

Agenda MES PTO

Nov 1st, 2021 at 8PM

1. Call meeting to order

a. Attendance

- a. Mindy Doss
- b. Brittany Stroik
- c. Brianna Coyle
- d. Britney Reisenberg
- e. Elizabeth Nennig
- f. Alissa Schachtschneider
- g. Cassie Steingraber

b. Secretary Report

- a. Last meeting was right before Covid-19 hit, January 2020.

c. Treasurer Report- Checking account balance as of 10-29-21 is \$4700.68. Last activity was reported in September 2021 as a deposit of \$0.08 (Interest). Treasurer will need to contact Kris Thompson in the office to check to see if PTO mail has been saved. Printed statements were sent to the Elementary school, but nobody has checked our mailbox in the last year and a half. Premier Bank charges \$5 per statement to print them off again. Online banking can be set up, but we need a social security number or EIN number to get that started. Newly elected treasurer will need to be added to the checking account as an authorized user.

- a. Alissa will be going on the banking account information

- a. Will need to write a note or email Chris and find out if we have any mail in the elementary school office

2. Old Business

PTO Closet Needs Attention- Who can help organize?

- PTO keys are held by Chris T
- PTO office is in the music area
- Mindy to take a "inventory" of what is in the closet
 - o Items we want to save for sure include
 - Penny war jars
 - Wrapping paper

PTO Facebook Page

- Get meeting notes out on Facebook
 - o Should we be doing Instagram?
 - See what other schools do

- Tashiana set up Instagram/FB together once Britney has sign on information

PTO Email

- Tashiana will take over the email to monitor for information
- PTO@manawaschools.org

PTO School Mailbox

- Mindy will take over the school mailbox checking

PTO Sams Club Membership has expired. Do we want to renew?

- Not going to re-new this membership
 - Members of the PTO have Costco/Sams club

3. New Business

- Elect New Board Members

- Motion to elect Britney Riesenbergr as Chair
- Motion to elect Cassie Steingraber as Co-Chair
- Motion to elect Alissa Schachtschneider as Treasurer.
- Motion to elect Tashiana Wentworth as Secretary

All votes in

- Miracle On Bridge Street 50/50 Raffle- Saturday December 11th

-Tashiana suggested a 50/50 raffle at MOBS event/parade.

-Need raffle tickets?

-Who is selling raffle tickets?

- Tashiana has side by side in the parade to announce 50/50 raffle winner.

- Other Thoughts and Needs??

- Get tickets and contact Jamie and get it registered with Jamie Lane
- Everyone is in agreeance to get the 50/50 raffle registered
- Tashiana Wentworth & family to donate the
- Cassie to have Lynn & Randy sell tickets on the trolley
- Have families set up on a time to sell tickets
 - Tashiana will get a sign-up time out
 - Alissa to reach out to downtown businesses to see if they would want to sell any PTO tickets for us
- Poster board 4- 1 on each side
 - All on agreeance coming out of the PTO checkbook

- Holiday Shop- Dec 6-10,2021

-Britney has confirmed our spot with Jenny's Penguin Patch. Welcome kit is on its way.

-Go Over Holiday Shop Contract

- Only a 10% mark up to keep this fun and affordable to all the kids

-Coordinate Shop Times with teachers/classrooms

- Shop schedule:
 - Monday/Tuesday- full schedules
 - Wed- restock day
 - Thursday- a day for students who have missed or unable to shop to go
 - Friday tear down

-Set Up Volunteers

-Take Down Volunteers

-Recruit Volunteers to Run the Shop

- Britney send an email to Sandy Cordes about possible high schoolers coming down to help and set up
- After a time is set up that the teachers are wanting to shop a schedule will be sent out to PTO members to sign up
- Grandparents have volunteered in the past

-What room at the School Is Available for Holding Our Shop?

- Will need to find out where we can do this
- Christmas decorations- need to find- if we do not have any in closet- can get items from dollar store/dollar tree- want to make this fun and exciting for the kids and teachers
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-Any Covid restrictions?

- No Covid restrictions known at this time

- Alissa will ask Kolbe & Kolbe if we can get our printing done with them. Kolbe and Kolbe would previously donate there paper/ink for manawa PTO to have items printed.

6. Next Meeting

- November 8th, 8pm

7. Adjourn Meeting