

## Sunrise Elementary PTO Agenda

November 20th, 2023

6:00PM Sunrise LMC

Members Present: Katie Prucha, Emily Verbruggen, Liz Weborg, Nikki Jackson, Heather Wessley, Ashley Williams, Chu Lee-Yang, Maryssa Peckskamp, Gina Mullen, Kristen Heaver

\*Thank you to the first grade team for the delicious trail mix. They provided trail mix for the PTO members as a “thank-you” for all that PTO does.

### A. Officer Reports

- a. Principal- Sean (Sean was not present at this meeting.)
- b. Treasurer- Adam (Adam was not present at this meeting. Emily explained the treasurer information below.)

Checking Account	<b>\$19,627.23</b>
Savings Account	\$2,517.88
<b>TOTAL</b>	<b>\$22,145.11</b>

- Emily handed out a paper that includes every PTO transaction from August until present day.
  - The \$19,020.50 Fun Run check is deposited and will be available in the PTO checking account in a few days.
  - There are a few pending deposits (snack box money, flag sales, a Fun Run match and late Fun Run donation, as well as the Fun Run check.)

### B. Old Business

- **Apparel Sale-** Chu has it up and running (thank you for taking the lead with this sale!)
  - We need a minimum of 12 designs of each shirt in order to print the designs.
  - The sale will go until Nov. 26<sup>th</sup> and items will be delivered 2-3 weeks later.
  - We will have to do a pick-up date (there is currently no option for parents to check if they want the order sent home or want to pick it up.)
  - Chu expressed that communication is not the greatest with this vendor (Hummingbird Apparel). It took a while to get the design templates and the vendor often doesn't answer questions clearly. Heather mentioned that she would talk with the vendor about this.
  - The 4<sup>th</sup> grade shirts designs have been chosen. 4<sup>th</sup> grade parents will need to send in sizes for shirts. There will be approximately 100 shirts ordered. Chu estimated that we will send in the order in April, so students will have the shirts back a few weeks later.
  - Chu also mentioned that the vendor offered 10% kickback possible at the end of

the sale, so she will check on this again.

- **Trunk or Treat-** This was a large event and some families mentioned that it was the best trunk or treat they have been to!
  - We unfortunately ran out of pizza and needed to order more (even with Emily overestimating and ordering extra pizza). We think the reason we ran out of pizza is that families either didn't RSVP or didn't realize that there was free pizza for all members of the family. Everyone agreed that we should definitely continue providing pizza next year.
  - Next year, we should have more pizza tables to make the pizza lines go faster.
  - The pizza delivery times were staggered every 20 minutes, which worked out great.
  - Kristen mentioned that we definitely need more volunteers to help with the event. We decided to make a Sign-Up Genius to ask for parent volunteers for next year.
  - We discussed having a ticket system, which can help with knowing the amount of people for pizza/stop people from eating extra pizza.
  - We will continue to have extra candy, as this was needed throughout the event.
  - An idea was brought up to possibly have tickets to get candy (example: 1 ticket per car, once kids are out of tickets, they are done with the trunk or treating).
  - We will continue to have the event the Wednesday in October before the long weekend (when students do not have school on Thursday or Friday).
  - Emily mentioned that we will definitely have a higher budget for this event next year.
- **Fun Run Prizes-** The grand prizes were handed out to the top 3 winners (total cost of the grand prizes was \$421.97). It was mentioned that we should be more concise on who wins the grand prizes (for example, only the top 3 win, not the top 10).
- **Teacher Conferences-** Katie mentioned that the teachers greatly appreciated all of the food brought in.
  - The food items weren't volunteered for as quickly this year. A few people mentioned that they did not see the sign-up in the newsletter. It was a good idea that the sign-up was sent out again because more people saw it and all spots were signed up for.
  - Next year, we will add set-up and clean-up volunteer spots to the Sign-Up Genius.
- **Quarterly Gratitude** (60 staff members)- Liz is working with Dunkin' (with Danielle) to provide coffee and doughnuts.
  - We can choose between hot coffee, iced coffee, and hot chocolate.
  - We can buy doughnuts for \$9.99/dozen. We will probably buy 6 dozen doughnuts.
  - The invoice for the doughnuts will be sent to Emily, who will pay for it with PTO funds.
  - Kristen and Gina will organize the next Quarterly Gratitude (which will happen at the end of January.) We will purchase each staff member's favorite snack and

drink and deliver it to them during the day.

## **New Business**

- **Kindergarten Directory-** Emily mentioned that we did not make a school directory this year. She proposed that we make a Kindergarten-only directory (because these students are new to school) and also add any new students/students that have changes to their information. Emily will email Sean regarding this.
- **Holiday Gift Cards (All Staff)-** Emily will purchase \$25 Target gift cards for all staff. These gift cards will be used for personal use. Katie will email teachers/staff and remind them of this. Kelly Geenen, Kelly Haber, and Heather will put the gift cards and Christmas cards together and distribute.
- **Secretary GC-** The PTO will purchase a plant and gift card for both secretaries and deliver sometime during the week before Christmas.
- **Urban Air-Facility Rental –** Ashley, Kelly Haber, and Emily talked about doing a January event and possibly rent out the Urban Air facility.
  - Emily contacted them and it would be \$20 a person. If we have 300 people, we could rent out the entire facility. PTO members expressed concerns that \$20/person seems expensive, especially for larger families. An idea was brought up to have the PTO pay for part of the admission, such as pay for the Sunrise student only and have families pay for siblings/adults.
  - **\*\*We decided not to do this event this year.\*\***
- **Skate City-** We decided that our winter event will be on February 8<sup>th</sup>, 2024 at Skate City.
  - We will check that the February 8<sup>th</sup> date is available.
  - The cost would be \$8 per skater. We also thought about providing a voucher for popcorn or a drink.
  - PTO would possibly cover the cost for every Sunrise student and families would pay for siblings/adults.
- **Herd Game-** Friday, January 5th
  - Heather will email to ask about how many people have purchased tickets.
  - Kristen will take copies of Herd Game Flier next Tuesday to send out for Wednesday folders.
- **Budget Options** (ideas on how we can use the PTO funds)
  - Gaga Pit – PTO is buying this for Kindergarten and it should be installed in the Spring.
  - Possibly buy recess balls, buy materials to make an obstacle course that goes on the black top of the playground, or install built-in bean bag toss boards (similar to what Woodland Elementary had)
  - Adopt a family- An idea was brought up to use some PTO money to “adopt” families from Sunrise who may need assistance providing clothing, toys, etc. for their family. Emily will contact the counselor to see if there are any Sunrise families that could use this help.

- Gina mentioned using some of the PTO money to pay off lunch accounts with large outstanding balances.
- \*Emily and Adam will sit down to review the budget info and see what we need to spend for the rest of the year. We will then have a better idea of how much money we will have left to use.

There is no meeting for PTO in December! Happy Holidays!!!

**Next meeting is in January 15, 2024.**