- Meredith will ask Kim O’Brien’s brother about what shirt he did
	+ Student directory - Will get in motion after the holidays
		- Send out a Google Form in the newsletter for families who want to participate? Can compile in a Google Sheet…doesn’t have to be anything fancy
		- Give small business owner parents a spot to advertise their businesses, as well?
		- Make sure to get opting in from families
		- We can notate in the directory if there a student that can babysit
	+ Allocating funds
		- Meredith to check on the spending rules
		- We can do a teacher appreciation event
			* Food from Costco, gift cards from Small Pie
			* Look at the survey that we gave out to the teachers, and see what their preferences are for gifts
			* Teachers’ lounge/staff bathroom
			* Catered lunch
* Next meeting: Tuesday, December 19 at 6pm - Fernwood library and virtual

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# Tuesday, October 17, 2023 - Fernwood Library & Virtual

* Attendees: Melissa, Danielle, Kristy, Meredith, Hannah, Hollie, Nicole, Mika,
* Treasury Report: Nicole will report with Coffee Sale discussion.
* Upcoming Events:
	+ Halloween Parade and Dance
		- Leader of the parade - Megan Husband will lead. Meredith sent an email and she’ll be there at 5:15.
		- Danielle set up music
			* Playlist confirmed? - *Yes. Have a 1-hour Spotify playlist.*
			* *Wifi is available and bluetooth, or we can use Meredith’s computer.*
		- Kristy to float around, Melissa and Meredith to float and direct people
		- Do we want to open a classroom for people to eat in? Kristy is going to check. Katie is the point person for the upper L’s pizza sale.
		- Melissa to stay and clean up with Meredith - another person to stay and help clean up? Shannon and Luis will be helping clean after.
		- Confirmed that Upper El will be selling pizza - they are responsible for their own clean up
		- Next year - the little kids play outside and the big kids go inside for the dance
			* Will keep thinking about ideas to bring something back for the older kids to take the place of the halloween dance
	+ Coffee Sale
		- Timeline
			* Tuesday, Nov 14 - Sale Starts, sale info goes home in folders and in newsletter on Nov 7th
			* Wednesday, Nov 29 - Orders due
			* Friday, Dec 1st - Hard stop on orders
			* Monday, December 11 - probable delivery of coffee in the morning, order filling and delivery that day
				+ SUG for volunteers to fill orders?
		- Flyer - Danielle making (once we have the link from Anodyne)
			* Nicole has the link and is sending to Danielle, she will make the flyer
			* Nicole has a new contact she’s working with - working through some details and kinks because she’s new, but they’re still doing the sale online and the page is built. We have a private link that will be sent to families and the entire sale will be done online.
			* Hoping to get a 1 week turnaround vs the 2 that they’re saying - ideally delivery is on Tuesday, stage it, and pick the orders on Wednesday
			* Nicole with confirm everything with Meredith for the delivery
	+ Trivia Night
		- Aim for Jan 19
			* Reach out to another business
		- Provide dinner?
			* Outpost
			* Classic Slice
			* Anodyne
			* Groppi’s
			* Vanguard
			* Cafe Corazon
			* Cafe Lulu
			* Sprocket
			* Ask a Food Truck?
		- Kristy to check with teachers on who can emcee
	+ Art Fair - Sunday, May 5, 2024
		- Melissa met with Barb and has all of the information from previous years…beginning to sort through it
		- First meeting will be 3rd week of November - blurbs will be in the newsletter the 2 weeks prior to the meeting
* Miscellaneous
	+ [Teacher slideshow](https://docs.google.com/presentation/d/1eJUDbpXsfkX2YwrydSdDhR1HHvCK--axORIJs4anM38/edit?usp=drive_link)? (DB)
		- Danielle will put together a new survey and send to Meredith
		- Put classroom assistants
	+ Student directory?
		- Send out a Google Form in the newsletter for families who want to participate? Can compile in a Google Sheet…doesn’t have to be anything fancy
		- Give small business owner parents a spot to advertise their businesses, as well?
		- Make sure to get opting in from families
		- We can notate in the directory if there a student that can babysit
	+ Babysitting class? Not doing it
	+ How can we recruit more parents?
	+ Valentine’s dance for upper el?
		- Low volunteer dependent but also fun? We could do a game night/upper el dance for valentine’s day…little kids do the games and older kids do the dance
	+ Cardboard arcade games…make cardboard games and created an arcade
	+ Apparel sale? PAC is doing it this fall
		- Their apparel is going to be more sports-centered, so PTO could hold a traditional apparel sale
		- Going to do some research on local companies that can host an ongoing school spirit shop
* Next meeting: Tuesday, November 21 at 6pm - Fernwood library and virtual
* Future Ideas for whole school/4th grade and up:
	+ Ice Cream Social
	+ Game Night (plus open gym/dance?)
	+ Video Game Tournament
	+ Trivia Night