

President: Sarah Allen  
Treasurer: Jackie Havel

Vice President: Katherine Trone  
Secretary: Beth Beno

**PcTO Meeting Minutes**  
October 17, 2023  
6:30 Library Media Center

Meeting Norms

- We will be engaged and present during our time together
- Problems or negative feedback are discussed directly with a focus on solutions.
- We show respect for different working styles and personalities
- We come prepared for the materials and topics outlined on the agenda.

Attendees: Sarah Allen, Katherine Trone, Jackie Havel, Beth Beno, Pete Marto, Megan Vitrano, Molly Schweitzer, Denise Humphrey, Stacie Haworth, and Jackie Oliver

Approval of 9/19/2023 minutes

- Submitted and approved

Treasurer's Report

- Submitted and approved
- Current Balance: \$27,646.13 (Available Funds: \$11,007.57),
  - Fulfilled Mr. Heller's request and Brain Pop Jr requests from last month

Current & Old Business

1. Funding Requests

- a. Cost reduction of T-Shirts for Winter Musical - Not to exceed \$250
  - i. Motion approved
- b. Conference Meals for Fall & Spring - Not to exceed \$600 each
  - i. Motion approved
- c. Subscription to Scholastic Let's Find Out for each Kindergarten Student - \$263.56
  - i. Motion approved

2. Teacher Appreciation throughout the year

- a. Budget: \$800
  - i. Motion approved
- b. Coffee Truck
  - i. Traveling Tom's Coffee Truck
  - ii. Sarah Allen to look into doing a date in November
  - iii. Could ask parents to Venmo their teacher a coffee
    1. Mr. Marto to look into Venmo account for PcTO
    2. Depending on the success of this could determine additional coffee dates, adding funds for more appreciation events, and/or adding to the Teacher Appreciation Week budget.
- c. Drink Trolley with donations
  - i. Can be reoccurring and restock the drink cart as needed
- d. Hot cocoa bar
  - i. Cost effective and simple to set up in teachers lounge

New Business

1. Commitments for This Year

- a. Marathon of Knowledge, Read-A-Thon, or Raze Craze - Jackie Oliver
  - i. Read-A-Thon selected as primary fundraiser this year
    1. Denise H. and Sarah A. to help Jackie

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2. Important to share a “why” as to what we are fundraising for.
  - ii. Wish List for Pioneer shared by Mr. Marto:
    1. Resources for classroom break spaces (\$2,000-4,000)
    2. Sensory Classroom for regular education students to include swing chairs, portable spongy floor, comfy fire retardant furniture, movement bike, sensory lighting, whiteboard wall paper (\$10,000+)
    3. Online subscriptions (under \$1,000)
  - b. Square 1 Art - Megan Vitrano
    - i. Kids art is all turned in
    - ii. November 7th brochures will arrive and then go home
    - iii. Orders will be due November 21st
  - c. Restaurant Nights - Jen Layden
    - i. Looking for additional volunteer to help with this role
    - ii. Pizza from Ashwaubenon Bowling Alley
      1. Sold 91 pizzas at \$2 each = \$182 profit
    - iii. Freddy's Frozen Custard & Steamburgers - November 15
    - iv. Noodles & Co - January 18
    - v. Sara Gelato to go pints - looking at dates still
  - d. Village Roasters - Stacie Haworth
    - i. Set for a Holiday order with fulfillment first week of December
      1. Still setting exact due dates but the order form will likely go home the first week of November.
  - e. Chicks and Dip - Molly Schweitzer & Darien Prunty
    - i. Order form goes home week before Thanksgiving and product is delivered before winter break.
2. TerraCycle Fundraiser
    - a. Will follow up at next meeting
  3. Wisconsin Herd & Hope Clothing
    - a. PcTO receives 20% of ticket sales and 20% of Hope Clothing sales
      - i. Hope Clothing to make and sell specially designed t-shirts for this event.
    - b. All agree to go forward with picking a Friday or Saturday date after winter break.

#### Upcoming Events

1. Scholastic Book Fair
  - a. Only in spring

#### Mr. Marto's State of the School Report

- Open house super successful
- Camp for 5th graders was very successful and thank you volunteers and teachers
- Breakfast with the Chief for Fire Prevention Poster winners was great
- Future dates:
  - October 27th Teacher In Service
  - Conferences November 1-2
  - No School November 3rd
  - Thanksgiving Break 22nd-23rd

#### 2023-2024 Upcoming Meeting Dates

- Third Tuesday of every month, excluding December
- November 21, January 16, February 20, March 19, April 16, May 21