

## DEFER PTO MINUTES

August 16, 2017

7:07 PM Defer Library

**Meeting Called to Order:** President Heather Wiegand 7:07pm

- Called to order 7:07pm

**Attendance:** Megan Begin, Nicole Fonger, Janette High, Lindy Holloway, Amy Leech, Brooke Macuga, Sara Martin, Becca Ozar, Lisa Rheume, Holly Ryan, Kelly Warnick, Heather Wiegand, Kelly Woolums

**Introductions:** Heather Wiegand

- Welcome to new Defer principal Ms. Rheume
- Presentation of Defer Wear PTO gift to Ms. Rheume
- Round table introductions

**Secretary Report:** Kelly Woolums

- Waiting on May minutes from Jessica for approval

**Treasurer's Report:** Amy Leech

- A copy of summer budgets and 2017-2018 budget was given
- Questions raised about the reserve funds & playground fund allocation
- Note: Deposit in May for Membership from August of 2016 – remember this for the current year that this is deposited later
- New format for Net Income Summary – broke out income vs. expense
- PTO overspent in 2016-2017 by \$7,300.91
- Reviewed highlighted budget items and discussed whether or not we still needed line items in the budget for the following items and if we needed to keep the totals the same:
  - o Artsonia – delete - does not have to fall under PTO
  - o Bake Sale - keep but it can be eliminated because we do a 1 and done fundraiser
  - o Boxtops – last year we didn't earn as much as in previous years; we need to make an effort to promote it with younger grades, do a better job of promoting – changed budgeted amount to \$1500
  - o Door to Door Organics – can be eliminated as we no longer do pick up at school
  - o Hungry Howies – delete as we do 1 and done fundraiser
  - o Target – delete – this program no longer exists
  - o Membership Income – bump up to \$1500 – more students 320+
  - o Membership directory – delete as it is included with AtoZ Directory
  - o Schoolkitz – delete - we no longer use it – need to take down the sign on the driveway fence
    - A question was raised regarding the need of a coordinator for dispersing kits once they arrive. We will ask previous treasurer and look into this.
  - o 5<sup>th</sup> Grade Promotion – up the amount to \$400
  - o Change “Art & Field Day” to “Field Day” – discussed changing the amount but decided to leave it at \$200
  - o Assembly – bump it up to \$2000
  - o Holiday Lunch Staff – bump it up to \$200
  - o Hospitality & Movie Night – put into separate bins and make hospitality \$1000

### **Treasurer's Report cont.**

- Membership Directory / Envelopes - delete
- Rocks for School of fish – delete
- T-Shirts – need to increase the number for staff T-shirts, incoming kindergarteners & young 5s - \$1500
- Teacher Enrichment/Scholastic/Time4Kids, etc. - Separate this into 2 line items for Classroom Enrichment & Subscriptions – 27 classrooms proposed \$200 = \$5400. We need to look into subscriptions and apps and separate these into 2 different line items. \$1500 print \$4000 electronic subscriptions
- Technology Hardware/Equipment – Heather proposed 6 new ipads for the new kindergarten classroom, 6 ipads for the new 2<sup>nd</sup> grade classroom, + 12 gumdrop cases & screen protectors \$6200
- Walking Bus – got rid of this
- Adding in a line item for Homework Club \$1500 taking it from the Fun Run Expenses (this is where it was taken from in 2016-2017 school year)
- Final budget will be put together for approval at September meeting

### **Vice President's Report: Kelly Warnick**

- Nothing to report.

### **Volunteers: Brooke Macuga**

- A question was raised as to who is doing the outdoor movie this year? Holly Ryan will get notes from Kim Rhodes to see.
- Morning office support is still needed; we did not recruit for this
- List of volunteers will be updated as it in through registration

### **Fundraising: Kelly Warnick / Nicole Fonger**

- A copy of the Fun Run schedule / calendar was given
- Kelly reviewed the differences for the Fun Run this year – goal from \$12,000 to \$15,000
- Feedback given last year was that many people asked what we were going to do with the money. This year we will have the weeks outline our spending goals:
  - (1) Registration Week
  - (2) Tweet week for Technology
  - (3) Green week for Apps
  - (4) Fun Run Week
- Outdoor Movie Night is the night of the Fun Run
- We need to encourage more people to come and volunteer for the pizza parties
- We will do a debrief after the Fun Run this year to review and make changes/improvements
- We need a DJ this year – maybe Mr. Masters
- Nicole confirmed the sponsors
  - Detroit Outpost – Missy Kinyon's kayak tours
  - Atwater Gift Cards
  - Robot Garage 5 free family memberships & host our party at the end
  - Great lakes Surf Shop – 2 paddle board lessons
  - Cornwall – breakfast for 4 students
  - GP Law Center - \$250 donation (Heather Bendure)
  - Park Grille – need someone to reach out to him, suggested to go in the back door
  - Cabbage Patch – have not gotten a response
  - The MAC

**Fundraising cont.**

- Budget – Cost \$3000
- Nicole proposed sunglasses as the token for students when they register online instead of bracelets from last year

**Membership:** Lindy Holloway

- Calendar
- Mentor program is up and running

**Hospitality:** Holly Ryan

- Parent Welcome Back Coffee – we have done Higher Grounds and Cabbage Patch in the past. We will reach out to Cabbage Patch & Cornwall – the PTO will purchase coffee for parents who show up 8:30-10:30am
- Back to School Night refreshments were discussed – we will use water decanters and paper cups and donated baked goods

**Communications:** Sara Eaton Martin

- PTO Flyer Reviewed
- (313) 815-7516 – Text Email Sara photos when you can, take photos of small groups, reach out if you witness a fun event

**School Board Observer:** Kelley McLean

- Absent

**Teacher's Report:** Janette High

- Nothing to report

**Principals Report:** Lisa Rheaume

- Thank you to the PTO for all they do for the school and the students. Lisa is so excited to work with the PTO and expressed a welcoming open-door policy.
- New teachers/staff assignments were announced:
  - o Office Clerk – Holly Kubek
  - o Kindergarten – Stephanie Dye
  - o Grade 1 - Melissa Krotche
  - o Grade 2 – Amy Zizelman
  - o Reading – Stacey Roy
  - o Library Assistant – Stephanie Niesch
  - o ¾ Split – Jane Nugent
  - o Computer Lab Assistant – position open – Linda Lynch retired
- Defer teachers went to *Leader in Me* Training for 2 days and on August 29<sup>th</sup> they will attend a 3<sup>rd</sup> day of training
- Parent Mrs. Bocce looking to extend the Destination Imagination team at Defer
- GPNews is looking to know what is going on this Fall
- Young 5's & Kindergarten Welcome Night 6:30-7:30pm on Tuesday 8/29
- Popsicles with the Principal 8/30 6:30-8:30pm
  - o Heather proposed the PTO cover the cost of the popsicles
  - o Janette said for PBIS you order ahead of time and pick up 1 hour ahead & pick up at the desk

**President's Report:** Heather Wiegand

- Looking into cost of Homework Club. Last year it was a Fun Run expense. \*\*See Budget Above
- We will have an updated PTO calendar for the September meeting.

**Old Business:**

- Teacher treats was well received. We will keep this for next year and open it up to all families on Facebook.

**New Business:**

- It was brought up by a couple of people that they want a spring progressive dinner as well. It was noted that in the Spring people might be less busy and more familiar with other Defer families

**Meeting Adjourned:** 9:35pm

Next Meeting September 12, 2017

Minutes Submitted by Kelly Woolums, August 20, 2017