

# Hugo and Oneka PTA Minutes

**DRAFT**

May 13th, 2019 - 6:00pm  
Oneka Media Center

**Call to order: 6:05 by Angela Thompson**  
**Quorum met!**

**Board Members and District Attendees in Attendance:** Terry Dahlem - Oneka Principal, Jason Healy - Hugo Principal, Angela Thompson, President, Cassandra Gomez - Vice President, Katie Jones - Secretary, Toni Brandvold - Treasurer, Lauren Schleicher - Co-Treasurer

**PTA Member Attendees:** Molly Carruthers, Katie Solem, Christi Anthony, Chrissi Miller, Kari Milhofer, Jennifer Larson

**Non Member Attendees:** Janet Dickinson - 4th grade teacher, Anthony Vomela - Boy Scout, Rick Anderson - fundraising representative, Laurie Hahn - kindergarten teacher

## **1. President's Welcome & Introductions**

Angela shared her gratitude to the PTA for its efforts and accomplishments throughout the school year.

## **2. President's Report - Angela Thompson**

Angela shared her thoughts and appreciation to Terry for her 15 years of service at Hugo/Oneka. One consistent theme - kids support and making connections with students. Kids love Terry. Terry will be greatly missed in our school community. We wish her the best! We celebrated our collaborative PTA efforts with Terry by presenting her with balloons and a cake that read, "School's Out Forever!"

## **3. Secretary's Report - Katie Jones**

- Katie made a call to approve the April Meeting Minutes
  - Lauren Schleicher made a motion
  - Angela Thompson seconded the motion
- April minutes approved!
  - posted on the website

## **4. Treasurer's Report - Lauren Schleicher**

- Tracking Forms for bank bags and keys
  - Two bags at Oneka
  - One bag at Hugo
  - Sign in and out all bank bags when out of school vaults
- Outstanding Checks
  - 3 total checks

- Have reached out to each payee to find out status of check.
- Voiding and replacing one check, waiting to hear back from payee on 2nd, contacted Red Balloon Bookstore for status of 3rd
- All have been reconciled
- Budget-at-a-glance
  - FYTD Income \$42,749.04
  - FYTD Expenses \$38,597.89
  - Funds needed to cover budget: \$12,550.96 (if we spend every dollar)
  - Projected Income: ~\$15,000 (Color Run income estimated)
  - Known expenses expected:
    - \$2687.93 - Oneka Media Center - reading nook
    - \$1400.00 - Staff Appreciation Week
    - \$1664.05 - Technology Support for Hugo
    - \$5758.98 - TOTAL ESTIMATED EXPECTED EXPENSES  
(round to \$6000 for easy calculations)
  - Total expenses (FYTD + Estimated Expected) \$44597.89
  - Funds needed to cover expected total expenses: \$1848.85
  - What does this mean?
    - We are likely to have a budget overage for 2018-19 school year!
- May budget report
  - Katie Solem made a motion to approve the May budget report
  - Cassandra Gomez seconded the motion
  - May budget report passed!

## **5. 2019-2020 PTA Budget - Lauren Schleicher**

- 2019-20 Proposed Budget Overview
  - Name changes for clarification (Administrative Discretionary Staff Support, Intervention Support, Casino Night)
  - Removed obsolete line items (Ashland Productions, Media Center Updates, Yearbook)
  - PTA Social Events - umbrella over Bingo Night & Roller Skating Night
  - Staff Appreciation - umbrella over Conference Dinner & Staff Appreciation Week
  - New line item - All School Book Clubs - umbrella over Hugo Book Series & One Book, One School - gives more permanence to programs
  - Book fairs - fundraiser is paid out as Scholastic dollars - no cash income
- Janet Dickinson - 4th Grade Teacher - Funding Change Request
  - Came to the meeting to see if the 4th grade magazine subscription funds could shift to be used for additional technology funding on an IXL math technology program instead.
    - great feedback from a few teachers who currently use

- kids can use in classroom and at home
    - appreciate magazine subscriptions, but don't always have time to use
  - Discussion of how the proposed budget should reflect this change
    - Moving \$333.33 (%) of the magazine subscriptions to technology subscriptions for the express use by 4th grade teachers.
    - Change magazine subscriptions budget to \$4333.33
    - change made for the '19-'20 school year; then reassess
  - **2019-2020 Budget Approval**
    - Angela Thompson made a motion to approve with noted changes regarding 4th grade technology shift from magazine subscription
    - Jason Healy seconded
    - Budget Approved!

## 6. Principals' Reports

- Jason Healy (Hugo)
  - forwent his report due to a heavy agenda
- Terry Dahlem (Oneka) - FINAL PTA REPORT!
  - Terry shared that she has served as Hugo/Oneka principal for 15 years and that it had been fun to see the growth. The one thing that she felt that remained consistent over her time of service was the commitment from parents. She reminded us that this was our time of service and that plenty before us had served their time. She ended by stating that she has truly enjoyed her job and coming to work every day.

## 7. Committee Chair Reports

- Yearbook - Michelle Allshouse; Kristi Beck
  - not present
- Color Run (May 4th) - Jennifer Larson
  - 632 - estimated runners
  - 680 - supporters - anyone who donated online or with cash/check
  - online portion was very hard to use
    - hard for donors and Jennifer had to hand enter all sales info into a spreadsheet that she created
    - hoping to earn ~\$25,000
      - "contract" (never signed) currently states that we will earn 70% profit
      - due to all of the issues, trying to get all of the profit money (minus the online credit card processing fees)
  - Jennifer documented all of her work so can be passed along to the next committee chair
    - Suggestions of needed roles
      - committee chair
      - volunteer coordinator
      - sponsorship
      - school liaison

- Heather Comstock - was going to shadow and willing to help, but wants to run the race; looking for someone to co-chair
  - Rick spoke to the amazing job that Jennifer did - bad platform
    - Rick is going to try to help us get as much of our profit as possible, but challenging because of Cherrydale bankruptcy
  - Our event costs - \$4752.59
    - down from last year
    - Jennifer did a great job negotiating
- Staff Appreciation - (May 6th-10th) - Michelle Anderson
  - Amazing job, Michelle!
  - Teachers and PTA very much appreciated all of the wonderful goodies!

## 8. Funding Requests

- Anthony Vomela, Boy Scout - Little Free Library
  - Who?
    - former Hugo and Oneka student
    - boy scout with Hugo Troop 151
  - What?
    - met with Hugo staff to discuss and brainstorm ideas
    - Build Three Little Free Libraries - mutually decided upon
  - When?
    - build and install this summer
  - Where?
    - one at Hugo Elementary; one at Oneka Elementary; one TBD
    - plus a box to drop off books
  - Why?
    - working to earn his Eagle Scout status
    - bring books to Hugo/Oneka students and families
  - Cost?
    - anticipating ~\$600 cost
    - charter sign
      - costs \$40 to register
      - get an engraved charter sign with unique number
      - puts libraries on the map
  - Request
    - asking ~\$650-\$700 from the PTA
    - fall under special funding request
  - Lauren Schleicher made a motion to spend up to \$700
  - Jason Healy - seconded the request
  - Request approved!
    - work with the Vomela family
    - ideally save receipts to turn in for reimbursement

## 9. Open Forum

- Rick Anderson - former Cherrydale Representative of Hugo/Oneka

- Thanked Terry for all of her hard work and explained that she had been a great advocate for the school and parent work.
- Rick formerly represented Chip Shoppe - bought by Cherrydale Farms
  - mistake; many things not up to his standards
  - Rick knew things were troubled; unfortunately, too late for our run
  - Hugo/Oneka is his biggest account
- New Partnership with Believe Kids
  - to be signed on Wednesday (5/15/19)
  - innovative
  - great systems
  - text to pay
  - started about same time as Chip Shoppe
  - no debt
  - operate out of Colorado
  - maintain a distribution center here
  - Fall fundraiser
    - similar products (still have wrapping paper)
    - good value
    - Rick/Renee have a long history working with us
      - take good care of us; very helpful
    - same profit percentages
    - will work with us and do what he can to represent us
- Rick said he will take back his ownership shares with School-Athon (Color Run).
- Angela Thompson thanked Rick for coming, especially on short notice, and told him that we would need to take some time to make some decisions about our future fundraising events and that we would get back to him.
- PTA Outreach/Marketing - Improving Parent & Teacher Involvement
  - Striving for growth
    - parents
      - more help
      - better represent our school community
    - teachers
      - needs/wants/insights
        - provide input on how our fundraising dollars are most helpful
  - Provide education about the PTA (who we are and what we do)
  - More communication about where the money goes and the wonderful things the PTA supports

- Be specific about needs
  - many mentioned not wanting to get involved because they didn't know expectations/time commitments
- Jennifer Larson
  - reflected upon various sport associations
  - donate money or volunteer hours
  - could our PTA do something similar?
- Christi Anthony
  - discussed the bonus of getting something back from meetings with guest speakers
    - Mary Hermans (school nurse)/Jess Mische (St. Kate's) - lice education, Tim Larson (Thrivent Financial) - enrichment programs and resources to support local schools, Rick Anderson - (Cherrydale/Believe Kids) - fundraising rep
  - sees a need to advocate on PTA education
    - volunteered to help with this
- Terry Dahlem
  - suggested using PSAs (Personal Service Announcements)
  - separate emails/text message?
  - video clip vs. text
    - potential to involve students
      - BOSS (student council)
      - podcast kids - could interview PTA
    - could roll on tv screens at conferences
- Molly Carruthers
  - advocated for starting with young families
    - make sure we are present at kindergarten events
  - promote as a way to be involved in child's education/community
- Thank You to PTA Board - Katie Solem
  - Thanked the PTA board for their service and handed out cards, on behalf of the Hugo/Oneka teachers.
- Year End Party - PTA/Terry's Retirement
  - May 31st; 4:30-9:00
  - Terry's house - 1431 Mound Trail, Centerville, MN

#### **10. Attendance Drawing - Thanks so much for coming!**

- Parking spot - May 14th until September 16th meeting
  - Cassandra Gomez
- Gift cards
  - Kari Milhofer - Festival
  - Katie Solem - Dunn Brothers

**Motion made by Angela Thompson to adjourn the meeting  
Seconded by Terry Dahlem**

**Meeting Adjourned: 7:25**

**Notes/Reminders:**

**Thank You To Ms. Dahlem!**

Thank you, Ms. Dahlem, for your many years of service as principal of Hugo and Oneka Elementary Schools! We are blessed to have had a dedicated leader for our staff, students, community, and PTA. Thank you for all of your collaborative efforts with the Hugo/Onkea PTA, Terry! We are honored to have worked with you and wish you well on a very deserved retirement after 30+ years in education as both a teacher and a principal! School's out (almost)...FOREVER!!

**Thank You To Our Volunteers!**

**Every aspect of the PTA is run by volunteers.** Thank you to everyone who worked behind the scenes on PTA planning committees to organize our fundraisers and community events, volunteered time to help work at a PTA sponsored fundraiser/event, reached out to community businesses to help sponsor our events/provide prizes, and raised funds to help support our PTA budget. **To the 2018-2019 PTA board, members, committee chairs, volunteers, and supporters, we extend a HUGE THANK YOU for your time and talents!** Our schools benefit from YOUR help and dedication to our staff and students!! The Fall Fundraiser, Candy Buy Back, Box-Tops, Roller-Skating Night, Yearbook, Book Fairs, Bingo Night, Adult Game Night, Teacher Conference Dinner, Color Run, and Staff Appreciation Week were all successful because of your help and support! And for that, we say, "THANK YOU!"

**Thank you for your time and dedication to helping our students, teachers, and schools! We NEED your help and support! We appreciate your thoughts, efforts, and commitment!**

**FREE CHILDCARE PROVIDED DURING EVERY MEETING!!**

**Have a great summer!!**

**We hope to see you (and many more) back in the fall!!**

**Please bring a friend and/or neighbor  
with you to our September meeting!**

**Next PTA Meeting:**

**Monday, September 16th, 2019 - 6:00 pm**

**Hugo Elementary Media Center**