

**MEETING MINUTES  
September 7, 2016**

**Welcome - The meeting was called to order at 6:41pm**

Those present: Becky Keel, president, Susan Smith, vice-president, Brad Schwer, treasurer, Kris Strauss, secretary, Beth LaBell, past president, LeAnn Drissel, Andrea Pearson, and Marie Sager. Principal Roger Gahart joined the meeting as it was in session.

I. TREASURER'S REPORT

Checking	Opening Balance:	\$12,535.47
	Closing Balance:	\$6,840.99
Savings	Opening Balance:	\$455.50
	Closing Balance:	\$455.66
Scrip	Total:	\$538.27

PSO has the following remaining commitments:

Kindergarten Celebration	Approved Amount: \$100.00
Kindergarten Mixer	Approved Amount: \$250.00
Earth Day Tree and Plaque	Approved Amount: \$600.00
Teacher Lounge Renovations	Approved Amount: \$1,700.00
Art Club (from Scrip)	Approved Amount: \$250.00
POPS (from Scrip and Movie Night)	Approved Amount: \$350.00
Prowl Start-up	Approved Amount: \$1,000.00
Automated Crank for Basketball Hoops	Approved Amount: \$3,700.00
Panther RedPages	<u>Approved Amount: \$80.00</u>
	<b>TOTAL: \$8,030.00</b>

PSO is cutting the account cushion close. After putting aside one thousand (\$1,000.00) dollars for Prowl start-up, the account is left with approximately forty (\$40.00) dollars. That said: 1) Beth LaBell needs to follow-up with tree provider. The original dimensions will not fit the previously chosen tree; 2) Art Club does not commence until after the Prowl; and 3) PSO typically does not see receipts from Kindergarten Celebration and Mixer.

The Treasurer's Report was approved on a Sager/LaBell motion.

II. APPROVAL OF NEW OFFICERS

A Pearson/Sager motion was made and passed to approve Becky Keel as the new PSO President and Susan Smith as the new PSO Vice-president.

### III. COMMUNITY OUTREACH

**1. Student Directory (message from Kris Strauss)** – The Student Directory is now called the Panther RedPages. All registration forms, Cover Contest submissions, and Growl submissions are due by Friday, September 9, 2016. Contest judging will be completed by noon on Monday, September 12, 2016. Binding will be completed with the RedPages ready for distribution on Friday, September 16, 2016. Holly Dammann is interested in taking over as RedPages coordinator and has been involved in this year's process.

**2. Panther Pride/CHS Homecoming Float (message from Beth LaBell)** – This is the third year that CHS's feeder schools have been invited to compete in building Homecoming Floats. The competition is hosted by the CHS Booster Club. Winner receives one hundred (\$100.00) dollars. This year the Homecoming Parade is scheduled for October 5, 2016.

The proposed theme for this year is: Superheroes. Bob LaBell always tries to reuse whatever he can when creating the float and did make a banner for the float last year. In previous years, Mike Pace has loaned the school a trailer and has hooked up the sound system. Candy is thrown from the float, but Paris School typically covers that cost.

New for this year—if a student cannot attend the Prowl but does collect pledges then that student can walk in the Homecoming Parade.

A Sager/Pearson motion was made and approved to allocate up to four hundred (\$400.00) dollars for float supplies: tablecloths, wood, chicken wire, etc.

### IV. SOCIAL AND ENTERTAINMENT

**1. Halloween Party (message from Becky Keel)** – The Halloween Party is a community event with refreshments, games and activities. It is a two-part event with kindergarten through fourth grade attending from 6:00pm to 7:30pm, and fifth grade through eighth grade attending from 8:00pm to 10:00pm.

This year's date is still being narrowed down. We are considering Friday, October 21, 2016, or Wednesday, October 26, 2016.

This year's theme will be Harry Potter.

Typically, the Town of Paris donates two hundred and fifty (\$250.00) dollars. This pays for the party's DJ. We are trying to get the same DJ (Spoon) that was there for the Spring Dance. Everyone liked his work. Beth LaBell has the letter of request for donation that needs to be delivered to the Town; she will update that letter and pass it along to Becky Keel who will deliver it. We must be sure to send the Town a thank-you.

There will be no soda. The amount of fruits and vegetables purchased will be cut in half and replaced with sausage, cheese and crackers. We are also considering making/buying popcorn for kids. Andrea Pearson may have a possible marshmallow donation. Finally, this is also Share Basket kick-off.

A Drissel/Pearson motion was made and approved to allocate up to two hundred (\$200.00) dollars for needed Halloween Party supplies.

**2. Movie Night (message from Susan Smith)** – Movie Nights have not yet been prepped but possible movies were discussed. This event occurs every November, December, January and February.



## V. TEACHER AND STAFF SUPPORT

**1. Teacher Wish Lists** – Since 2009, PSO has supplied full-time and part-time teachers with money to use for classroom supplies and materials. Theresa Schwer is willing to chair the Teacher Wish Lists again this year. Typically, the PSO allocates one hundred and fifty (\$150.00) dollars for full-time Teacher Wish Lists and seventy-five (\$75.00) dollars for part-time Teacher Wish Lists with noted exceptions of Tiffany Erbentraut (Science) and Becky Buehler (Social Studies). Erbentraut and Buehler are considered as full-time teachers. This year, we will need to add Rosella Weidner to that exception so that she receives the full-time allocation. PSO will need to table this motion until after the Prowl and will need to acquire the full amount of money needed for the allocation.

On a different note, Lori Rennock previously requested books. This request was not processed. She needs a set of reference books for her room. The amount for this is unknown.

## VI. FUNDRAISING

**1. Scrip** – Scrip begins in October.

**2. Panther Prowl** – This year's Panther Prowl has been set for Saturday, October 15, 2016. The kick-off assembly will be held on Friday, September 16, 2016, at 2:30p. Students will receive their fundraising packets at that time.

There has been one (1) planning meeting so far. A second planning meeting is coming up. New incentives are being worked on such as: kid/family names on a marquee, Homecoming Float benefits, leading morning announcements, and helicopter rides. Typically, the top pledge earner wins a trip to the Kalahari, but this is not yet confirmed for this year.

Kathy Jones has offered to coordinate concessions. However, the Prowl needs various leadership positions filled. Theresa Schwer is not able to coordinate the Walking Track this year; she will be out of town. Someone is also needed to coordinate Bake Sale preparations.

A request for a quote from Dave Fricke for t-shirts has been submitted, but Beth LaBell has not heard back yet. She is following a lead in Racine; however, her current second choice is Ruma Sports. Beth is also looking into photos/video service for the Prowl. Lori Booth cannot do video; another Paris parent can do both and has been contacted. Finally, Beth is checking with Jeff Weidner regarding his chili for this year's Prowl.

Panther Prowl Money Wish List items include such things as Lego Robotics Project kits for fourth grade STEM, which ties to PLTW, and laptops for sixth grade.

## VII. POST-EVENT FOLLOW-UP

**1. 2016 Fair Display** – We had carpeting for this year's Kenosha County Fair display. Kristina Klabunde has the receipt, but the cost was unknown at the time of the meeting. It was noted during the meeting that one school used a TV in their display, and another school used clothing pins to arrange their display.

**2. Kindergarten Mixer** – The Kindergarten Mixer went well. Kris Wessel always does a fabulous job.

**3. New Student Welcoming** – This year, we had six (6) new in-district students and decided to have the New Student Welcoming during the Open House. This worked out nicely. There was a PSO Powerpoint, and current students showed new students around to their classrooms.

**4. Open House** – This went well. Parents approached the table. Kids came to the table for candy.

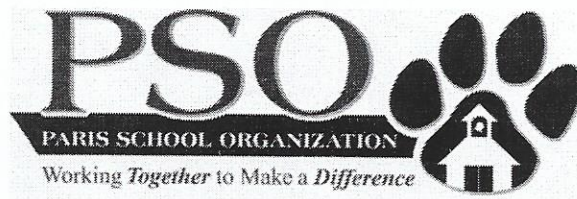
### VIII. OTHER BUSINESS

**1. Lanyards** – The idea of lanyards, or similar, was suggested as a way to designate PSO members during busy school events. This was a brainstorming suggestion wherein paper nametags and buttons were also proposed. Beth LaBell purchased buttons through justbuttons.org for an Open Enrollment event. This will be reviewed again at a later time, and the possible options will be considered during the Halloween Party.

**Next Meeting: Tuesday, October 4, 2016**  
**This meeting was adjourned at 8:26pm**

Respectfully Submitted By:  
Kris Strauss, Secretary  
Minutes Approved: October 4, 2016





**MEETING MINUTES**  
**October 4, 2016**

**Welcome - The meeting was called to order at 6:35pm in the school's library.**

Those present: Becky Keel, president, Susan Smith, vice-president, Brad Schwer, treasurer, Kris Strauss, secretary, Beth LaBell, past president, Susan Binzel, Wendy Kauten, Ashley Lenfestey, Jodi Matthews, Andrea Pearson, and Marie Sager

I. SECRETARY'S REPORT

The PSO Meeting Minutes of September 7, 2016, were read and approved on a Sager/Pearson motion. The Approved September Minutes will be emailed to Christy Hoff to be placed on the school's website under its PSO tab.

II. TREASURER'S REPORT

Checking	Opening Balance:	\$6,840.99
	Closing Balance:	\$14,007.39
Savings	Opening Balance:	\$455.66
	Closing Balance:	\$455.70
Scrip	Total:	\$538.27

PSO has the following remaining commitments:

Kindergarten Celebration	Approved Amount: \$100.00
Kindergarten Mixer	Approved Amount: \$250.00
Earth Day Tree and Plaque	Approved Amount: \$600.00
Teacher Lounge Renovations	Approved Amount: \$1,700.00
Art Club (from Scrip)	Approved Amount: \$250.00
POPS (from Scrip and Movie Night)	Approved Amount: \$350.00
Automated Crank for Basketball Hoops	Approved Amount: \$3,700.00
Panther RedPages	Approved Amount: \$80.00
Homecoming Float	Approved Amount: \$400.00
Halloween Dance	Approved Amount: \$200.00
	<b>TOTAL: \$7,630.00</b>

Commitments Updates:

- The Prowl start-up amount has been removed from the above list because sponsorship money has started coming in. Beth LaBell did mention that money will be needed for Prowl T-shirts upon pick-up of the order.
- Payment for the Lounge Renovation will be going out.

- Principal Gahart has informed us that we do not need to purchase the tree and plaque because a set of benches have been installed.

Additionally,

- Scrip has been deposited.
- Prowl T-shirt sponsor money has come in.
- The tent for the Prowl has been paid for.
- License renewal is now up-to-date.

The Treasurer's Report was examined and approved on a Sager/Pearson motion.

### III. COMMUNITY OUTREACH

**1. Panther RedPages (message from Kris Strauss)** – Panther RedPages have been completed. Distribution for the Panther RedPages was set to coincide with the Prowl Kick-off Assembly. This deadline was met. Next year, Holly Dammann will be taking over and chairing the project.

Next year, we would like to integrate the teachers more in the process in such a way as to help with contest submission. We will be implementing more email communication, which may help alleviate the current inadequacy. Feedback was also given suggesting to review the table colors; the current hue of grey was too dark. Finally, Kris Strauss will research binding machine to prepare a proposal; our current machine is failing. Susan Smith mentioned Acme Office in Union Grove to help with that research.

**2. Share Baskets** – Teri Nosek is stepping down as chair for this event. Jodi Matthews is onboard to takeover. Beth LaBell explained the position to Jodi. Share Basket kick-off will take place during the Halloween Party.

A number of items were discussed regarding this event:

- Have there been class contests?
- Would the school like donations of Ziploc bags, turkey bags, and/or containers?
- Can we request the approximate ages and sexes of children in the anonymous families to better prepare each Share Basket?

The funding request for this event will occur next month. PSO typically donates one hundred (\$100.00) dollars per family.

**3. Central Homecoming Float, Superhero Theme (message from Beth LaBell)** – Central's Homecoming Parade will take place tomorrow, October 5, 2016. The parade starts at 5:30pm. Those attending will meet at 5:10pm in the parking lot. The float will have a Bat-Signal, but the bat will be replaced with a falcon head. It was suggested that Paris students wear capes. Dave Fricke did banners for the float, all within the Superhero theme. Beth LaBell will be making Parry a cape and mask. Mike Pace will be there for sound and other important needs. There will be a community pep rally after the parade.

### IV. SOCIAL AND ENTERTAINMENT

**1. Halloween Party, Harry Potter Theme (message from Becky Keel)** – The Halloween Party has been set for Wednesday, October 26, 2016. We have received a check from the Town of Paris,



which will cover the cost of the party's DJ. A Thank You note will need to go out immediately.

A Halloween Party planning meeting was set for Tuesday, October 11, 2016, at 5:30pm in the cafeteria. Flyers will need to go out for candy donations. Texas Roadhouse will need to be contacted to confirm whether or not they will supply treat bags again this year. In preparation of the event, either the Art Club or 8<sup>th</sup> graders will be painting the Hogwarts House symbols.

This year's flyer will be updated and made less chaotic. An 8<sup>th</sup> grade only flyer is being considered so as to better connect with them for help running games. If 8<sup>th</sup> graders are not interested in running games, then the work will be opened up to the other grades. It was suggested to have one parent coordinate all of the student help.

**2. Movie Night (message from Susan Smith)** – Movie Night starts next month. The dates will be coordinated with Rachel Dorn. Movie Night and Scrip will run in conjunction with each other again this year. Wendy Kauten offered to donate popcorn bags.

#### V. TEACHER AND STAFF SUPPORT

**1. Teacher Wish Lists** – Theresa Schwer will be chairing this again. Teacher letters will be sent out after the Prowl completes.

Mrs. Rennock has requested funding for twenty (20) hardcover Merriam-Webster dictionaries for her classroom. The Amazon price was approximately seventeen (\$17.00) dollars without shipping or tax considered. Margie Blair was going to look into suppliers. The approximated cost for the dictionaries was believed to be about three hundred and fifty (\$350.00) dollars.

A Sager/Pearson motion was made and approved to allocate up to four hundred (\$400.00) dollars for twenty (20) Merriam-Webster dictionaries.

#### VI. FUNDRAISING

**1. Scrip (message from Susan Smith)** – This year's first Scrip will be going out to families on Thursday. Introductory information will be included.

**2. Panther Prowl (message from Beth LaBell)** – Teri Nosek is stepping down next year as Prowl accountant. Beth LaBell explained what the position entails. Andrea Pearson is interested in taking over.

T-shirt / Sponsor Updates:

- There fourteen or fifteen sponsor logos for the Prowl T-shirt.
- We currently have five thousand, six hundred (\$5,600.00) dollars from sponsors.
- Currently, ladies-fit T-shirts cannot be filled with the brand ordered. Beth LaBell is looking into other options.

Bake Sale Updates:

- Wendy Kauten loves to bake and has volunteered to donate a large quantity of cookies for the Prowl bake sale.
- Andrea Pearson has volunteered to donate multiple bags of marshmallows, which Marie Sager will take to her Girl Scout Troop. They will use the marshmallows to make S'mores

Marshpops for the Bake Sale.

Other Updates:

- Valeo's will again be donating pizza for the classroom pizza party prizes.
- Marie Sager has offered to donate beef for the chili.
- Gatorade donor is confirmed.
- Beef donor in confirmed.
- Kenosha Academy of Dance will be performing before the students start walking.
- The Silent Auction has some items coming in but usually pulls together before the event.
- Next Wednesday, the baskets will be assembled.
- The limo for the Limo Lunch prize is currently unconfirmed.
- Pumpkin explosions are currently unconfirmed.

VII. POST EVENT FOLLOW-UP

1. **Fair Display** – The Fair booth carpeting cost has been tabled until next meeting.

VIII. OTHER BUSINESS

1. **Field Trips** – A Sager/Pearson motion was made and approved to allocate five (\$5.00) per student for class field trips.

**Next Meeting:**  
**Tuesday, November 1, 2016**  
**This meeting was adjourned at 8:09pm**

Respectfully Submitted By:  
Kris Strauss, Secretary





**MEETING MINUTES  
November 1, 2016**

**Welcome - The meeting was called to order at 6:35pm**

Those present: Becky Keel, president, Susan Smith, vice-president, Brad Schwer, treasurer, Kris Strauss, secretary, Beth LaBell, past president, Roger Gahart, principal, Susan Binzel, Ashley Lenfestey, Jodi Matthews, Andrea Pearson, Marie Sager and Melissa Swartz.

I. SECRETARY'S REPORT

The PSO Meeting Minutes of October 4, 2016, were approved on a Sager/Pearson motion.

II. TREASURER'S REPORT

Checking	Opening Balance:	\$14,007.39
	Closing Balance:	\$39,341.71
Scrip		\$82.69

We have not received October's interest report for the saving account.

The Treasurer's Report was approved on a Pearson/Lenfestey motion.

III. COMMUNITY OUTREACH

**1. Share Baskets (update from Jodi Matthews/Beth LaBell)** – Share Basket bins have been distributed. At the moment, we will be collecting once a week. As we get closer to Thanksgiving, we will collect twice a week. In the past, new food would be placed on the counters for sorting while checked and sorted food items were placed on tables. Final collection and inventory will be done Friday, November 18, 2016. Lunch Duty mother might be willing to help check expiration dates.

This year, we believe we will be feeding six families. The PSO typically spends about one hundred (\$100.00) dollars on each family. We currently have forty-two (\$42.00) dollars in donated money.

Shopping has typically been done on Sunday (easier to move around all the carts and there are less shoppers). Packing has typically been done on Monday night (will need about 4 volunteers). Pick-up is scheduled for Tuesday, November 22, 2016.

The First Grade Girl Scout Troop and the Fourth Grade Girl Scout Troop are helping this year –

collecting/emptying from the classroom bins, making Thanksgiving cards, and collecting mittens and hats for donation.

Beth will send Jodi a letter for Birchwood Foods. Last year, this letter went out on November 2, 2015.

Ashley Lenfestey is working on getting turkey donations from UNFI.

It was noted that genders and ages could be provided; however, it may be easier to shop and pack for all the Share Baskets without this additional knowledge as there is already a lot being considered for each family. Also noted was that classroom contests are not encouraged in order to lessen distractions.

A Binzel/Pearson motion was made and approved to allocate one hundred (\$100.00) dollars per family for a total of six hundred (\$600.00) dollars for Share Baskets.

#### IV. SOCIAL AND ENTERTAINMENT

**1. Movie Night (message from Susan Smith)** – We are prepared for our first Movie Night. Ice Age: Collision Course is scheduled for Friday, November 11, 2016, starting at 6:00pm. We will be posting full-sheet flyers and sending home ½ sheet flyers. A volunteer email will be sent out on Monday, November 7, 2016. The popcorn order needs to be checked on.

**2. Holiday Treats/Classroom Gifts** – Melissa Swartz has offered to chair this event.

Roger Gahart opened the discussion. This time of year is busy for staff. Students get a lot of treats. He mentioned that it is possible that the holiday treats may not be missed. It was noted that Parry is the biggest distraction as the school tries to remain focused.

After discussion, we decided to keep the holiday treats and classroom gifts with the following changes:

Holiday treats for students will be a thank-you note to the parents and a school spirit pencil. Staff will receive a five (\$5.00) dollar giftcard to Starbucks. We will not have Parry Panther hand anything out so as to lessen distractions.

We will continue to have classroom gifts. The classrooms will receive fifteen (\$15.00) dollar giftcards to Target.

A Sager/Pearson motion was made and approved to allocate six hundred and fifty (\$650.00) dollars for supplies needed for the Holiday Treats and Classroom Gifts.

#### V. TEACHER AND STAFF SUPPORT

**1. Teacher Wish Lists** – Since 2009, PSO has supplied full-time and part-time teachers with money to use for classroom supplies and materials. Theresa Schwer has offered to again coordinate the Teacher Wish Lists for this school year.

A Sager/Pearson motion was made and approved to allocate one hundred and fifty (\$150.00) dollars for



full-time Teacher Wish Lists and seventy-five (\$75.00) dollars for part-time Teacher Wish Lists with the noted exceptions of Erbentraut (Science), Buehler (Social Studies), Weidner (Gr. 3 Reading and Language Arts, Gr. 5 Science & Social Studies, and Enrichment), and Neal (Spanish) which will be considered as full-time for a total of two thousand, five hundred, and fifty (\$2,550.00) dollars.

**2. School Wish List from Prowl Proceeds** – Principal Roger Gahart has requested School Wish List items:

- A) Fifty (50) Red Chairs
- B) Risers/Stage Extension – The risers will be 4' x 8' risers with folding legs for easy storage
- C) Guardrails for the risers
- D) Lego Education Kits
- E) Upcoming Need – New Piano, Ben Warmuth is working on quotes

A Pearson/Sager motion was made and approved to allocate three thousand, five hundred (\$3,500.00) dollars for fifty (50) red chairs, risers/stage extension, and riser guardrails.

A Lenfestey/Pearson motion was made and approved to allocate two thousand, five hundred and sixty-six (\$2,566.00) dollars for the Legos Education kits.

**3. Teacher Conference Meals (December 8, 2016, and December 15, 2016)** – Kris Wessel will again prepare a lunch meal and a dinner meal for Teacher Conferences. She is already talking to Susan Smith about the volunteer list.

## VI. FUNDRAISING

**1. Scrip (message from Susan Smith)** – October Scrip participation has typically been very low and not offering an October Scrip order was being considered. However, this year's October's Scrip order went very well.

November's Scrip order is going home on Thursday, November 3, 2016, and is now due on Wednesday, November 9, 2016. November Scrip order and December Scrip order are usually difficult due to the shortened time period available.

## VII. POST-EVENT FOLLOW-UP

**1. Kenosha County Fair Display** – A Sager/Binzel motion was made and approved to allocate seventy-nine dollars and fifty-six cents (\$79.56) for the carpeting used in the Kenosha County Fair Display.

**2. Halloween Party** – The Halloween Party was awesome. Spoon returned as DJ and was again well received.

This year, we were short on water and cups. However, this year's cups were black, which meant students couldn't write their names on them. Next year, we should either have non-black cups or silver/gold Sharpie's for names. The Costume Contest for grade K-4 will be changed next year. Everyone competing in the contest will go on the stage for judging. This way it will be easier to see the costumes and know who is competing.

There was discussion about whether or not to keep grade five with the older students. It was decided to keep the grade levels as they are as the fifth graders tend to be excited about the dance, and it would be too crowded at the younger party.

**3. Prowl** – The Prowl earned thirty-three thousand, two hundred, thirty-five dollars and ninety (\$33,235.90) cents. Thank you letters will be going out soon.

Approximately forty-five (45) students showed up for the Action Territory award party. They were able to purchase a meal deal this year. The Limo Lunch is planned for November 18, 2016. A new limo company was found. The Pizza Party awards are being planning with Valeo's. Jodi Matthews offered to pick up the pizzas and bring them in to the school. Mike Pace's beard shaving is being planned as a special assembly after Christmas break. This may be worked into the Pep Assembly.

#### VIII. OTHER BUSINESS

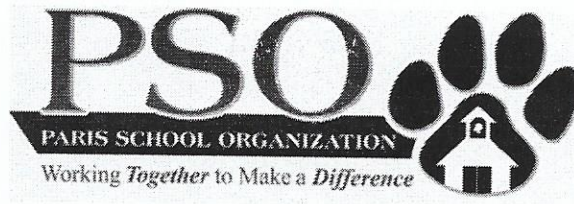
**1. December Meeting** – It was brought to consideration as to whether or not we would like to move December's PSO meeting to a special location. As secretary, I noted that it would be difficult to hear and write minutes if that was the case. It was decide to keep the meeting as usual.

**2. Email Policy** – An Email Policy draft was reviewed. It was decided that, at this time, it was best to not allow families the option of opting out of receiving paper flyers/notices. It was also discussed to not specify particular events within the policy but to leave it for meeting and event announcements. A copyedit error was caught.

**Next Meeting: Wednesday, December 7, 2016  
This meeting was adjourned at 8:31pm**

Respectfully Submitted By:  
Kris Strauss, Secretary





## MEETING MINUTES December 7, 2016

**Welcome - The meeting was called to order at 6:37pm**

Those present: Becky Keel, president, Susan Smith, vice-president, Brad Schwer, treasurer, Kris Strauss, secretary, Beth LaBell, past president, Ashley Lenfestey, Kenny Lenfestey, Jodi Matthews, and Melissa Swartz.

### I. SECRETARY'S REPORT

After a discussion, it was determined that the PSO Meeting Minutes of October 4, 2016, have been posted on the school's website.

The PSO Meeting Minutes of November 1, 2016, were approved on a Matthews/Lenfestey motion.

### II. TREASURER'S REPORT

Checking	Opening Balance:	\$39,342.52
	Closing Balance:	\$36,581.40
Savings	Opening Balance:	\$455.74
	Closing Balance:	\$455.78
Scrip		\$284.87

Field trip payments, Share Basket payments and Wish List item payments have gone out.

Other treasury updates: 1) last month's closing balance and this month's opening balance are different due to interest being calculated in; 2) there was a twenty (\$0.20) cent error in a deposited check; and 3) Beth LaBell has informed us there is a two hundred (\$200.00) dollar Prowl donation from Harley Davidson that still needs to go through the Foundation.

The Treasurer's Report was approved on a Lenfestey/Matthews motion.

### III. COMMUNITY OUTREACH

**1. Share Basket Overview (message from Jodi Matthews)** – This year was a success. Jodi thanked Susan and Beth for their guidance as she took over chairing the event. Jodi spent a number of hours at the school and has prepared a folder of information so that next year runs smoother.

The families receiving the Share Baskets were thankful.

**2. Open Enrollment (message from Beth LaBell)** – Open Enrollment takes place from February 6, 2017,

through April 28, 2017. At last count, there are seven (7) openings. School tours have already begun.

Trinity hosted a Kindergarten Fair that we participated in. Our presence was well received.

Last year we promoted to two (2) schools—Caterpillar and Trinity. We are doing the same this year. Packets will be distributed at the end of January. We are also considering running an ad in West of the I.

**3. Basket-weaving** – The continuation of this annual project has been in question since Justine Kevek no longer has children at the school. Last year, the project was run. This year, Kris Strauss emailed Justine Kevek for more information.

#### IV. SOCIAL & ENTERTAINMENT

**1. Movie Night (message from Susan Smith)** – Our second Movie Night is scheduled for Friday, December 9, 2016. Finding Dory will be shown. We are still in need of volunteers to help with various tasks. Kris Strauss will add this need to the email that will go out on Thursday, December 8, 2016. Rachel Dorn ordered popcorn for the event. We have enough bags and water

**2. Holiday Treats/Classroom Gifts (message from Melissa Swartz)** – Red pencils with black paw prints have been ordered for the students. The thank-you notes will be printed on cardstock and attached to the pencils. The total cost was approximately one hundred and nineteen (\$119.00) dollars.

Final confirmation was made for ordering the fifteen (\$15.00) dollar Target giftcards for the classrooms. It was decided that we will be delivering to fifteen classrooms, which include eleven (11) full-time classrooms as well as Social Studies (Buehler), Spanish (Neal), Special Education (Hansen) and Reading Specialist Margie Blair.

Final confirmation was also made for ordering the five (\$5.00) dollar Starbucks giftcards for staff. It was decided that we will be delivering to thirty eight (38) staff members and three (3) bus drivers. A name label will need to be added to these gifts because some staff members are part-time.

It was noted that Scrip is offering five (\$5.00) dollar Starbucks giftcards this month as well as fifteen (\$15.00) dollar Target giftcards. The Scrip order can be placed on Friday, December 9, 2016, with an expected arrival of the following Monday or Tuesday.

Melissa will be confirming the delivery date with Roger Gahart.

#### V. TEACHER AND STAFF SUPPORT

**1. Teacher Conference Meals (December 8<sup>th</sup> & December 16<sup>th</sup>)** – Kris Wessel is completely prepared. Volunteer participation is the best it has ever been. The following will be served on Thursday, December 8, 2016: complete salad bar, subs from Mac's Deli, two (2) different soups, three (3) desserts and soda. The following will be served on Thursday, December 16, 2016: complete taco bar with both corn and flour tortillas, nachos, desserts and soda.

#### VI. FUNDRAISING

**1. Scrip (message from Susan Smith)** – November's Scrip was unusually high thanks to Becky Keel's mother-in-law who ordered through Scrip for her company's holiday gifts. December Scrip is out.



Woodman's Scrip was readdressed. The ongoing issue with Woodman's Scrip is that a large quantity of giftcards much be pre-purchased, and we are unsure how replenishing the supply would work. The concern with placing a large up-front order is having the giftcards sit in the office. It was noted that immediate access giftcards for spontaneous shopping does have an advantage over placing an advance order. It was also noted that PSO could use Woodman giftcards for things like Share Basket, Halloween Party, Spring Dance, etc., which would help eliminate the concern of the giftcards sitting in the office if a test run doesn't work out. Susan is going to reevaluate the program.

**2. Spaghetti Supper (message from Beth LaBell)** – The date for Spaghetti Supper has been set for Saturday, March 18, 2017. Last year we had a portion issue and ran out of food early. This will be reevaluated this year for better results.

Dickey's Barbeque Pit is willing to donate one thousand, one hundred (1,100) silverware packets. The owners came to last year's Spaghetti Supper and were impressed. Beth is going to see if the company would be willing to donate compartmentalized plates. Beth will also look into whether or not Meier will be willing to donate again this year.

It has always been difficult covering third shift at the Spaghetti Supper due to the live auction happening at the same time. We are considering ways to change this. One idea is offering volunteers the ability to pick-up their meal at the carry-out window instead of waiting in line. Another idea is starting the Spaghetti Supper at 3:30pm and ending earlier so that volunteers can attend the live auction. Other ideas include: doing the raffles first, offering a free meal ticket and closing the kitchen and waiting to clean up until 7:45pm.

**Next Meeting: Wednesday, January 11, 2017**  
**This meeting was adjourned at 8:14pm**

Respectfully Submitted By:  
Kris Strauss, Secretary



**MEETING MINUTES**  
**January 11, 2017**

**Welcome - The meeting was called to order at 6:30pm**

Those present: Becky Keel, president, Brad Schwer, treasurer, Kris Strauss, secretary (via phone), Beth LaBell, past president, Susan Binzel, and Marie Sager.

I. SECRETARY'S REPORT

The PSO Meeting Minutes of December 7, 2016, were approved on a LaBell/Keel motion.

II. TREASURER'S REPORT

Checking	Opening Balance:	\$36,601.40
	Closing Balance:	\$36,043.51
Savings	Opening Balance:	\$455.78
	Closing Balance:	\$455.82

We have almost \$7,000 of commitments remaining to pay out.

The breakdown of these commitments is below:

Item	Amount Approved	Amount Spent	Amount Remaining
Automated Crank for Basketball Hoops	\$ 3,700.00\$	-\$	3,700.00
Red chairs/Risers/Guard Rails	\$ 3,500.00\$	2,551.58\$	948.42
Dictionaries	\$ 400.00\$	-\$	400.00
Teacher Wish Lists	\$ 2,550.00\$	1,130.84\$	1,419.16
Art Club (from Scrip)	\$ 250.00\$	-\$	250.00
Total	\$ 10,400.00 \$	3,682.42\$	6,717.58

The Treasurer's Report was approved on a Sager/LaBell motion.

III. COMMUNITY OUTREACH

**1. Open Enrollment (message from Beth LaBell)** – Open Enrollment takes place from February 6, 2017, through April 28, 2017. At last count, there are seven (7) openings. Fifteen (15) families signed up at the Trinity event. School tours are taking place. There will be a four (4) week ad in



West of the I. PSO volunteers will be used for assembly and distribution of Open Enrollment packets to Caterpillar College and Trinity Preschool.

#### IV. SOCIAL & ENTERTAINMENT

**1. Movie Night (message from Kris Strauss)** – January's Movie Night is scheduled for Friday, January 27, 2017. The gym was not available to hold this event sooner. The movie schedule to play is The Secret Life of Pets. February will also be a later date for Movie Night.

**2. Basket-weaving (message from Kris Strauss)** – Justine Kevek has replied to the email Kris Strauss sent. Justine has a new job and has limited time. She has asked for someone to approach Grade 4 parents to judge how much interest the parents have in volunteering. Marie Sager has agreed to do this.

Lori Rennock was also emailed. She believed 2016 would be the last year for basket weaving. She has considered, if Justine and Rae were available, to do the event as a Brainbooster for those students truly interested in the project.

**3. Literacy Unit (email from Margie Blair attached)** – This year's Literacy Unit will focus on Oceans. The school is planning a field trip for the entire school to Shedd Aquarium as well as bringing in a large whale for display and having a SCUBA demonstration.

The Shedd Aquarium field trip would require two (2) buses and would span over three (3) days. The school considered which admission it would want to purchase: Shedd Group Pass (\$14.94 per student), Shedd Group Pass Plus (\$18.95 per student), or Total Experience Group Pass (\$20.95 per student) and decided on the Shedd Group Pass Plus. This will give admission plus a show, which will allow the students to sit for a while.

Last time we had the large whale on display, it came from UW-Parkside. Beth LaBell does not believe we paid a fee. The whale is currently an unconfirmed event.

SCUBA – Marie Sager suggested talking to Manta Divers or Diver Dan's. Beth LaBell suggested talking to LeAnn Drissel. The SCUBA demonstration is currently an unconfirmed event.

Additional literature and supplies were also requested for the Literacy Unit hallway.

A Sager/LaBell motion was made and passed to allocate up to seven thousand (\$7,000.00) dollars to go toward this year's Literacy Unit field trip as well as supplies and literature.

#### V. TEACHER AND STAFF SUPPORT

**1. Teacher Wish Lists** – No new information.

## VI. FUNDRAISING

**1. Scrip** – January did not have a Scrip order.

**2. Spaghetti Supper (message from Beth LaBell)** – The date for Spaghetti Supper has been set for Saturday, March 18, 2017. However, we may need to change this date. Choral Fest is schedule for the same day. Discussion was had regarding other possible dates.

A funding request may be made at the next PSO meeting for insulated coffee servers. Coffee takes a long time to brew. When done, it sits and gets cold. The kitchen would like to brew a lot to have on hand. Becky Keel also commented that the insulated coffee servers could then be used at the Panther Prowl for cocoa. Beth LaBell will more into pricing. One insulated coffee server on Amazon was ninety-nine (\$99.00) dollars.

Spaghetti Supper corporate donation requests will be going out very soon.

The first Spaghetti Supper planning meeting will be scheduled for the last week in January.

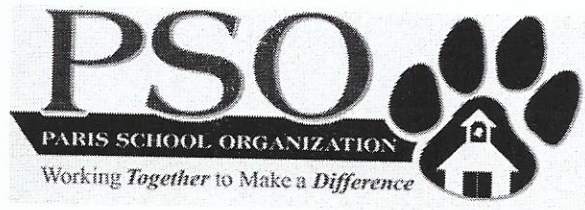
## VII. POST-EVENT FOLLOW-UP

**1. Holiday Treats/Classroom Gifts (email from Melissa Swartz attached)** – This event was a success.

**Next Meeting: Wednesday, February 1, 2017  
This meeting was adjourned at 8:00pm**

Respectfully Submitted By:  
Kris Strauss, Secretary





## MEETING MINUTES February 1, 2017

**Welcome - The meeting was called to order at 6:32pm**

Those present: Becky Keel, president, Susan Smith, vice-president, Brad Schwer, treasurer, Kris Strauss, secretary, Kris Grenyo, and Marie Sager.

### I. SECRETARY'S REPORT

The PSO Meeting Minutes of December 7, 2016, were posted on the Paris school website.

The PSO Meeting Minutes of January 11, 2017, were approved on a Sager/Keel motion.

### II. TREASURER'S REPORT

Checking	Opening Balance:	\$36,043.51
	Closing Balance:	\$29,620.75

There is nothing to report on our Savings account for the month. The month of January ended yesterday; therefore, the latest Savings report is not yet available. This will be updated next month.

Movie Night popcorn payments are now caught up. The Lego Robotics kits have been paid for. We still need to pay for the basketball hoop cranks.

The 2016 Audit is due. Marie Sager and Kris Strauss offered to review reports and bank statements.

The Treasurer's Report was approved on a Sager/Grenyo motion.

### III. COMMUNITY OUTREACH

**1. Open Enrollment (message from Beth LaBell)** – PSO volunteers assembled and distributed all Open Enrollment packets.

### IV. SOCIAL & ENTERTAINMENT

**1. Movie Night (message from Susan Smith)** – February's Movie Night is scheduled for Friday, February 17, 2017. The movie schedule to play is Trolls. More than likely, this will be the last Movie Night for the school year. March has been considered in the past only if the weather is unusually harsh. March is, otherwise, too busy of a month to schedule.

Since we have been ordering popcorn, PSO has been paying the school back for the cost. There have been complaints about the taste of the ordered popcorn compared to the freshly popped popcorn. The ordered popcorn is convenient because there is less concern over having enough popped in time for distribution as well as the ease of clean-up. After a discussion, it was decided to pop popcorn again for the last Movie Night.

**2. Literacy Unit** – This year’s Literacy Unit will focus around a field trip to Shedd Aquarium. The field trip is for the entire school and is tentatively set for: Monday, February 20, 2017 through Wednesday, February 23, 2017. We usually have a kick-off assembly; however, it is possible that the field trip will replace the kick-off assembly. There is no new information on the large whale.

**3. Egg Hunt** – This year’s Egg Hunt is scheduled for Saturday, April 8, 2017, at 10:00am. Becky Keel will be chairing the event this year. Brad Schwer has offered to wear the bunny suit. He will need to confirm with us after he checks his calendar.

The first volunteer meeting will be scheduled soon. Volunteers will be needed to stuff eggs, prepare flyers and organize candy donations. Kris Grenyo has offered to help. Additionally, we may need to purchase more eggs this year as a number of them were destroyed last year. Susan Smith has offered to donate eggs.

A Sager/Grenyo motion was made and approved to allocate up to one hundred and fifty (\$150.00) dollars for needed Easter Egg Hunt supplies.

**4. Spring Dance** – The date of this year’s Spring Dance has been changed from Friday, April 21, 2017, to Friday, April 28, 2017. The date was changed due to a DJ conflict. Roger Gahart still needs to give final approval.

This year’s theme is *Eighties*. The first volunteer meeting will be scheduled soon. Prizes will be needed for the cupcake contest, hoola hoop contest and costume contest. Kris Strauss has offered to donate the cupcakes again this year. We will not be ordering red or black frosting this year. Money allocation for this event will be tabled until the March meeting.

## V. TEACHER AND STAFF SUPPORT

**1. Teacher Wish Lists Movie License Request** – Roger Gahart has asked the PSO to consider covering the cost of the school’s license to show movies. This includes the movies shown on Movie Night. Cost for a one year license is \$378.00.

A Grenyo/Sager motion was made and approved to allocate three hundred and seventy-eight (\$378.00) dollars to cover the cost of a one-year movie license for the school.

**2. Parent Teacher Conferences (message from Kris Wessel)** – The next Parent Teacher Conferences will take place on Thursday, March 9, 2017, and Thursday, March 16, 2017. Kris Wessel is willing to cover Parent Teacher Conference meals again this spring. She doesn’t need anything from the PSO and has a solid set of volunteers already in place to help her.



## VI. FUNDRAISING

**1. Scrip (message from Susan Smith)** – There is currently an issue with Scrip in that a frequent purchaser accidentally purchase sixty (\$60.00) dollars of Pizza Hut gift cards instead of Potbelly gift cards. With the new cash policy, there is a two person check on all orders and deposits. The error was not a misread on PSO's part. The problem is that the family cannot use the Pizza Hut gift cards due to a family member's allergy. Susan Smith spoke to both Kris Strauss and Beth LaBell. Beth LaBell told her that she can work the gift cards into Spaghetti Supper baskets.

A Sager/Grenyo motion was made and approved to have the PSO purchase sixty (\$60.00) dollars of Pizza Hut Scrip gift cards and then allow for the order of sixty (\$60.00) dollars of Potbelly gift cards.

**2. Spaghetti Supper (message from Beth LaBell)** – The date for Spaghetti Supper has been changed to Saturday, March 11, 2017.

A quote has been prepared for two insulated coffee servers. These coffee servers can serve approximately one hundred and fifty (150) cups and will be good for both warm and cold liquids, which will be great for Spaghetti Supper coffee but also Panther Prowl hot cocoa. The total cost for the two coffee servers and shipping is two hundred, twenty-four dollars and fifty-six (\$224.56) cents.

It was discussed that brewing the coffee takes approximately one (1) hour. Those present who have worked in the kitchen believe two coffee servers would be efficient, more would not be needed.

A Sager/Grenyo motion was made and approved to allocate funds to cover the cost of two (2) insulated coffee servers.

## VII. OTHER BUSINESS

**1. PSO Board Open Positions for 2017-2018** – Susan Smith will move into the position of President. Becky Keel will move into the position of Past President. Brad Schwer volunteered to continue to serve as Treasurer. Kris Strauss will be stepping down from her position as Secretary as next year will be her daughter's last year at Paris.

The PSO Board has open positions for Vice-president and Secretary. An email will be sent out as well as a flyer listing Becky Keel as a contact for the Vice-president position and listing Kris Strauss as contact for the Secretary position.

**2. Basket-weaving** – Basket-weaving will no longer need to be considered for future allocations.

**3. Deputy Friendly Safety Poster Sponsorship** – We usually donate money toward this event to cover the bike and helmet award. The cost is one hundred and twenty-five (\$125.00) dollars. It was noted by Brad Schwer that the check we sent last year was never cashed.

A Grenyo/Sager motion was made and approved to allocate one hundred and twenty-five (\$125.00) dollars to purchase the bike and helmet award for the Deputy Friendly Safety Award Poster Contest.

**Next Meeting: Wednesday, March 1, 2017**  
**This meeting was adjourned at 7:30pm**

Respectfully Submitted By:  
Kris Strauss, Secretary





## MEETING MINUTES March 1, 2017

**Welcome - The meeting was called to order at 6:40pm**

Those present: Becky Keel, president, Susan Smith, vice-president, Brad Schwer, treasurer, Kris Strauss, secretary, Susan Binzel, and Marie Sager.

### I. SECRETARY'S REPORT

The PSO Meeting Minutes of January 11, 2017, were posted on the Paris school website.

The PSO Meeting Minutes of February 1, 2017, were approved on a Sager/Keel motion.

### II. TREASURER'S REPORT

Checking	Opening Balance:	\$29,622.14
	Closing Balance:	\$30,266.04
Scrip		\$90.92

There will be a full saving update next month.

The 2016 Audits have been completed and are being turned in to Brad Schwer.

The Treasurer's Report was approved on a Sager/Smith motion.

### III. COMMUNITY OUTREACH

**1. Open Enrollment** – Tour are still happening.

### IV. SOCIAL & ENTERTAINMENT

**1. Easter Egg Hunt** – This year's Egg Hunt has been scheduled for Saturday, April 8, 2017, starting at 10:00am. A volunteer meeting is being planned for later this month (after Spaghetti Supper) to go through the eggs and make final preparations. Brad Schwer has agreed to dress up as the bunny.

**2. Spring Dance** – The year's Spring Dance has been scheduled for Friday, April 28, 2017. This event is not open to the community and is for Paris School families only. The theme is *Eighties*. A volunteer meeting is being planned for later this month (after Spaghetti Supper).

A Sager/Binzel motion was made and approved to allocate up to four hundred (\$400.00) dollars for Spring Dance supplies.

**3. Literacy Unit** – This year’s Literacy Unit focused around a field trip to Shedd Aquarium. Everyone had an amazing time and sends thanks. It was shared that the trip was a first for many—both into Chicago and at the Shedd Aquarium.

Diver Dan is scheduled to be at Paris on Tuesday, March 7, 2017.

We will not have the large whale for this unit.

**4. Movie Night** – Movie Night is over for the year. A final deposit still needs to be done. It was shared that a Season Pass is being considered for next year’s Movie Night events. The cost would be five (\$5.00) dollars and would cover entry to each Movie Night as well as an extra raffle ticket entry. This would benefit parents because they would not have to worry about having cash for each event, and it would benefit us because we would have a rough estimate of how many bags of popcorn are needed. We would keep all Season Pass names on file and available in case anyone forgot or lost their pass.

#### V. TEACHER AND STAFF SUPPORT

**1. Parent Teacher Conferences (message from Kris Wessel)** – The next Parent Teacher Conferences will take place on Thursday, March 9, 2017, and Thursday, March 16, 2017.

Kris Wessel would like to cater in food for the March 9<sup>th</sup> meal. She did not receive enough volunteer help for that day as too many are vested in Spaghetti Supper preparations. The March 16<sup>th</sup> meal is covered and will continue on as normal.

Kris has considered a number of places and would like to use Noodles and Company. They offer catering for fifteen (15) to twenty (20) people that included: two (2) entrees, tossed or Caesar salad, cheesy garlic bread, and beverage or dessert tray. We would need two (2) catering meal kits to cover all of the staff, but that would allow us to have four (4) entrees, salads, cheesy garlic breads, lemonade, and one (1) dessert tray. The total cost would be three hundred (\$300.00) dollars.

A Sager/Binzel motion was made and approved to allocate three hundred (\$300.00) dollars to cover the cost of two (2) Noodles and Company catering meal kits.

**2. Eighth Grade Graduation** – The Eighth Grade Fundraiser is now complete, and we expect to have an update from them next month.

#### VI. FUNDRAISING

**1. Scrip (message from Susan Smith)** – There will not be a Scrip order this month. The next order will happen in May.



Scrip's future was discussed as our three main purchasers are no longer using it. There have been problems in the past with Scrip where families have received blank giftcards.

Considerations:

- Scrip needs to be made easy and convenient for the families.
- Can Scrip proceeds benefit the families? One idea was splitting Scrip proceeds between school and families where the families can apply their portion to their hot lunch accounts. The problem with this is that PSO is a separate entity from the school (vs PTA), and this may make things difficult for Rachel.
- Let POPS take Scrip over; however, they do not seem interested.
- Scrip orders only during the months of November, December, and May.
- Keep Scrip but just offer the digital format.

Woodman giftcards were again mentioned and discussed at length. We would need to budget approximately five thousand (\$5,000.00) dollars as well as figure out the best way to distribute the orders pursuant to our Financial Policy if we decided to offer Woodman giftcards. This will be reviewed after Spaghetti Supper.

**2. Spaghetti Supper** – Spaghetti Supper has been scheduled for Saturday, March 11, 2017. There will be two kitchen shifts this year: 4:00-5:30pm and 5:30-7:00pm. There will also be two clean up shifts: 7:00pm and 8:15pm.

Beth LaBell is looking to implement a Square Account at this year's Spaghetti Supper so that credit cards can be used as well as cash and checks. Karie Lotter researched a number of possible companies for this app looking for the best choice regarding: contracts, annual fees, surcharges, startup costs, etc. An email from her has been attached.

A number of questions were raised, which Beth LaBell answered over the phone:

- Who is setting up these accounts?
- On what devices?
- Logistical issues?
- Financial Policy issues?
- Security/privacy issues?
- Why was this not mentioned prior to the current meeting?
- How to match the item someone is paying for to the receipt?
- How can you tell if the purchase was for raffle tickets?

It was decided to try it this year on the school iPads with event only passwords then purchase PSO iPads for future event usage.

## VII. OTHER BUSINESS

**1. PSO Board Open Positions for 2017-2018** – Susan Smith will move into the position of President. Becky Keel will move into the position of Past President. Brad Schwer volunteered to

continue to serve as Treasurer. Kris Strauss will be stepping down from her position as Secretary as next year will be her daughter's last year at Paris.

The PSO Board has open positions for Vice-president and Secretary. An email will be sent out as well as a flyer listing Becky Keel as a contact for the Vice-president position and listing Kris Strauss as contact for the Secretary position.

**2. Bleachers Addition** – The addition of bleachers on the stage during games like the Eighth Grade Fundraiser has been well received. A Paris parent asked if it was possible to add more (perhaps removing the wall by the locker rooms). After discussion of the area in question, it didn't seem feasible.

**Next Meeting: Wednesday, April 5, 2017**  
**This meeting was adjourned at 8:48pm**

Respectfully Submitted By:  
Kris Strauss, Secretary





## MEETING MINUTES April 5, 2017

**Welcome - The meeting was called to order at 6:40pm**

Those present: Becky Keel, president, Susan Smith, vice-president, Brad Schwer, treasurer, Kris Strauss, secretary, Beth LaBell, past president, Roger Gahart, principal, Margie Blair, Reading Specialist, Susan Binzel, Jodi Matthews, and Marie Sager.

### I. SECRETARY'S REPORT

The PSO Meeting Minutes of February 1, 2017, were posted on the Paris school website.

The PSO Meeting Minutes of March 1, 2017, were approved on a Sager/Binzel motion.

### II. TREASURER'S REPORT

Checking	Opening Balance:	\$30,267.22
	Closing Balance:	\$53,003.46
Savings	Opening Balance:	\$455.89
	Closing Balance:	\$455.93

There was no Scrip last month.

We are now caught up on everything we agreed to pay. Roger Gahart confirmed this.

Beth LaBell mentioned that there is a Paris School Foundation balance that needs to be paid.

The Treasurer's Report was approved on a Sager/Matthews motion.

### III. COMMUNITY OUTREACH

**Kenosha County Fair (Leadership Needed)** – It was believed that the Kenosha County Fair would be held from Monday, August 14, 2017, until Saturday, August 19, 2017; however, when the website was reviewed for Minutes, the Kenosha County Fair “begins Wednesday, August 16 and runs through Sunday, August 20.” We will be scheduled to supervise the Education Building on a to-be-determined date and time. The chairperson would need to set shifts for the assigned supervision hours. The Kenosha Fair does provide entry passes for the volunteers. Of note, our school is the only school to send a thank-you note for these free passes. Becky Keel will coordinate with Beth LaBell in regards to interested volunteers and additional information.

#### IV. SOCIAL & ENTERTAINMENT

**1. Easter Egg Hunt** – The Egg Hunt is this upcoming weekend. The weather is expected to be sunny and warm.

This year, due to the timing of Spaghetti Supper and Spring Break, an officer motion was made and approved to purchase candy from Sam's Club instead of requesting donations from parents. Brad Schwer ordered and picked up the candy. The cost came to approximately one hundred and ninety-five (\$195.00) dollars. Becky Keel is almost done stuffing all the eggs. Melissa Swartz is putting together the Golden Ticket bags. Roger Gahart will be posting signage directing the families toward the back of the school for the Egg Hunt.

**2. Spring Dance** – The Spring Dance is scheduled for Friday, April 28, 2017. The DJ (Spoon) has been booked. Volunteer emails will be sent after the Easter Egg Hunt is over. Kris Strauss is donating cupcakes again this year for the cupcake eating contest. She will be picking up three (3) trays from Sam's Club without red and black frosting.

**3. Literacy Unit Report** – The unit went well for all age groups. Diver Dan presented to the school and did not charge for his time. The entire staff is grateful and speaks positively about the literature that was purchased. It was noted that the choice to upgrade the Shedd Aquarium passes was well received. Parents who had attended the Shedd Aquarium before without upgrading were happy with the more complete experience.

Next year's Literacy Unit is still unknown, but current theme possibilities are medieval and railroad/underground railroad.

#### V. TEACHER AND STAFF SUPPORT

**1. 8<sup>th</sup> Grade Graduation** – Wednesday, April 12, 2017, is the next 8<sup>th</sup> Grade Graduation meeting. PSO is still willing to help with organized the receptions preparations. Kris Strauss will contact Margie Blair after Easter Break. A request was made for one thousand (\$1,000.00) dollars.

A Sager/Binzel motion was made and approved to allocate one thousand (\$1,000.00) dollars for Eighth Grade Graduation needs.

**2. Teacher Appreciation Week** – Teacher Appreciation Weeks runs from May 8, 2017, through May 12, 2017. As usual, we will encourage parents to volunteer to donate the usual lounge items: flowers, popcorn, candy, Oreos, etc. PSO will again purchase Starbucks, lunch, and giftcards. It was asked if students contribute to Teacher Appreciation Week, which they do as they have a daily theme.

This year, it was suggested PSO consider renovating the copy room. Staff and PSO members do spend a number of hours working in there. This area is the where the old 1949 office was located; the cabinets are from that date and take up a lot of space. A renovation would allow for better space usage. The renovation of the lounge boosted staff morale, hopefully this will do the same.



If PSO renovates the copy room, the work can tie in with the flooring upgrade that will be happening over the summer. Mike Pace can tear the old cabinets out. We can check with LeAnn Drissel for cabinets and Joe for painting. Mike Pace had Joe's number.

Quotes have been requested.

Teacher Appreciation Week normally includes a five (\$5.00) dollar giftcards that relates to the theme of the Literacy Unit. We are planning to purchase Big Star giftcards this year. We have approximately forty-five (45) staff members.

A Matthews/Binzel motion was made and approved to allocate up to six hundred (\$600.00) dollars for Teacher Appreciation Week gifts and gift supplies.

A suggested idea for next year is to add a Panther Pride vinyl decal to the air vents in each of the classrooms. These air vents can blow in fresh air, but, otherwise, no longer work and will not be replaced.

**3. Piano Request** – Ben Warmuth spent time over Spring Break looking at pianos. He went to two different piano places on three different occasions to find the piano that he really liked. He's found an ebony Baldwin that he is interested in. It is built for moving around, making it kid and school friendly. This purchase would include: matching bench, cartage, initial on-site tuning, and twin transportation dollies. If approved, the school hopes to have it by the Spring Concert.

A Matthews/Sager motion was made and approved to allocate five thousand, four hundred and ninety-four (\$5,494.00) dollars for a new piano.

**4. Additional Drapery Request** – The previously purchased black drapery was up for the Literary Unit assembly. It went up quickly and looked nice; however, it was wasn't quite enough. Margie Blair would like to purchase two more. She is considering grey and red for the drapery, which would give the school a variety of color scheme options. She would want to see red samples before making a final decision.

Kris Strauss noted that PSO was willing to purchase more than one drapery when the original request was made. At the time, Margie wanted to make sure the one drapery was liked before spending money on more.

Also requested was additional table skirting.

A Binzel/Sager motion was made and approved to allocate two thousand (\$2,000.00) dollar for additional drapery with safety features and additional table skirting.

## VI. FUNDRAISING

**1. Scrip** – Susan Smith looked into the Woodman's Scrip giftcards. Startup cost is four thousand, seven hundred and fifty (\$4,750.00) dollars, which would purchase five thousand (\$5,000.00) dollars in Woodman giftcards. The giftcards come in increments of twenty-five (\$25.00) dollars,

fifty (\$50.00) dollars, and one hundred (\$100.00) dollars.

The giftcards would remain locked in the office safe. Logistics for distributing orders still need to be worked out, but orders could be processed over the summer.

The Woodman giftcards can be used for PSO and school needs such as: Share-baskets, Halloween Party, Spring Dance, Eighth Grade Graduation, etc. It was also suggested that we sell the giftcards during events like: Panther Prowl, Spaghetti Supper, and Movie Nights.

A Binzel/Matthews motion was made and approved to allocate four thousand, seven hundred and fifty (\$4,750.00) dollars for the immediate startup cost of Woodman giftcards valuing five thousand (\$5,000.00) dollars.

Scrip would continue to be offered but would only be offered during the months of November, December and May. However, the account would remain open and anyone could order online with MyScripWallet.

**2. Spaghetti Supper Report** – The Spaghetti Supper Fundraiser generated thirty-six thousand, five hundred and thirteen dollars and sixty (\$36,513.60) cents. One thousand and fifty-seven (1,057) guests were served. This number does not include preschooler dinners served.

Thank-you's have been sent out. Beth LaBell is looking for help with this component of Spaghetti Supper.

The kitchen ran smoothly this year but ran out of food toward the end. There was a last minute noodle run. As far as the kitchen was aware, everyone with a ticket was served. Next year, the school will order extra spaghetti for the school's lunches so that if the kitchen end up short then there will be groceries available.

This year's dedicated clean-up crew did not work as planned but will be reviewed for next year.

Although PSO did approved funding for coffee servers, Maureen LaGuardia had already rented a set to try out. The coffee servers kept blowing fuses, but this issue has already been reviewed and taken care of. Other than the fuse issue, the coffee servers worked great so PSO will be purchasing a set to use for hot chocolate at the Panther Prowl.

The credit card option brought in approximately three thousand, seven hundred (\$3,700.00) dollars after fees.

The toolbox brought in six thousand (\$6,000.00) dollars.

Things to consider for next year:

- NESCO roaster ovens were suggested as a future purchase consideration.
- There was too much help beforehand during the set-up process.
- "TO GO" Signage should be reviewed because people with "to go" orders were waiting in "all you can eat" line.



**3. iPad/Tablet Report** – The addition of the credit card option at Spaghetti Supper worked. There was an issue that Christy Hoff was aware of and fixed. Susan Smith and Brad Schwer will be researching tablet options for consideration at May's PSO meeting.

A Sager/Matthews motion was made and approved to allocate funds for two tablets and two cases.

## VII. OTHER BUSINESS

**1. PSO Board Nomination Status** – Roger Gahart nominated Jodi Matthews for the open position of PSO Secretary. Jodi Matthews accepted.

The position of PSO Vice-president is still open.

**2. Classroom Books** – At a recent meeting, staff was asked about needs. There was an instant and unified request for more classroom books. The classrooms would like to expand their book collection with an updated variety of choices to engage all student areas of interest. Margie Blair offered to help double check the selection choices.

There are nine classrooms and one middle school English classroom that serves grades six through eight. Five hundred (\$500.00) dollars per classroom was requested as well as one thousand (\$1,000.00) dollars for the middle school English classroom for a total of five thousand, five hundred (\$5,500.00) dollars.

A Binzel/Matthews motion was made and approved to allocate five hundred (\$500.00) dollars per classroom for a total of nine (9) classrooms as well as one thousand (\$1,000.00) dollars for the middle school English classroom for a total of five thousand, five hundred (\$5,500.00) dollars.

**3. Technology** – A Binzel/LaBell motion was made and approved to allocate seven thousand (\$7,000.00) dollars for technology, which is the ten (10%) percent PSO commitment from Prowl/Spaghetti Supper fundraising.

**4. Forensics T-shirts** – Megan Grenyo and Margie Blair have requested funding for Forensics T-shirts. Kris Strauss mentioned she requested Forensic T-shirts in the past and supports PSO backing for marketing reasons.

A Sager/LaBell motion was made and approved to allocate eighty-eight (\$88.00) dollars for Forensics T-shirts.

**5. Buddy Bench** – Beth LaBell wished to re-open the prospect of adding a Buddy Bench to the playground. Kris Strauss and Marie Sager were under the impression that the school already had Buddy Benches. It was suggested to make a Buddy Bench closer to the playground.

Marie Sager offered to have her Girl Scout troop handle creating and maintaining the bench for one of their badges.

**6. Playground Addition** – A new handicap playground addition had been considered, one that is lower to the ground. Kris Strauss has offered to email Lee Recreation to start the process. When she emails them, she will ask if Lee Recreation would be willing to donate a bench or offer one at cost/reduced in price.

**7. Kingfish Package** – Beth LaBell has been working with the Kenosha Kingfish for Spaghetti Supper. The Kenosha Kingfish offer a fundraising package where PSO can purchase tickets for twelve (\$12.00) dollars, which would include entry fee and a hat. PSO can then upcharge to whatever price they choose.

We are considering doing this for the Kingfish opening night on June 1, 2017. We would not upcharge the tickets but instead offer the tickets to adults for twelve (\$12.00) dollars each and students for eight (\$8.00) dollars each. PSO would cover the cost difference.

**Next Meeting: Wednesday, May 3, 2017**

**This meeting was adjourned at 9:19pm**

Respectfully Submitted By:  
Kris Strauss, Secretary





**MEETING MINUTES**  
**May 3, 2017**

**Welcome—The meeting was called to order at 6:37pm**

Those present: Becky Keel, president, Susan Smith, vice-president, Brad Schwer, treasurer, Kris Strauss, secretary, Susan Binzel, and Marie Sager.

I. SECRETARY'S REPORT

The PSO Meeting Minutes of March 1, 2017, were posted on the Paris School website.

The PSO Meeting Minutes of April 5, 2017, were approved on a Sager/Binzel motion.

2016-2017 PSO Minutes Note: The Minutes for the May 2017 meeting will be submitted to the PSO Board for final approval so that the entire year's Minutes can be scanned and added to the website over the summer.

II. TREASURER'S REPORT

Checking	Opening Balance:	\$53,003.46
	Closing Balance:	\$49,361.13
Savings	Opening Balance:	\$455.93
	Closing Balance:	\$455.97
Scrip		\$336.77

Remaining PSO Commitments as of May 2, 2017:

<b>Item</b>	<b>Amount Approved</b>	<b>Amount Spent</b>	<b>Amount Remaining</b>
Art Club (from Scrip)	\$250.00	\$44.65	\$205.35
Drapery	\$2,000.00	\$1,714.39	\$285.61
Technology	\$7,000.00	-	\$7,000.00
Piano	\$5,494.00	-	\$5,494.00
Classroom Books	\$5,500.00	-	\$5,500.00
Teacher Appreciation	\$600.00	-	\$600.00
Woodman's	\$4,750.00	-	\$4,750.00
<b>Total:</b>	<b>\$25,594.00</b>	<b>\$1,759.04</b>	<b>\$23,834.96</b>

Current Checkbook Balance: \$49,631.13  
Amount Remaining: \$25,796.17

We are still waiting for a few Spaghetti Supper and Teacher Wish List reimbursements to come in.

Check No. 2434 is not listed. This check is for the Spring Dance DJ.

Scrip was updated during the meeting so as to include the proper percentage amounts for the Christmas order. Scrip's final amount was three hundred, thirty-six dollars and seventy-seven (\$336.77) cents.

The Treasurer's Report was approved on a Sager/Binzel motion.

### III. COMMUNITY OUTREACH

**1. Kenosha County Fair (Chairperson Needed)**—The Kenosha County Fair will be held from Wednesday, August 16, 2017, until Sunday, August 20, 2017. We will be scheduled to supervise the Education Building and will need volunteers. Beth LaBell will follow up.

**2. Kindergarten Mixer/New Student Welcoming**—The Kindergarten Mixer is set to be held on Monday, August 28, 2017. Kris Wessel chaired this event last year. She does not mind chairing this event again.

Similar to last year, the New Student Welcoming will run at the same time as Open House for any new students (either from Open Enrollment or from those joining us in-district). Beth LaBell will be chairing this event.

Also similar to last year, the expenses for the Kindergarten Mixer as well as the New Student welcoming will be tied together.

A Sager/Binzel motion was made and approved to allocate up to three hundred and fifty (\$350.00) dollars for the needs of Kindergarten Mixer and the New Student Welcoming.

**3. Open House**—The Open House is scheduled for Wednesday, August 30, 2017. It was determined that a motion was not needed for funds.

### IV. SOCIAL & ENTERTAINMENT

**1. Spring Dance Follow-up Report**—The Spring Dance was held on Friday, April 28, 2017. The theme was *Eighties*. The DJ played Eighties music to begin with, but the kids started requesting more modern music selections. Next year may not have a theme.

This year's attendance was down, which could be from the chosen date (later than normal and before Prom weekend). Volunteer help was also down. We needed more hall monitors this year. The younger students were running around the mid-level hallway. Both younger and older students were outside the building during the dance.

On a positive note, the students did keep the cafeteria clean compared to previous years.

### V. TEACHER AND STAFF SUPPORT

**1. Teacher Appreciation Week (May 8-May 12)**—Preliminary numbers were emailed regarding the copyroom cabinets and countertops. This information is attached. These quoted amounts are expected to change. There was discussion about the quoted costs as the email's information was unclear.

Labor costs for the lounge renovation was two thousand, five hundred (\$2,500.00) dollars. We expect this cost to increase since there will be more cabinets in the copyroom.

Material cost for the cabinets per the current drawings are two thousand, nine hundred and forty (\$2,940.00) dollars. The laminate tops in a standard color installed is five hundred and fifty (\$550.00)



dollars.

Also noted: 1) tear out and installation, 2) building out around some ductwork and boxing it at the top where it would be exposed, and 3) soffit area that may also need some altering. We were unsure how the mentioned three thousand, five hundred (\$3,500.00) dollars fit in with the quote, but it was discussed how funding would be needed for interior decorating items and paint.

A Sager/Binzel motion was made and approved to allocate up to ten thousand (\$10,000.00) dollars to cover the costs of labor, cabinets, countertops, paint, and decorating for the copyroom's update.

As for the rest of Teacher Appreciation Week, Beth LaBell used SignUpGenius to schedule volunteers this year. She believes she sent this email invite to most people who have attended PSO meetings. She also shared that PSO may need to cover the cost of teacher lunch this year.

A Sager/Binzel motion was made and approved to allocate funds to cover the 2017 Teacher Appreciation Lunch, if needed.

**2. New Flags (message from Kris Strauss)** – Kris Strauss and Susan Smith noticed the school's tattered flags and have suggested replacing them for the school. It was noted that this may need to be done through the School Board, but it was suggested to talk to Roger Gahart about how the PSO is willing to pay for the replacement. If approved, the new flags could be presented during the Prowl with the help of Scout troops and an Eagle Scout lead.

**3. Field Day** – Josh Pye has submitted his Field Day request. He is asking for the same amount as last year. It was noted that last year's approved one thousand, three hundred (\$1,300.00) dollars did not cover the three hundred and fifty (\$350.00) dollars for Action Territory busing and nine hundred and sixty-nine (\$969.00) dollars for inflatables that was requested.

This year, the school tried to get an inflatable obstacle course from the National Guard but was unable.

A Sager/Binzel motion was made and approved to allocate up to one thousand, five hundred (\$1,500.00) dollars for the needs of Field Day.

**4. Kindergarten Celebration** – The Kindergarten Celebration is scheduled for Friday, May 26, 2017. A Sager/Binzel motion was made and approved to allocate up to one hundred (\$100.00) dollars for the needs of this event.

**5. RedPages Request** – Holly Dammann is taking over as Panther RedPages chair since this upcoming year will be Kris Strauss's last year at Paris. Kris Strauss has requested one hundred (\$100.00) dollars this year for materials instead of the usual eighty (\$80.00) dollars so that Holly can purchase any needed items, such as: red cardstock, binding, and SortKwik.

She also has requested four hundred (\$400.00) dollars to purchase a new electric comb binding machine. It was decided that it was not cost effective to replace the current binding machine when few teachers use it, and a replacement for the current binding machine costs approximately three thousand, two hundred (\$3,200.00) dollars. Instead, there is a more portable option. This option punches only five sheets less than the current binding machine (twenty sheets at a time verses twenty-five) and could be carried home to complete work instead of taking over the copyroom for days at a time.

A Sager/Binzel motion was made and approved to allocate one hundred (\$100.00) dollars for Panther RedPages material needs and up to four hundred (\$400.00) dollars for a new electric comb binding machine for a total of up to five hundred (\$500.00) dollars.

## VI. FUNDRAISING

**1. Scrip (Woodman's Update)**—Brenda is the only person at Woodman's Market who sets up giftcard accounts. She was on a two week vacation. From conversations with other staff, PSO might need non-profit status in order to establish an account. It was discussed whether or not Woodman giftcards could be ordered through the Paris School Foundation. PSO would need to talk to Eric Billingsley for more information regarding possible tax and legal issues. It was also discussed whether or not the Woodman giftcards could go through the school office. For now, we need to wait to hear back from Brenda.

**2. Panther Prowl 2017**—The Panther Prowl date for the 2017-2018 school year has been set for Saturday, October 14, 2017.

**3. PSO iPad/Tablet Purchase Update**—Susan Smith researched a number of options. The Android OS will save us money verses the Apple iOS. There are a number of Samsung devices that have good reviews. There are multiple options in the two hundred (\$200.00) dollar range, but they are older models. The newest Samsung Tab S2 8" costs four hundred (\$400.00) dollars each and has 32GB.

## VII. OTHER BUSINESS

**1. 2017-2018 PSO Board Opening (vice-president)** – Becky Keel nominated Marie Sager. Susan Smith seconded. Marie Sager confirmed for the position of PSO Vice-president.

**2. Buddy Bench Update**—Marie Sager's Girl Scout Troop cannot do the Buddy Bench.

**3. Meeting Day Change**—Meeting participation on Wednesdays is typically low due to other activities, especially church. Before Theresa Schwer left her position as PSO President she sent out a survey that returned Tuesday as the preferred day for PSO Meetings. That survey also noted that meeting duration was also an issue, which has been reduced through the course of this school year.

**THANKS FOR AN AMAZING YEAR – SEE YOU IN THE FALL!**

**This meeting was adjourned at 8:30pm**

Respectfully Submitted By:  
Kris Strauss, Secretary