



## Meeting Minutes: 9/3/20

Meeting was called to order @ 7:04 pm via ZOOM

### Those in Attendance:

- Officers--Lisa Terry, Margaret Mudge, Danielle Wernis, Bambi Gordon, Laurie Bolognesi
- Board Members--Missy Zellen, Danielle Corrigan, Heather Peterson, Sam Wallace, Erin Basak, Yurii Gonzales, Katie Smith, Jessica Johnson
- Parents and Teachers--Cathy Hurst, Jenn Trombly, Brad Bigelow, Meghan Roberts, Lindsay Blain, Pam Horetski McEwen, Nikki Sturza, Terry Runyon, Jen Holt, Maria Epps

### Welcome Back:

- PTO officer board member introductions and contact information reviewed. PTO meeting dates reviewed. Signing in for attendance via chat box. Review of Mr. Bigelow's haiku page.

### Principal's Report: Mr. Bigelow

- Mr. Bigelow reports how proud he is of all staff and families. Kids wearing the masks seems to be going well. Appreciates comments from parents. Staggering system for the first 2 weeks helps decide if anything is missing or needed and gives time to feel things out. Check his haiku page often. It is live. He will be keeping the Clear Lake webpage calendar up to date. Question asked regarding plan for mask breaks in the winter months. Students will continue to go outside as long as the temperature is above 10 degrees with the wind chill factor.

### Presentation/Approval of May Minutes: Margaret Mudge/Laurie Bolognesi

Minutes were presented by 2019/2020 Secretary Margaret Mudge.

*Motion to approve the May minutes by Lisa Terry. Motion seconded by Cathy Hurst.*

### Presentation/Approval of June & July/August Income/Expense Statements: Bambi Gordon

Statements presented by Bambi Gordon.

- June expense reports reviewed.

*Motion to approve the June Income/Expense statement was made by Danielle Wernis. Seconded by Danielle Corrigan.*

- July/August expense report reviewed. Face mask and Mabel's Labels fundraiser income discussed. Some yearbooks were sold which added to income.

*Motion to approve the July/August Income/Expense statement was made by Danielle Wernis. Seconded by Lisa Terry.*

### 2020-21 Budget Proposal: Lisa Terry

- 2020-2021 Budget Proposal Reviewed. Changes color coded. Yellow=no longer on budget, Green=teacher funds/money was carried over from last year, Pink=budget amount has changed. Budget was made conservatively with all the unknowns of this year in mind. Review of money handling procedures discussed. Need two people to count money, 2 signatures needed for checks.

*Motion to approve the 2020-2021 Budget was made by Erin Basak. Seconded by Cathy Hurst.*

**Presentation and Vote to Unfreeze 2020/2021 Funds:** Lisa Terry/Margaret Mudge

- Discussion on need to unfreeze funds

*Motion to unfreeze 2020/2021 funds made by Danielle Wernis. Seconded by Katie Smith.*

**Committee Updates:** Margaret Mudge

Many committees are limited/on hold for now.

- Parking lot-Margaret Mudge. Parking lot volunteer team is on hold. Margaret will be out there with her sign directing traffic. Mr. Bigelow will be outside helping families.
- School Sign-Lisa Terry/Margaret Mudge. Becky Dutkiewicz will review outdoor sign procedures with Margaret and Lisa, who will be taking that over.
- Box Tops-Sam Wallace. Sam is going to take this over from Ann. They will switch the email notifications. Our total was \$70.90 so far from July.
- Yearbook- There will be a new committee this year as Jen Nouman no longer has students at the school. Danielle Corrigan, Bambi Gordon and Katie Smith will take over. Noon aides will work on getting photos as there are no volunteers allowed in school. There were 18 yearbooks left over from last year that can be sold. They are \$20 each.
- Spirit Wear/Masks/Mabels Labels- Danielle Wernis. Gaiters will be in tomorrow. They will be distributed after the holiday. They may have to be brought to school for Mrs. Bebout to distribute to kids. Mabel's Labels made about \$74 so far. This Fundraiser will be open/available all year. Shipping times have been long, some over 2 weeks.
- Teacher of the Year-Laurie Bolognesi. Plaque is at Village Trophy Shop right now. Once that is ready, plaque, photo and award photo collage will be taken to school to be displayed.
- Building Beautification-Lisa Terry. Much weeding has been done to the front of school. Pete Wernis is going to come and trim down the bushes. Tulips/flowers were beautiful.
- Santa Shop-Danielle Wernis, Laurie Bolognesi and Missy Zellen. The committee will continue to prepare and make purchases as if the Santa Shop will be happening. If it cannot, items will be stored and saved for next year.
- FundRun-Lisa Terry and Erin Basak. Will speak on this later in the meeting.
- Staff Appreciation-Margaret Mudge and Danielle Corrigan. Hopefully can do something fun for this year. Big ideas are already being thought out!

**Housekeeping/Communication:** Lisa Terry

- PTO office is being used by Mrs. Adema for a handwashing station. Room will look different.
- Possibly working on getting a PTO page on Haiku
- We are getting a gift for Mrs. Sabo for her retirement. Margaret spoke with Mrs. Sabo's husband for some ideas.
- Staff birthdays-we still want to recognize staff birthdays. Cards and a small gift of some sort (Hershey bar, Sharpie pen, for sure something the teachers will love) will be delivered.
- Amazon Smile/Kroger rewards-Don't forget to sign up as it means money for our school. Amazon smile works now with the phone app.

### **Spirit Week (9/28-10/2):** Margaret Mudge

- Suggestions-Monday- PJ Day, Tuesday-Favorite Decade Day, Wednesday-open, Thursday-open, Friday-Oxford Wildcat Day/Blue & Gold—to coincide with FundRun. Open discussion for what open days should be or if changes should be made. Ideas came up with were Wednesday- Crazy hair day. Thursday-Disney Day.
- Homecoming will not be as ‘full on’ as in years past. Leadership is working on a theme. There will be no parade. High School football is limiting the amount of people who can attend games. First football game will be the 17<sup>th</sup>.

### **Fund Run 10/2:** Lisa Terry/Erin Basak

- FundRun will be on Oct 2<sup>nd</sup>. Will look different this year, but still fun for the kids. There will be 3 separate circles on the grassy areas for the kids to run. Each class will get their own circle. Thinking of giving out plastic bracelets for each lap made.
- Prizes- Any student donating over \$40 will get a t-shirt. There will be a bigger prize for those donating \$75 and up. The top 6 students will get a “prize pack” consisting of items like gift cards for McDonalds Happy meals, Funky monkey and ice cream at Eva’s. There are prizes left from spring fair that could possibly be used. The top winner gets to be the assistant principal for ½ day of school. Helpers limited to committee members only. Flyer will be going out with the spirit week information and prizes.

### **Open Discussion and New Business:**

- Time Capsule—Lisa Terry. Lisa did this at Clear Lake and said it was a lot of fun to open years later. Current time capsules in the PTO room. Lisa asked if anyone would be interested in making a committee to put this together. If so, please contact her.
- Website-Lisa Terry/ Margaret Mudge. Discussion on possibly getting our own PTO website. Sales could be made right off the website. Danielle is familiar with a company we may be able to use, Wix.com. Questions regarding fees? Danielle believes the fees range from \$18 to 34 a month, there are different levels. Danielle will send a link.
- Upland Hills-Laurie Bolognesi will call Upland Hills to see if they are doing their fundraiser for Harvest Fest this year. All agreed if they are we could promote this fundraiser.

### **Future Activities Currently On Hold:**

- A list was reviewed of events we’ve had in the past but are currently on hold. The list is as follows: Art Walk, Carnations, PTO Bulletin Board inside school, Holiday Event, Popcorn Fridays, Tailgate at Homecoming, Winter Family Event, School Store, Staff Cookie Exchange, Staff Conference Dinner/Lunch, Santa Shop (TBD), 5<sup>th</sup> grade Luau and celebration. Also 5<sup>th</sup> grade camp. Camp is usually held in the spring but last year was in the fall. All is on hold.

### **Round of Applause:**

- Round of applause given to board members and officers for their work in preparing for the 20/21 school year. Given to Landscaping Committee, Green Team, Urban Habitat and helpers for all the school clean up help. Given to Jessica Johnson for cleaning up our Facebook page. Given to Danielle Wernis for setting up Spirit Wear and Mask sales. Given to Yard Cards 4 U for donating sign display in the front of our school and given to Clear Lake Teachers and staff for all that they do!

**Meeting adjourned @ 8:04 pm by Co-Presidents Margaret Mudge and Lisa Terry**

**Meeting Minutes Submitted by Secretary Laurie Bolognesi**

**Next PTO Meeting: Thursday, October 1st@ 7 pm**

**Important Upcoming Dates:**

9/28-10/2-Spirit Week

10/2- FundRun