



PTO General Meeting Minutes
Thurs., Sept. 13, 2018

1. Introductions to the PTO Board for the 2018-2019 school year

- **Joe France (President)** – kids Charlie (7th grade) and Joseph (3rd grade)
- **Karmyn Nelson (President Elect)** – kids Gavin (5th grade) and Kiara (3rd grade)
- **Michelle Tronerud (Treasurer)** – kids Austin (3rd grade) and Dylan (1st grade)
- **Gretchen Hanley (Events)** – kids Logan (4th grade), Savannah (2nd grade) and Lily (kindergarten)
- **Maureen Schultz (Communications/Marketing)** – kids Amelia (2nd grade), Eli (kindergarten) and Mason (3 y/o)
- **Jenna Lofgren (Communications/Secretary)** – kids Jacob (1st grade) and Julia (4 y/o)

2. PTO Treasurer Report (Michelle Tronerud) for school year 2018-19

- Revenue budget = \$82,100
 - ✓ ~74% of revenue is generated from fundraising events
 - ✓ ~15% of revenue is generated from corporate programs and donations
 - ✓ ~11% of revenue is generated from social events
 - ✓ Successful sale of spirit wear so far this year given new merchandise and the use of credit card readers
- Expense budget = \$82,100
 - ✓ ~46% of expenses are used for educational support salaries (i.e. playground and cafeteria assistance)
 - ✓ ~35% of expenses are used for educational programs (i.e. naturalists visit to classrooms, media center for books and supplies/materials, Math & Science Night, STEM, DARE)
 - ✓ ~10% of expenses are used for community/culture items (i.e. staff appreciation, patrols in front of the school, kindergarten orientation night)



- ✓ ~8% of expenses are used for project funds (i.e. Buster Bucks teacher requests for programs or supplies for classrooms, innovation grants, Dream Big budget)
- ✓ \$1,024 of \$5,000 has been approved/use thus far for Buster Bucks (\$750 for moving vouchers for teachers, \$189 for temple blocks for music class, \$85 for 2nd grade Phoenix)

3. State of the School (Dr. Schwartz, Interim Principal)

- Staffing update (~1100 students including Four Star students)
 - ✓ Interim Asst Principal, Dimitri Russell
 - ✓ New media specialist, Adrienne Metzler
 - ✓ New music teacher, Miller Lamotte
 - ✓ New First Grade teacher, Libby Moore
 - ✓ New Second Grade teacher, Candace Johnson
 - ✓ New Fifth Grade teacher, Pat Kubiak
- Renovation/updates completed over the summer
 - ✓ Media center renovation (new carpet, new large screen monitors)
 - ✓ Cafeteria (new floor)
 - ✓ Gymnasium (new floor, lights and mats)
- Technology update

Basswood currently has technology available to students, however, due to high enrollment and consequential space issues, there is insufficient space in the school for optimal/scaled technology to best serve students.

- PBIS program will continue to be utilized in classrooms to recognize and reward positive behavior. Watch for a display of question/comment cards at fall parent/teacher conferences for parents to share feedback with the school.
- The Basswood school store will reopen. Looking for volunteers to help run the store.
- Opportunities to share concerns through DPAC or ECMAC:



- ✓ **District Planning Advisory Council (“DPAC”)** provides community and ISD 279 staff involvement planning for and evaluating existing instructional programs. To learn more or get involved: <https://district279.org/advisory-groups/dpac>
- ✓ **Enrollment and Capacity Management Advisory Committee (“ECMAC”)** analyzes information affecting enrollment, capacity and building use and generates observations and recommendations to be communicated to district administration. To learn more or get involved: <https://district279.org/ecmac>

4. Fun Run update

Last year the PTO voted to outsource management and promotion of the Fun Run to a third party called “Boosterthon”. Basswood is guaranteed \$35k in income for the first year regardless of the fundraising event outcome.

The event will start with a pep rally for the students on Sept. 25 and every day thereafter the Boosterthon staff will talk to each classroom about the event.

Students will be eligible to participate in fundraising while the event will also generate revenue from corporate sponsors with printed advertising on Fun Run t-shirts. There will be prizes awarded for fundraising.

10 volunteers will be needed for the event on Thurs., Oct. 4. Watch for information on how to volunteer through “Sign Up Genius”.

5. School Tool Box Kits update

- Parents can purchase the school tool box for \$40 which includes all the school supplies student will need for class. This is a free service provided by volunteers; Basswood does not make any money on this. Currently ~ 25% of school families participate in this program.
- The volunteer team is currently exploring the opportunity to maintain the current price while creating a fundraising event for the school, i.e. purchasing through volunteer hours rather than through external vendors (reducing shipping costs, for example).
- Will be looking for additional volunteers in the future.

6. Basswood Ball (“Gala”) Introductions

- Event introduction



- ✓ Date: Jan. 26, 2019, 6:00 p.m. – 12:00 a.m.
- ✓ Theme: “Fire and Ice”, “A Hot Night for a Cool Cause”
- ✓ Venue: Rush Creek Golf Course
- ✓ Experience: dinner, dancing, silent auction, raffle, “experience stations”

- Event purpose and intent

- ✓ Funding “Dream Big” project for Basswood. This year’s focus is to invest in greater access and sale of technology for students.
- ✓ Event chairs have conducted extensive research and benchmarking with other schools (i.e. Wayzata, Orono, and others) who have had success with this type of event.

- Budget request

- ✓ Up to \$5,000 for deposit due by 11/1 before ticket sales
- ✓ \$29,000 in expected ticket income (maximum 250 attendees)
- ✓ \$25,695 in budgeted expenses based on initial discussions from vendors
- ✓ Net profit TBD

- Other information

- ✓ Budget request \$4,400 for deposits between now and Nov. 1 to secure vendors for the date, site and activities.
- ✓ Ticket sales will go live on Nov. 1.
- ✓ Expect to be able to cash flow event once ticket sales start.

- Visit and “like” the “Basswood Ball” Facebook page for more information and updates on the event

- Motion from the Board to give permission to the event chairs to spend \$4,400 on deposits to move forward. Call for a vote of initial spend of up to \$5,000 on the Basswood Ball.
 - ✓ Vote unanimous in favor.

7. Miscellaneous Items

- Event Chairing Opportunities

- ✓ Chair for Science Expo (spring)
- ✓ Chair for Book Fair (winter)

Contact Gretchen Hanley (basswoodpto@gmail.com) for more information.

- Volunteer Opportunities

- ✓ Fun Run (Oct. 4)



- ✓ PBIS Program Committee
 - ✓ Basswood school store
 - ✓ School Tool Box Kits
- Other Items
 - ✓ Watch for the all school directory for the opportunity to participate. Information will be sent via Peachjar. The directory will be distributed in Nov.

How to contact the Basswood PTO Board:

Email: basswoodpto@gmail.com

Facebook: Basswood Elementary PTO