

NOVEMBER MINUTES

Kellogg Elementary PTO minutes

November 8th, 2023 9:05am End Time 10:02 am | *Meeting called to order by* Kelly Hickey

In Attendance

Kelly Hickey, Ashley Satterlee, Heather Putt, Mackenzie Ruthven, Amanda Neitzel, Pamela Gernaat, Adrien Reinhardt, Samantha Hoard, Brittany Miller, Shelby Wolfersberger, Stacie Helgesen, Jennifer Snead

Intro Guest - Pam Gernaat (Instructional coach for staff) stopped by to talk about the Lunch & Learn that is being hosted for professional development with staff next week. There is a sign-up to provide lunch on the PTO facebook page (<https://tinyurl.com/Kelloggglunchandlearn23>). She wanted to say thank you for all the support!

President's Report

- Fall fest was an overwhelming success. Kellogg families had the best time spending the evening together and enjoying the community of the school. In the past, the event has been held outdoors, but it worked so well indoors that the plan moving forward will to host it indoors with a few small changes to help the flow of the event. A huge thank you to all the families that were able to come early to set-up, and stay late to clean-up. Many hands made light work, and everything was so smooth.
- Bright Holidays is coming up! PTO has adopted five Kellogg families for Christmas. Starting next week, the tree will be up at the school and there will be labeled paper tags that you can take to purchase items and return to the school for the Bright Holiday families. All items are due back by December 8th!
- Pie Day will be held at Kellogg on November 17th. Students and staff will celebrate with an extra long table running through the hallway so everyone can sit around it and munch on pie shaped cookies and/or pumpkin pie all together!
- Kellogg FUN Night will be taking place on Thursday, November 30th. Students will can pay for an evening after school from 4-6 and watch a movie, play some games and do crafts. Last year there was a movie night - but the kids need more of an energy outlet than just a movie after a full day of school so that's what prompted the fun night over just a movie night. The price per student is TBD after the budget for all the activities are finalized. The event will need volunteers to help set up and run the event stations. This event is a fundraiser for the PTO without having to have it be a formal fundraiser.
- Holly Jolly Craft Show will be at the GLMS on December 2nd 9-3. This event has grown bigger and bigger every year it has been run - what started off with 20 or so vendors in the gym, is now well over 100 and fills the middle school hallways & gym. PTO is looking for volunteers to bake items for the concessions table, as well as volunteers who

can help tape off booth spaces the evening before starting at 4:00pm (bringing your own measuring tape along) and clean up at the end of the event. This event is a HUGE fundraiser for Kellogg PTO, and all the money earned funnels right back into the budget for the students so please come and support the vendors even if you can't volunteer at this time.

Principal's Report

- There is a proposal behind the scenes that is headed to Mr. Rittenhouse for social emotional learning. At this time, Mr. Roland works at Kellogg T-Fr, and so they are looking to add Monday to his schedule to do a type of unofficial music therapy to help students who may need a little bit extra outside of the traditional classroom. Kellogg has a lot of children who will benefit from a program like this, and Courtney is excited to see this get going.
- The outdoor classroom & pavilion space is still moving along. The bidding for the project will be taking place soon, and once the district chooses a contractor, it should be well on its way by Spring!
- Kellogg is getting ready to implement a leadership role opportunity for students after Winter Break in January. The first official position is going to be a morning greeter to be welcoming other students as they come into the school in the morning. The goal is to have as many positive interactions at the school as possible before the working day even starts for the kids. She is looking forward to watching the kids help to build the community in their school and with each other.
- The Holiday Sing-a-long is in the planning stages and will be held on Thursday, 12/07 (1st & 2nd grade) at the Gull Lake Performing Arts building and Friday, 12/15 (Y5 & K) at the Kellogg Gymnasium. Watch for details to come through as we get closer!

Upcoming Events

- Kellogg Fun Night on November 30th
- Holly Jolly Craft Show on December 2nd
- Kellogg Holiday Shop the week of December 11-15

Treasurer Report

- Nothing to report at this time, will present at the next meeting

Vice President's Report

- Nothing to report at this time

Secretary's Report

- PTO Website - <https://kelloggelementaryp.wixsite.com/kellogg-elementary-p>
- Remind - <https://www.remind.com/join/ptokellogg>
- Facebook - <https://www.facebook.com/KelloggPTO>

New Business

- Jennifer Snead inquired about reimbursement protocol for when staff requests to use funds from their budget line. Staff uses a form that is sent to Kelly Hickey, and is reviewed thoroughly. Occasionally items are also reviewed by Courtney Boyce before a final decision is made. Staff is mostly given autonomy over the funds that PTO is committed to providing them within reason - all items must remain at the school for future classrooms if the staff member moves on from Kellogg, and all items must benefit the students in some way (learning, classroom environment, classroom enrichment, ect.)
- Kelly proposed the idea of purchasing Kellogg a book vending machine. The machines are around \$6000. Next meeting, there will be more talk about how the machine can be used for the reading club, and what the process might look like for earning books out of the machine. PTO has a surplus of books on hand that were purchased with earned Scholastic dollars and would be able to keep that machine stocked with those. Kellogg Reading Club is going to kick off in January.
- Spaghetti Dinner/Silent Auction will take place in January. There are going to be a lot of volunteer opportunities to help gather donated items from around town that the chairperson procures. There will be a sign-up for that posted soon.

Committee Reports

Staff Appreciation Committee is starting to collect cans for the monthly events, as well as the Staff Appreciation Week that takes place in May. They are planning to have a collection spot at Pick Up/Drop Off so people can bring cans with them, and then toss them in the bin on their way out of the line. Last year, it was harder to come by donations than it normally is, and so they are trying to stay ahead of the game and get ready early this year to hopefully put less pressure on asking for donations.

Announcements

No additional announcements were made at this time.

Parent Questions/Comments

- None at this time

Next Meeting

Next meeting will be held the 2nd Wednesday of December at 9:05am (December 13th)

Motion to adjourn was made at 10:02 am and was passed unanimously.