

**Prairie Rose Elementary  
Parent Teacher Club (PTC) Meeting Minutes  
Monday, Aug. 7th, 2023**

**Attending: Heather, Melissa, Angela, Cindy**

**Treasurer's Report:** Melissa asked Tasha for the treasurer box and will try to get it soon. She said she believes the account balance is between 9-10 thousand right now.

**Principal's Report:** Tabby emailed us that Open House is Aug. 22nd from 4-5:30 pm.

**Current Business:**

- Open House - Aug. 22nd from 4-5:30 pm
  - Need to set up a table for Yearbook sales - **Melissa** is going to print a QR code for Venmo payments to have at the table for parents to have a digital way to pay.
  - Ice cream will be given out again. **Melissa** will look at what we bought last year and then purchase for this year. She is going to put it in the mini freezer and see if we can move the freezer out to keep the ice cream in it that night.
  - **Melissa** is also going to work on creating a QR Code for parents to scan and join our PTC Facebook group.
  - **Heather** is going to try to get a banner made to hang from Office Max/Depot so everyone knows who is handing out ice cream.
  - **Cindy** is going to reach out to Wally about setting up 4-5 tables and folding chairs on the sidewalks in front of the school so parents and kids can sit and eat ice cream while at the open house.
  - **Melissa** has tablecloths for the tables.
  - **Cindy** will work on creating sign up sheets for teachers to have in their classrooms for parents to sign up for volunteers for helping with events. She will get these to Peggy for printing and handing out to teachers. She will also reach out to Kerry to inform the teachers about this before Open House night.
  - Discussed setting up a PR Gear Swap - bring laundered items to PR on Open House night for collection and then PTC will discuss at the September meeting about holding a swap sometime in September.
    - **Not finalized as doing at Open House...**not sure it will happen at Open House as we did not identify who would handle the set up. May need to discuss in Sept how to set up.
  
- Amazon Wishlists
  - **Sage** has posted the wishlists for our teachers on the PTC page and we need to contact to have her repost before the beginning of the year. Also need reminders to post again before Christmas and Teacher Appreciation.
  - Cindy contacted Susan and Tanner (Mrs. Stoltz) about adding lists. Susan emailed she was fine still and there was no response from Tanner. **Cindy** will

reach out to Kerry about having her touch base with him about it. She will also have Kerry remind teachers to keep their lists updated as the year progresses.

- Goals for 2023-2024
  - PTC wants to set a purchase goal for the year and we want to get the school a projection screen in the gym to be used for programs, graduations, assemblies, and PTC events (bingo and movie night).
  - **Cindy** will try to find a contact in BPS about how to go about purchasing and installation so we can get a cost to write a proposal to give to Tabby.
  - We will need to discuss with Tabby, Wally and Tami about this purchase and placement and size and approval.
  
- Sponsorships for Events
  - We need to have better signage for sponsors...if we can get the projection screen - utilize powerpoint to create a moving slide during events to be projected.
  - We think annual sponsorships would be the best with a minimum discussed for annual sponsorship was \$100.
  - Contact Pepsi or Coke for sponsorship for a bottle toss at the Haunted Carnival
  - Contact Theo Art for face painting at the Haunted Carnival
  
- Yearbooks
  - Yearbooks from last year came in Aug. 7th. Total cost was \$1058, which was about \$16 a book (ordered 75).
  - Decision was made to charge \$20. We will accept the following:
    - Venmo - **Melissa** volunteered her Venmo and will be getting the QR code to Heather for Sage to post and a printed one for sales at Open House. Must include full student name and current grade level when payment is sent for us to deliver. **Transaction Type: Payments between Friends** (Venmo will take out a transaction fee as there is a fee to sell on Venmo which is 1.9% +\$0.10)
    - Check - Checks need to be made out to Prairie Rose PTC.
    - Cash
  - Principal copy went to library.
  - **Heather** will message Sage to post on PTC Facebook that Yearbooks are available for purchase.
  - Table will be set up at Open House for sales (see Open House notes)
  - **Heather** asked to create the Yearbook again and she will start as soon as she can. To help with pictures, we thought PTC members could help by taking pictures and getting them to Heather at events we go to...also asking the parents who are working at PR this year (Cori, Jenny) to take and send us pictures of dress up days would be great.
  - **Cindy** will get the picture folders set up immediately and share them with teachers.
  - Peggy reached out to Wachter about getting a message to last years 5th grade parents so they can still purchase one.

- Student Council
  - We want to get the Student Council more involved. Once the school year gets going we need to email Marie about having the student council come up with ways they want to help.
    - select movie night movie
    - food at Bingo - PTC will help with funding if needed.
    - Parfait for Parent servers
  
- Events for 2023-2024 - try to create a save the date flyers listing all events to send out to parents.
  - Open House - Aug. 22nd 4-5:30 pm
  - PR Gear Swap - Sept ???
  - Haunted Carnival - Oct. 28th 4-7 pm
  - Dollar Store - Dec. 18-20 (touch base with Tabby for more exact scheduling)
  - Raffle Tickets
    - tickets sent home for sale - Jan. 12th
    - tickets due back - Jan. 26th
    - drawings - Feb. 5-16th
  - Movie Night - Jan. 26th
  - Bingo for Books - Mar. 21st
  - Parfait for Parents - April 25th
  - Teacher Appreciation - May 6-10
  - Art and Ice Cream Social - May - exact date TBD
  - Field Day - TBD
  - Conferences - happen in Oct and Feb - will discuss at meetings before meal coverage.
  - 5th grade t-shirts - order by March
    - possible email to Erica Quale about order options provided by Wachter throughout the year.
  
- Upcoming Meeting Dates
  - Contact Peggy and Tabby about when sending out meeting notices to no longer include the Meets link.
  - Sept 5th - Haunted Carnival committees and conferences
  - Oct. 10th - flexible depending on conferences - Haunted Carnival committee check in
  - Nov. 14th - raffle tickets, dollar store
  - We will discuss future meeting dates in Nov.
  
- Haunted Carnival
  - Contact Tabby about getting permission to spread out into Munsch and Stoltz room for more games.
  - Contact Pepsi or Coke for sponsorship for a bottle toss at the Haunted Carnival

- Contact Theo Art for face painting at the Haunted Carnival
- Heather contacted Mrs. Sale and she is on board for the 5th grade Haunted House.
- This year we are going to change sign up for coverage. We are going to assign grade levels for specific areas for volunteering.
  - Parking and Clean up (clean up would have sign ups for during the carnival for wiping tables, checking bathrooms, and quick sweeps)- Kinder and 1st grades
  - Ticket Sales - 2nd grade
  - Games - 3rd grade
  - Concessions - 4th grade
  - Haunted House - 5th grade
- Sign Up Genius - discussed breaking the sign up based on grade level assignments above. Final discussion for the setup of this needs to be done at the Sept. meeting. - Want ready to send out Oct. 1st. **Cindy** has this and will work on updates based on the final decision in Sept.
- Contact Erica Quale about having a sign up for middle schoolers again.
- **Cindy** will email all teachers the survey about Silent Auction theme selections in early September.
- Meeting in Sept. will focus on getting committees started for donations and sponsorships for the carnival.
- **Melissa** is going to start purchasing prizes for the carnival.
- Decided to stick with tickets, but will purchase 3-4 times more this year to try to avoid the ticket issues we experienced last year.

**Upcoming Meeting Dates:**

- Sept. 5th
- Oct. 10th - tentative depending on conference schedule - Haunted Carnival check-in
- Nov. 14th

Notes taken by: Cindy