



## MEETING MINUTES December 6, 2017

### Welcome - The meeting was called to order at 6:36pm

Those present: Susan Smith, President, Marie Sager, Vice-President, Brad Schwer, Treasurer, Jodi Matthews, Secretary, Kris Strauss, Beth LaBell, Nikki Niccolai

### I. SECRETARY'S REPORT

The PSO Meeting Minutes of November 14, 2017, were approved on a Niccolai/Strauss motion.

### II. TREASURER'S REPORT

Checking	Opening Balance:	\$76,990.23
	Closing Balance:	\$51,959.64
Savings	Opening Balance:	\$456.21
	Closing Balance:	\$456.25

Field trip payments, Share Basket payments, and Wish List item payments have gone out. The Homecoming Float banner invoice was received. The Woodman's gift card program is officially dropped and off the table. Lastly, the annual audit has gone out for review; Kris Strauss and Nikki Niccolai took one to review.

The Treasurer's Report was approved on a Niccolai/Strauss motion.

### III. COMMUNITY OUTREACH

**1. Share Basket Overview (message from Jodi Matthews)** – This year was another successful year. Jodi spoke with Roger last week and he indicated all went well at pick-up. All families were very thankful, especially the one new family this year. Thank you letters to Birchwood, the Lenfestey Family, Chief Roland Iwen Family, and committee volunteers were sent out last week. Jodi mentioned it was a great turnout and had a great committee again this year. The Woodman's receipt from shopping for Share Basket was given to Brad.

**2. Open Enrollment (message from Beth LaBell)** – The Open Enrollment period takes place from February 5, 2018, through April 30, 2018. School tours are ramping up; it is unknown how many spots will be available. It was mentioned this is the ninth year of Open Enrollment.

We will again promote to two (2) schools—Caterpillar College and Trinity Co-op Preschool. Beth needs a list of volunteers from Susan Smith to help with assembling and distributing approximately forty (40) red folders to the two schools. A parent who has ties with either Caterpillar or Trinity could help with

delivering of the folders. Jen Ludwig will be asked to assist with folders for Trinity Preschool. Packets will be delivered at the end of January. Running an ad in “West of the I” for the upcoming Open Enrollment period needs to be looked into.

#### IV. SOCIAL & ENTERTAINMENT

**1. Movie Night (message from Susan Smith)** – Our second Movie Night is scheduled for Friday, January 18, 2018. Leap will be shown. We are still in need of volunteers to help with various tasks. Depending on the number of volunteers for next month, Susan may decide to order the popcorn instead of popping it herself. It was difficult having to pop popcorn all by herself and being available at the door or elsewhere. Thanks to Jodi Madrigano, we have enough bags to possibly last the year and we may only need a few cases of water for next month. December’s Movie Night was scheduled in conjunction with Central High School’s Father/Daughter Dance. We may want to schedule next December’s opposite of this event and it could be a better turnout.

Susan brought up what the Movie Night donations should go towards this year, mentioning she is in favor of it going to the Art Club again. On average, after expenses are paid, Movie Night brings in approximately one hundred fifty (\$150.00) dollars. That is a huge help and a significant amount for Art Club and for Sam who runs it.

**2. Holiday Treats/Classroom Gifts (message from Melissa Swartz)** – Melissa gave Susan some ideas other than spirit pencils for this year’s holiday treats for students. It was decided that this year’s holiday treat will be Santa Hat Jingle Bell Necklaces from Oriental Trading. Parry will visit classrooms towards the end of the school day and give teachers the bags. The teacher will then distribute bags at the end of the day, as a jingle bell necklace could become quite distracting and loud. Melissa will bag and tag them. These cost five dollars and ninety-eight (\$5.98) cents per dozen. Twenty-four (24) dozen items would be needed. The total cost would be approximately one hundred forty-three (\$143.00) dollars and within the budget that was allocated.

#### V. TEACHER AND STAFF SUPPORT

**1. Teacher Conference Meals (December 7<sup>th</sup> & December 14<sup>th</sup>)** – Kris Wessel is prepared and has been in contact with her committee for both dates. The following will be served on Thursday, December 7, 2017: complete taco bar, desserts, and soda. The following will be served on Thursday, December 14, 2017: ham and turkey sandwiches, “family holiday favorites” dishes, desserts, and soda.

#### VI. FUNDRAISING

**1. Spaghetti Supper (message from Beth LaBell)** – The date for Spaghetti Supper has been set for Saturday, March 10, 2018. Planning meetings will begin in January and continue into February and March.

Beth heard Canfora Bakery in Milwaukee has been sold. Beth estimates they donated eighty (80) dozen rolls for the Spaghetti Supper in the past. Other bakeries will have to be looked into for possible donations of bread and/or rolls. Nikki Niccolai volunteered to check with Cozzi Café & Bakeshop in Paddock Lake and Bodi’s Bake Shop in Twin Lakes.

Beth said there will again be live auction items, dessert auction, and classroom baskets. Come Read with Me volunteers are good prospects for the dessert auction portion.

It would be helpful to have another tablet available for check-out. Last year there were over four thousand

(\$4,000) dollars in card swipes.

A replacement for Maureen LaGuardia is needed, as she handled coffee and donated the containers the coffee was held in for past Spaghetti Suppers.

The possibility of changing ticket prices was brought up. Some questions that were raised are:

- Do we charge extra for to-go orders? To-go orders have extra added expenses such as containers and bags.
- Do we charge for preschoolers? Preschoolers have never been charged and it's impossible to track a number. Charging a preschooler two (\$2.00) dollars would most likely not cause families to not attend.
- Is it possible to find out if meatballs will be donated from Valeo's again this year prior to the printing of tickets? Meatballs are a huge expense so if they will not be donated we may want to raise ticket prices.

A possible increase for Adults/Students and Seniors/Preschoolers is as follows: \$8/\$6/\$2 instead of \$7/\$5/Free.

Beth wants to start the process with Meijer much earlier than in the past. It had been a little difficult to get in contact with someone last year, but overall Meijer has been amazing.

## VII. OTHER BUSINESS

**1. POPS (Nikki Niccolai)** – Just as October's PAWS Store wiped out the large items, November's PAWS Store was wiped out of the little stuff. The number of volunteers was better than last month even with the timing of the store being a misunderstanding. It was originally scheduled for 10:00am to 12:00pm. It was then changed to 11:20am to 1:50pm and volunteers were notified of the change. It was ultimately open from 10:00am to 12:00pm. Nikki expressed wanting totes for all PAWS Store merchandise separated by the number of paws those items are worth. Every couple months a raffle will be held and there is a Scooter for December's raffle. The next PAWS Store is scheduled on Wednesday, December 20, 2017 and the time needs to be confirmed with Roger. Nikki states she believes it will remain from 10:00am to 12:00pm. Beth and Marie expressed an interest in purging through cafeteria cabinets to make room for PAWS Store items. They were aiming to meet on Wednesday, December 6<sup>th</sup> at 1:30pm.

Nikki mentioned about the possibility of adding Paris School on AmazonSmile as a means for earning money. Anyone making purchases on Amazon would simply shop at a different link and a portion of eligible purchases is donated to an organization. She no longer feels the collections of Campbell's Soup Labels, Box Tops, and milk caps are worth it for the return. Another idea mentioned was collecting ink cartridges. Kris Strauss will look into this possibility.

**2. POPS Middle School (Beth LaBell)** – Beth indicated she checked bins in the middle school and they did not need to be restocked at the moment.

**3. Gym Mats (Susan Smith)** – Susan has been meaning to mention that she feels the gym mats need to be replaced. When preparing for Movie Night and putting mats out she noticed they desperately need replacing. She would like Josh Pye to get quotes on mats.

**4. Playground Equipment (Beth LaBell)** – Beth's husband Bob LaBell attends Town of Paris Board

Meetings and says he would be willing to speak and ask the town to consider helping financially with the new accessible playground equipment we would be installing next summer.

**Next Meeting: Wednesday, January 10, 2018**  
**This meeting was adjourned at 8:29pm**

Respectfully Submitted By:  
Jodi Matthews, Secretary

FINAL