

Swanson Elementary PTO Meeting Minutes - September 12, 2017

Meeting called to order at 6:30 pm by Holli Lenell. In attendance were Sarah Rykwald, Kori Hartman, Jen Beug, Holli Lenell, Angela Sidebottom, Shelly Budde, Nicole Ludmer, Manisha Patel, Sarah Fraley, Katie Soyka, Christen Harwood, Cody Trinko, Jenny Strader, Sara Gauntt and Mark Hansen.

Review and approval of minutes from May 16, 2017. Motion accepted by Sarah Rykwald and a second motion came from Sara Gauntt.

Principal's Report - Kori Hartman

Hair Donation: Ms. Hartman will contact a salon for a hair donation event at Swanson. She will look into the requirements for length. This will most likely occur in October. Students will need to fill out a permission slip to participate.

Safety Drills: Ms. Hartman reported that the school must complete one fire drill per month and that classes still go out the quickest door but that the whole school now meets in the back of the school. This is beneficial to be able to quickly locate students who were in other areas of the school during the drill. The school must also complete two severe weather drills. The first one will be in the fall and is more of a walk-through. The second one will be an actual drill in the spring. Last year Swanson implemented the Run, Hide, Fight program to prepare students for school emergencies. Students are taught to follow the teacher's lead when there is a dangerous situation in the building. Teachers will go over the powerpoint presentations in every classroom and the presentation will be shared to parents during PIN night or can be found on Swanson's website.

School Improvement Plan: In August a group of teachers volunteered their time to get together and look at the school's data. During this analysis period they designated literacy as the academic focus for their School Improvement Plan this year. During the October inservice date teachers will be working on their student learning outcome goals for literacy. They will also have a communications goal. Teachers will examine their current communication practices and decide how to make them better. The focus will be on communicating about individual students. Ms. Hartman said parents shouldn't hesitate to ever contact her about any issue.

PEACE Program: There will be an all school assembly to kick off the new school year and the new and improved PEACE program. After the October assembly, each grade level will take a turn leading an assembly each month. They will wrap up the year with some sort of end of the year celebration. Mrs. Zetting is working with the students on a school song.

Ms. Hartman thanked the PTO for the Back to School luncheon for the staff. It was catered by Corner Bakery.

Dr. Mark Hansen welcomed the PTO to a new school year and thanked everyone for their patience with the new transportation company. He reported that it is getting better every day and that this morning 98% of the buses were on time. Riteway has invested in 60 new buses - each one equipped with four functioning cameras. Ms. Hartman said this will help tremendously in helping solve bus incidents that previously were only dealt with through "he said, she said". Parents expressed frustration about Riteway not releasing the bus drivers' names for their routes. Dr. Hansen said he would look into the protocol on releasing names to parents. An idea was mentioned for perhaps having bus drivers at Meet and Greet (and possibly one bus) for students to become familiar with their bus driver and kindergarteners to tour the bus.

President's Report - Holli Lenell (for Kimberli Potteiger)

My School Anywhere: This is our second year using this program. There seems to be a lot of positive feedback. There have been a few glitches that Kimberli is working on. It is helpful if parents log on and add the teacher to their account.

Ice Cream Social: So far no one is willing to chair this event. The tentative date was set for September 19th. Because the date is rapidly approaching, it was decided to postpone the event to later in the fall, perhaps tying it to a Stuff the Bus service project.

Open Chair Positions: Katie Soyka and Jenny Strader will co-chair Cultural Events, Jenn Beug-Hoffman and Nicole Ludmer will co-chair the Blizzard Ball. There is still a need for a 5th Grade Recognition chair and a GT Liaison.

Mandatory Volunteer Screening: Please fill out a form if you plan to volunteer in any capacity. The forms are found on the district website.

Maker's Space: PTO donated money for furniture and supplies at the end of last year. Ordering is being finalized.

Child Care offered for PIN night: There are 7-8 middle and high school volunteers and one adult. As of now 48 kids are registered. Kids must be potty trained and parents need to sign a waiver. They will use the library and possibly the gym.

Treasurer's Report - Sarah Rykwald

Last year we spent \$11,000 more than we took in. We did have a surplus from the previous year, however Sarah wanted the PTO to be more careful this year. She was also informed that PTO's liability insurance is due which is \$500/year. We paid \$500 for a movie license last year that was purchased for 5th grade recognition hangouts. We decided to not renew the movie license since our outdoor movie event wasn't covered under that license and it is unclear whether 5th grade recognition is going to do hangouts again this year. Therefore the \$500 saved from the movie license will go towards the liability insurance. Finally, teachers were just informed that PTO will reimburse them up to \$100 for classroom supplies.

Director of Special Events - Holli Lenell

Skate Party: Amy Digman and Nicki Wolosek-Consiglio are organizing a skating event on October 26th from 1:00-3:00 at Skateland in Waukesha. This is a half-day for students. More info will be coming soon.

Director of Fundraising - Angela Sidebottom

Restaurant Nights: Sarah Fraley is working on securing dates for Swanson's restaurant nights this year. The first one will be the Panera on Greenfield on September 26th. Jason's Deli will be in October and the Ruby Isle Panera and Jamba Juice will be in November.

Fun Run: The Fun Run will kick off on September 25th with a pep rally. Unfortunately some kindergarten classes will miss it due to a field trip. The actual run will be on Wednesday, October 4th and once again it will be run through Boosterthon.

Spiritwear: Burghardt's will be providing the Spiritwear options this year. PTO will get a small percentage. Online ordering will launch soon and items will be delivered to your child's classroom teacher.

Director of Programming - Katie Soyka

Library Aides: The library needs volunteers to help shelve books and check out books. Right now, she is good with regular volunteers but needs a list of substitutes to help out on an as-needed basis. Contact Christen Harwood if you would like to be a sub for a morning or afternoon shift.

Director of Hospitality - Shelly Budde & Cody Trinko

Back to School Coffee: There was a back to school coffee for parents on the morning of the first day of school. It was well attended this year. Shelly Budde reminded all who are running an event to make sure to fill out a building use form before the event!

Sunshine Committee: Christen Harwood is chairing this. She got a list of staff birthdays and will be giving Swanson staff members a small gift on their birthday of a card, gift card and candy.

New Business - Holli Lenell

The president position will be open in January as Kimberli is stepping down to take care of her new baby. So far Holli Lenell is nominated for the position. No one else expressed interest but anyone interested can let Kimberli know.

Interest was expressed in a Halloween or Fall Fest at Swanson. This seemed too large to plan for this year but something to keep in mind for next year.

Adjournment

Nicole Ludmer motioned to adjourn at 8:20 pm and a second motion came from Angela Sidebottom.

Next meeting - October 10, 2017 at 6:30 pm.