Hugo and Oneka PTA Minutes
DRAFT
April 15th, 2019 - 6:00pm
Oneka Media Center

Call to order: 6:02 by Jason Healy
Quorum met!

Board Members and District Attendees in Attendance: Terry Dahlem - Oneka Principal, Jason Healy - Hugo Principal, Cassandra Gomez - Vice President, Katie Jones - Secretary, Toni Brandvold - Treasurer, Lauren Schleicher - Co-Treasurer, Ellen Fahey - WBL School Board Liaison, Lori Mosser - Central Dean of Students/future Oneka Principal

PTA Member Attendees: Chrissi Miller, Kristi Beck, Danielle McClellan, Christi Anthony, Katie Solem, Michelle Allshouse, Kari Milhofer, Ethan Carruthers, Molly Carruthers, Melissa Steussy, Stephanie Lohmann, Jen Larson

Non Member Attendees: Megan Majerle, Emily Heller

1. **President's Welcome & Introductions - Angela Thompson**
    - The Hugo/Oneka PTA would like to extend a huge welcome to Ms. Lori Mosser, Oneka's new principal for 2019-2020!
        - 20+ years in education
        - Dean of Students at Central Middle School
            - many connections with siblings

2. **Secretary's Report - Katie Jones**
    - Call to approve March meeting minutes
        - Lauren Schleicher made a motion
        - Jason Healy seconded the motion
        - March minutes approved!
            - posted on the website
    - Confirm Committee Chairs for 2019-2020
        - We confirmed committee chairs
            - Fall Fundraiser (Cherrydale Farms) - Molly Carruthers
                - Kristi Beck and Katie Solem to help
            - Bingo Night - Stephanie Lohmann
            - Oneka Book Fairs - Kari Milhofer
            - Box Tops - Katie Solem
            - Teacher's Conference Dinner (February) - Kristin Garner
            - Hugo Book Fair - Katie Jones and Lauren Schleicher
            - Adult Game Night - Angela Thompson
            - Color Run - Jen Larson and Heather Comstock
            - Staff Appreciation - Michelle Anderson

- Yearbook - Michelle Allshouse and Kristi Beck
- Volunteer Coordinator (new) - Cassandra Gomez
- Website (new) - Molly Carruthers
    - Katie Solem discussed that the district is working to revamp new website; suggested working with them
    - Discussion that it would be better to have a link to our own PTA website on school website
    - Nick Marty (technology/innovation coach) has volunteered to help
    - Need to form a committee
        - Molly, Nick, Lauren, Angela, Katie?
- PTA Outreach/Marketing (new) - Christi Anthony?

3. Treasurer's Report - Lauren Schleicher

- Amazon Smile deposit!
    - $162.81 in February
    - Unknown frequency of deposits
- Teacher Reminders about Classroom Support funds
    - March 21 - put classroom support reminders in teacher mailboxes
    - DEADLINE - MAY 3, 2019
- Adult Game Night success!
    - Expenses approx. $2313.45
    - Income $5572.09 (waiting on $100 from final silent auction)
    - Net income (approx.) $3258.64
- New donation receipt form
    - For direct donations and/or donation of goods
- Budget-at-a-glance
    - FYTD Income $34,457.90
    - Funds needed to cover budget: $20,842.10 (if we spend every dollar)
    - Projected Income: $20,000+ (Color Run - removed Adult Game Night, Ashland, Yearbook)
        - Shortfall of about $800
            - did not include Adult Game Night
    - Budget Left to Spend: $25,049.14 (if we spend every dollar)
    - Expenses Actual: $30,250.86
- Budget planning meeting set for May 6, 2019 - setting 2019-20 budget
- Jason Healy made a motion to approve the budget
- Stephanie Lohmann seconded
- Budget passed!

4. Principals' Reports

- Jason Healy (Hugo)

- Kids N Biz
  - carnival feel, promoting local businesses; great family event
- No School - April 19th - Staff Development
  - Social/Emotional health in trauma (Heather Boorman)
  - Collaborative Inquiry - teacher work time
- Kindergarten Round Up - April 23rd
  - students in classrooms; parents in media center for presentation
  - build enrollment numbers
    - Jan 12th - 60 enrolled; currently 128 enrolled
    - projected numbers: ~160-170 students
    - numbers help with staffing

- Terry Dahlem (Oneka)
  - Hugo and Oneka combined strategic plan approved by Superintendent!
  - Professional Development - April 19th
    - Strategic planning update
    - ADHD training
    - Tier 2 math intervention wrap-up
  - MCAs for grades 3rd-5th start April 16th
    - a lot of sleep
    - emphasize that kids do their best work
  - Facilities Study/Plan - (Ellen Fahey added to discussion)
    - last meeting was on April 4th http://www.isd624.org/about/Facilities-Planning.asp
    - Plan is evolving; a lot of moving parts
    - Solutions Committee will present on Monday, April 22nd at 5:00 - District Center
    - Recordings and videos on district website under "About" tab
    - Plan is that Hugo/Oneka to separate in ~5 years (doesn't necessarily mean will happen)
      - how affect PTA?
        - Terry suggested doing some planning and thinking
      - top "plan" - Oneka - ~720 students; new school ~720 students; Early Childhood housed at Hugo Elementary
  - May 2nd - 1st grade students are coming to visit in Oneka
  - May 30th - 5th Grade Living History
    - present afternoon and evening at 6:30
  - Media Center changes
    - acoustic paneling to come (big expense)
    - glass classroom; soft seating
    - Julie Stonehouse (media/GT) presented at the HBA meeting (4/10)
      - seeking to add a reading loft/tree in library "nook"
      - Dan Nadeau helped design
      - Schweiters Companies, Inc. (Hugo business) to donate materials
      - looking for building crew - connect with Julie Stonehouse, if have any interest in helping julia.stonehouse@isd624.org

5. **President's Report - Angela Thompson**
    - no report - not present (sick)

6. **2019-2020 PTA Board Elections**
    - Accepting last-minute nominations
        - none
    - Terry Dahlem stated the names/position nominations
        - Angela Thompson for President
        - Chrissi Miller for Vice President
        - Katie Jones for Secretary
        - Toni Brandvold for Treasurer
        - Lauren Schleicher for Co-Treasurer
    - With only one candidate per position, by-laws state we can hold a vocal vote
        - Michelle Allshouse made a motion to vote those nominated to the 2019-2020 PTA board
        - Cassandra Gomez seconded the motion
    - Election - all five candidates voted in!
        - Welcome back, Angela, Katie, Toni, and Lauren!
        - Welcome to Chrissi!
        - Thank you Cassandra for her VP service!

7. **Committee Chair Reports**
    - Adult Game Night (March 29th) - committee
        - Moved to January
        - Learning curve - much to build on for next year!
        - Successful and fun adult/community event
    - Oneka Book Fair - (April 8th-11th) - Kari Milhofer
        - new cash registers worked well
        - snow day cancelled the fair on 4/11; was extended through 4/12
            - lost entire conference day (parent traffic)
            - only down $1,000 in sales
        - ~$9,000 total sales; still waiting to hear Scholastic Dollar earnings
        - $3,000 spent on books for media centers & books for teachers' classrooms
        - "All for Books" - donations purchased 28 books for summer lunch bags
        - discussed potential need for different location next year
            - media center challenges
                - now used as a classroom
                - new layout - had to move things around to fit
                - potential of losing "bubble" room due to loft - less space
            - suggestion of stage
                - hard because can't close/lock
                - before/after school
                - dirty lunch hands
            - suggestions of keeping in the media center, but working to revamp layout/library use those weeks a bit

- PTA Sponsored Teachers' Conference Dinner (April 11th) - Michelle Anderson
    - cancelled due to weather; supplies to be used for Staff Appreciation
- Yearbook - Michelle Allshouse; Kristi Beck
    - Done! Submitted last week
    - Distribute (will receive end of May)
        - to teachers Tuesday, June 4th
        - kids Wednesday, June 5th
        - Kristi will need some help with distribution
    - Brainstorm - Oneka needs more photos
        - student council?
        - parents?
        - student helpers?
            - has worked well in past
                - kids were trained and excited
                - need somebody to maintain
        - if each class had ~5-10 photos, would be better represented
            - similar to pictures teachers are using on Seesaw
                - Seesaw photos can't be used due to format, but teachers could use these photos in original format
            - field trips
            - special events
            - class projects
    - new platform with LifeTouch/Shutterfly merging
        - more potential; hoping for easier use
- Color Run (May 4th) - Jen Larson
    - Help needed! Seeking volunteers - check out Sign-Up Genius
    - https://www.signupgenius.com/go/20f0449afa629a20-4thannual
        - Packing participant bags
            - Rick Anderson (our rep) will be packing the bags for us
            - We need to stuff marketing materials/distribute bags
        - Race Day Volunteer Coordinator
            - NEEDED! See Sign-Up Genius
        - Day of race activities (set-up, during race activities and take-down)
            - mostly filled!
            - reached out to high-school ambassadors
        - Top 2 classroom Party Planners
            - Terry and Jason
        - Looking for Local Donors
            - $100+
                - name on shirts, banner, and marketing info. in bags
                - great/affordable advertising
            - Needed by April 19th
            - Logos to the printer by April 23rd
- Staff Appreciation - (May 6th-10th) - Michelle Anderson
    - "You Make A World of Difference" - theme
    - keeping most of it a surprize; expected to be a fun week for staff

8. Funding Requests

- Megan Majerle (Hugo 1st grade)
    - Hugo Story Series
        - came to PTA in the fall, requesting funds
            - was approved; very successful
            - Christi Anthony commented that she and her daughter (K) have enjoyed the program/books and highly suggested continuing the program.
            - many others agreed
        - Every other month, kids come home with a book to keep
        - Alternating month - teacher gets a book for classroom reading/project
        - Ensures that every student gets books for home
            - different themes to build upon
        - Looking for ~$1300 funds for next year
            - 4 student books (preK-1)
            - 5 teacher classroom books
        - Kari Milhofer said that Scholastic Dollars can be used
            - Kari would work with the Scholastic Book Representative to request certain titles
        - Lauren Schleicher commented that this is something that the PTA might look at adding a line item to the budget (recurring cost)
        - Terry Dahlem suggested that it will likely be funded by either budget or special funding
            - PTA will discuss at the budget planning meeting
            - Let Megan know by mid-May
                - will allow her to be selective with book titles
                - can start planning themes/ideas over the summer

9. Open Forum

- Christi Anthony spoke on desire/necessity of PTA outreach/marketing
    - Suggestions
        - PTA booth at Kids N Biz
        - Forming an Outreach Committee - reaching parents
            - emphasize where the money goes
                - PTA has spent ~$30,000 this year
                    - parents need to know
            - diversity and representing more parents/teachers
                - Ethan Carruthers suggested a hope in having more men represented
    - Katie Jones will add to May agenda for further discussion/brainstorming

10. **Attendance Drawing** - Thanks so much for coming!
    - Oneka PTA parking spot
        - Katie Jones brought up that she didn't use much over the past month, but three different times, the spot was in use by someone else.
            - discussion of putting winner's name on the scrolling announcements
        - Stephanie Lohmann - gave it back, stating would not use enough
        - PTA selected Jen Larson as she will be at school a lot over the next few weeks coordinating and preparing for the Color Run. Thanks, Jen!
    - Gift card
        - Melissa Stuessy - Dunn Brothers
        - Christi Anthony - Festival

Notes/Reminders:

- Support the Hugo/Oneka Color Run - join a team and/or volunteer to help!!
    - Pledge packets are due Wednesday, April 24th!
- Please join us on Monday, May 6th to help decide how funds will be budgeted for next year! All are welcome!

Motion made by Kari Milhofer to adjourn the meeting
Seconded by Lauren Schleicher

Meeting Adjourned: 7:20

Thank you for your time and dedication to helping our students, teachers, and schools! We NEED your help and support! We appreciate your thoughts, efforts, and commitment!

FREE CHILDCARE PROVIDED DURING EVERY MEETING!!

Next PTA Meetings:
Monday, May 6th, 2019 - 6:00 pm
2019-2020 Pre-Budget Meeting - all are welcome!
Hugo Elementary Media Center

Monday, May 13th, 2019 - 6:00 pm
May PTA Open Meeting
Approve 2019-2020 Budget
Oneka Elementary Media Center