

Sunset Hill PTO September 8, 2022 Meeting Agenda

In attendance: Jeremy Philipp, Amanda Carbuhn, Nichole Burggraf, Steven Mills, Megan Dambro, Shari Wilson, Traci Dotson, Elizabeth Florence, Meshell Rortina

1. **Welcome – Elizabeth Florence** 6:00-6:05pm
1. Introductions
 2. Sunset Hill Elementary PTO is a non-policy making body designed to enhance and support the educational experience at our school. Our work encompasses the following areas: assistance at the teacher, classroom, and school levels through funding and volunteering; supporting and advancing communication among the school, parents and community; enhancing our sense of community and school spirit; and goal-oriented fundraising and volunteering efforts that support the above.
 3. Review and approval of previous meeting minutes.

2. **Principal's Report – Jeremy Philipp** 6:05-6:15pm
1. Back to School Social
 1. Food trucks
 1. JB's Tacos
 2. Mr. Bacon
 3. Shaved Ice maybe?
 2. Access to electricity
 3. Food trucks in parking lot
 4. Blacktop for playing
 5. BYO Camp Chair and Blanket!
 6. 5th graders sell water
 7. Nichole and Jeremy will work out details and report out
 2. Update [HERE](#)
 1. Class/school info
 2. Thank you to PTO for food, treats, yard sign, t-shirt!
 3. Partnership with AVID middle school students
 1. Coin challenge to purchase food for Just Foods
 2. September 19-23
 3. Collection and deposit of coins- PTO
 4. Nichole will check to see if their coin machine is working
 4. Coffee with the Principal Friday, September 9th at 8:30

3. **Treasurer's Report - Nichole Burggraf** 6:15-6:30pm
1. Budget review
 2. Jeffersons Eat and Earn - waiting on restaurant sales report.
 3. What does PTO do with the money we earn?
 1. Each certified staff member- \$175
 2. Spelling bee registration
 3. Teacher appreciation week
 4. Back to school expenses
 5. tie dye station for science fair
 6. popsicles for field day
 7. Exceptional Eagle treats
 8. meals
 9. clubs
 10. and more!
 4. Treasurer's report
 1. Income
 2. Expenses
 3. Spread the word about passive income! Email/newsletter with screenshots?
 1. Dillon's card linked
 2. Amazon smile- from the app!
 3. Hyvee stopped the receipt program? Checking into it
 5. Thank you note from a teacher
 6. Venmo or PayPal for PTO
 7. Tumblers- Jeremy and Nichole (staff shout outs)
 1. Sonic is awesome!

4. **Committees Report** 6:30-6:45pm
[CLICK HERE PTO Interest Form](#)

1. Appreciation Days (staff/school) - Amanda Carbuhn
 1. Arts in - Education Appreciation: September 11-17
 1. Social Media spotlight for new art teacher
2. Book Fair – Blake Wilson
 1. Book fair during P/T conf- October 19th-20th
 1. Delivered October 17th?
 2. Library
 3. Sign up genius for volunteers
 4. Student library committee- still a thing?
 5. National Honor Society volunteers- Nichole will ask Sara Quick to get volunteers
 6. Coupons for books?
 7. Round up option
3. Chess Club – LOOKING FOR COMMITTEE LEAD- Meshell will post on FB!
4. Fifth Grade Fundraising/Planning –Nichole Burggraf
 1. Coming soon!
5. Garden Club – Lisa Naude and Vicki Helsel
 1. Garden Club has \$50 to use!
6. Marathon Club – Stephanie Dickson
 1. Started this morning (9/8/22).
 2. Every Tuesday and Thursday morning from 7:30-8:00.
 3. 130 students!
 4. Stridetrack- keeps tracks of laps
 5. Turkey Trot on North Lawrence funds Marathon Club!
7. Passive Income (Box Tops/Amazon/Dillon's/HyVee) – Grace Fike
 1. Discussed above
8. Read-a-Thon – Nichole Burggraf
 1. November
 2. More info coming
9. Sign Up Genius – Brenna Lane
10. Social Media – Meshell Rortina, Amanda Carbuhn, Nichole Burggraf
 - 1.
11. Swag – Meshell Rortina
 1. **More info coming**
12. Yearbook – LOOKING FOR COMMITTEE LEAD- Jess Rohrberg
 1. Social media post needed
13. Room Parent Coordinator- Bonny Greenlee

5. Upcoming Events

6:45-7:00pm

1. Walk to School Day – October 6th (Wednesday)
 1. MERC will be bringing a snack in the morning for participating students.
 2. Social media post!
2. Parent Teacher Conferences – October 20th and 21st
 1. Need to set up a meal.
 2. Asked for monetary donations
 3. 23rd Street Brewery
 4. Wednesday, October 19th- dinner
 1. 23rd street- **Nichole**
 5. Thursday, October 20th- breakfast and lunch
 1. Panera- coffee and bagels- **Nichole**
 2. Lunch- Hyvee- **Nichole**
3. Fall Class Party - Friday, October 28th
 1. Parade in afternoon
 2. Parties in afternoon
 3. Parties not open to everyone
 4. 6 adults per class to help out (2 food, 2 games, 2 craft)
 5. Send an email asking for room parents
4. Scholastic Book Fair- info above
5. Lawrence Beer Company Eat and Earn = December 8th

6. Volunteer

1. We would love for you to get involved and can always use help throughout the year! If you are interested in volunteering, please contact us at ptosunsethill@gmail.com.
2. [CLICK HERE PTO Interest Form](#)
 1. Send this form out in the next newsletter/Sunspot
 2. Responses go to PTO folder

7. **Questions/Comments:** Does anyone have other information or questions to bring to the meeting before adjournment?
8. October meeting-Webex, November meeting- possibly in person!

9. **Adjourn** 7:47pm

Next meeting: October 13, 2022 at 6pm.

JOIN WEBEX MEETING

<https://usd497.webex.com/usd497/j.php?MTID=m0b02cfe3a2122161069e3c116825fa08>

Meeting number (access code): 2620 622 3475

Meeting password: Cm9XXaPum76



2022-2023 PTO Board: Elizabeth Florence - *President*, Nichole Burggraf - *Treasurer*, Meshell Rortina - *Vice President*, Bonny Greenlee - *Secretary*, *Members at Large* - Grace Fike, Amanda Carbuhn, Shari Wilson