

Britton Deerfield PTO  
September Meeting Minutes  
9/14/2023 – Library, Britton building

**Call to Order**

Meeting opened at 6:16 p.m. by Kari

**Attendees**

Voting members in attendance: Kari Hautamaki, Kaitlin Emmons, Abby Uresti, Tania Roehm, Shannon Miller, Carl Emmons

Guests in attendance: Karen Scholl, Glory Nighswander, Amber Wilson

**Approval of minutes and treasury report**

Meeting minutes from both June and August were reviewed by PTO members prior to the meeting. Motion to approve by Kaitlin (*second: Tania*). The **motion carried** with 6 in favor and 0 against by verbal vote. Abby will upload both to Facebook page, and will email copies to Stacy to have posted on BD website.

Treasurer's report was presented by Tania. Current account balance \$8349.26 + \$70 cash + a handful of checks to be deposited from vendors who signed up for Holiday Bazaar. Taxes from previous fiscal year are done.

**New Business:**

The resignation of Liz Fall and whether to replace her was discussed. Board agreed to keep the board as it stands, with six members, rather than advertising and voting for an additional trustee.

Niche folders were received by teachers, expense will be brought up at next meeting

School assembly ideas were tossed around. Karen brought a flyer from an animal presenter and information from having spoken with him prior was \$595 for a K-3 presentation, plus an additional \$150 to travel to Deerfield for the 4-5 demonstration. Glory mentioned a friend of her son, who has a similar business; she is going to get in touch with him and get information.

Kari contacted Panda Express and obtained achievement award certificate/coupons to distribute to classrooms. She is going to check quantity and distribute.

**Upcoming events (August-November):**

**Monster Mash:**

Monster Mash dance will be held Saturday, 10/7 in the Britton cafetorium. Entry will be \$5 per person.

DJ has been booked at \$100. Carl is ready with his speaker and lights in case back-up is needed.

Some decorations have been purchased, Kari asked for help checking the PTO storage for items left from last year (and their condition) before purchasing any new items.

Kari has been pricing out food options. Hot dogs, chips, “other yummy treats,” and water were discussed, and it was decided that any additional (unused) items would be donated toward teacher/support staff lunch on 10/10.

Additional ideas for games/activities were discussed.

### **Book Fair:**

The book fair will run from 10/6-10/11. Shannon and Nancy will set it up on 10/5 if there is no conflict with Mr. Bearer, and both women will help the children with wish lists on 10/6. The fair will be open during the Monster Mash. Additionally, the fair will be open on 10/9 from 7:30 a.m. – 10:30 a.m., 10/10 from 7:30 a.m. – 10:30 a.m., and 10/11 from 7:30 a.m. – 10:30 a.m. AND 1:30 p.m. – 3:30 p.m. Tania offered to take all morning shifts, Shannon will take the afternoon. Teachers will be invited to shop with their Scholastic Dollars on Wednesday. Shannon and Nancy will pack up the fair after it ends on 10/11, and the books should be picked up on or around 10/13.

Shannon is making one flyer to advertise both the Monster Mash dance and the book fair. She will post on social media prior to flyers being sent out. She will need to come to the Britton building to make copies and distribute flyers. Counts were given at this time to assist with both flyer distribution and planning for Monster Mash. Pre-K: 18, K-5: 97, MS: 84, HS: 141. Detailed counts (broken down by teacher/grade) were given to Shannon.

### **Conferences:**

High school parent-teacher conferences and teacher in-service will be held on 10/10 and elementary/middle school parent-teacher conferences and teacher in-service will be held on 11/1. Abby will create sign-up genius links asking for families to donate food items for a potluck-style lunch. Counts were given at this time. Teachers: 31, support staff: 22

Board agreed to provide tableware, plates, napkins, and water, and over-budgeted in case there aren't enough volunteers to donate food for either date.

**\$200** for each date was discussed.

Motion to approve for 10/10 by Carl (*second: Shannon*). The **motion carried** with 6 in favor and 0 against by verbal vote.

Motion to approve for 11/1 by Kaitlin (*second: Carl*). The **motion carried** with 6 in favor and 0 against by verbal vote.

### **Holiday Bazaar:**

17 vendor slots have been approved and filled by Kari, she is still reaching out to other potential vendors. Abby will email Stacy to follow up on list of vendors from the Sesquicentennial.

Kari would like to purchase 10 new yard signs for **\$150** to advertise the bazaar. Motion to approve by Carl (*second: Abby*). The **motion carried** with 6 in favor and 0 against by verbal vote.

Discussion regarding a booth with PTO concessions was brought up, and ultimately tabled until October to see what vendors will be offering before making any final decisions.

PYS was given a booth to sell PYS shirts. Abby asked about the POS system Stacy brought up in August, she will email to follow-up as no new information was known at this meeting.

### **Concert Bake Sale:**

Discussion was put on hold, but Kaitlin mentioned still having signs to indicate that all baked goods are to be purchased by donation, as well as tablecloths from previous year

### **Santa Shop:**

Shannon stated that no new materials (tablecloths, bins) will be needed, and the shop will be cash only this year (different from previous years)

### **Penny Wars:**

Tania suggested having these tie in/lead up to potential assemblies, or otherwise incorporating some kind of incentive to boost donations

## **General Discussion:**

Abby mentioned Art to Remember, Karen recalled having done this in the past and suggested having it available for Christmas gifts. Abby will research and provide more information at October meeting.

Kari suggested a Mario theme for Mother/Son Dodgeball and Daddy/Daughter Dance. All in attendance seemed excited for this!

All other topics were put on hold for future meetings

## **Adjournment**

Motion to adjourn by Carl (*second: Shannon*). The **motion carried** with 6 in favor and 0 against by verbal vote.

Meeting adjourned at 7:40 p.m.

The next meeting will be held on October 11 at 6:15 p.m. in the Deerfield building library\*

*\*Meeting was originally scheduled for October 12 at the same date and location, but was changed by the board to accommodate multiple members with schedule conflicts*