

LEONARDO DA VINCI



PARENT TEACHER ORGANIZATION

# NEWSLETTER

May 23, 2018

Volume IV, Edition 19

## MARK YOUR CALENDARS

### JUNE

2- Help plant the dragon topiary-  
10am on the school grounds

### AUGUST

28- Meet the teacher and PTO  
sponsored Back to School Event



### 4<sup>th</sup> Annual Renaissance Faire

A big thank you to everyone for making the 4<sup>th</sup> annual Renaissance Faire a success. The PTO would like to thank the planning committee, volunteers, and donors for putting on another successful event. Thank you to the entire da Vinci community for attending the event and supporting our school, our students, our staff, and the ongoing fundraising efforts of the PTO. This event takes many months of planning, and we are already looking forward to next year's event. Please contact the PTO if you'd like to get involved. We'd love your input and ideas! Help us make next year's event a success!

### CURRENT PTO OFFICERS

President- Jan O'Neil

Vice President- Katie Higgins

Treasurer- Veronica Corpus-Dax

Secretary- Amy Morrow

Check out our website! [Leonardo da Vinci Website](#)

"Like" us on Facebook! [Leonardo da Vinci Facebook Page](#)

If you no longer wish to receive these emails, please reply and request to be removed from the list



### **Volunteers Needed for the Garden of Infinite Possibilities Topiary Dragon**

The centerpiece of the Garden of Infinite Possibilities is ready to be installed and the committee needs your help. On **June 2<sup>nd</sup> at 10am**, volunteers will plant succulents within the topiary and help finish the landscaping around the sculpture. Snacks will be provided to keep you energized. Due to the wire construction of the topiary, we are asking volunteers to please bring gardening gloves to help protect their hands. In case of rain, the planting will take place on June 3<sup>rd</sup> in the afternoon. Please contact the PTO at [ldavincipto@gmail.com](mailto:ldavincipto@gmail.com) if you would like to help.



### **Staff Favorite Things**

It's hard to believe, but the school year is rapidly coming to a close. Just a reminder that the PTO has a list of the [staff's favorite things](#), if anyone would like to say a special "thank you" before summer vacation. The link is also available on our website.



### **Back to School Gathering**

Mark your calendars now for the annual PTO sponsored Back to School Gathering on Tuesday, August 28<sup>th</sup>. Come and socialize before the new school year. This is the second year that the back to school gathering will be held after the Meet the Teacher event at school. We will have 5 food trucks on site. All four vendors from last year will be returning, plus the Taste of Ethiopia and Smoked to the Bone will be joining us for the first time. Check out the facebook pages for these great, local vendors:

Oley's Pizza (<https://www.facebook.com/opcpizza/>)

Taqueria Maldonado (<https://www.facebook.com/GBMaldonadosFoodTruck/>)

Taste of Ethiopia (<https://www.facebook.com/tasteofethiopiafoodtruck/>)

Weasel's Donuts (<https://www.facebook.com/Weasels-Mini-Donuts-More/>)

Thibby's Ice Cream (<https://www.facebook.com/Thibbys-Ice-Cream/>)

Smoked to the Bone (<https://www.facebook.com/smoked2thebone/>)

## Leonardo da Vinci School PTO Meeting Minutes

May 8, 2018

### Attendance-

**Jan O'Neil, Katie Higgins, Veronica Corpus-Dax, Amy Morrow, Tammy VanDyke, Allison Hockers, Lisa Knuth, Marisa Hanson, Mary Rupp, Wendy Bauer, Tiffany Bowles, Brittany Dickey**

**Call to order-** Jan O'Neil called the meeting to order at 6:43pm

**President's Report-** Jan O'Neil shared the PTO's non-solicitation policy with the group. This has been discussed at previous PTO meetings. The PTO will not promote parent owned businesses to the school community. The policy is now in writing and has been reviewed and approved by the PTO officers. It was presented to the group for any additional discussion. No questions about the policy were raised during the meeting. The written policy will be added to the PTO's policies and procedures.

**Vice-President's Report-**Katie Higgins has been in contact with all existing chairs and coordinators about continuing on in their current roles or possibly taking on new roles. She is happy to report that the PTO looks to be in good shape for the upcoming school year. A brief summary of the volunteers and positions is as follows. There are 4 new volunteers to take over the PTO Executive Committee in October 2018:

Marisa Hanson- President

Mary Rupp- Vice-President

Phoung Hudson- Treasurer

Wendy Bauer- Secretary.

Jan O'Neil noted that the incoming group should submit biographies to the current PTO. The biographies will be published to the school community on the PTO website. In the past, the PTO has not needed official "elections" as there has never been more than one volunteer for each position. However, the PTO by-laws state that if there were multiple candidates for a single position, the current PTO board members would elect the incoming Executive Committee.

Other volunteer positions with commitments for next school year include:

Lisa Knuth- PTO Board Member. Her current term expires fall 2018, but she will stay on for 2 more years.

Tiffany Bowles- PTO Board Member. Her current term expires fall 2019.

Allison Hockers- will stay on as teacher representative, if needed. She does note that if another teacher is interested in joining the PTO in her place, she would be willing to give the opportunity to someone else.

Betsy Munchoff- Box Top coordinator

Shannon Schultz- Scrip coordinator

Margarita Johnson and Jenny Komp- Popcorn coordinators.

Caryn Sparacio- Apparel coordinator. She would like a co-leader or a support person to shadow her for the 2018-2019 school year as that will be her final year as apparel coordinator.

Lisa Knuth- Staff Appreciation chair

Wendy Bauer- Volunteer coordinator

Katie Higgins- Back to School Gathering coordinator for 2018.

Mary Rupp and Phuong Hudson- Harvest Fest chairs

Leslie Vogel- Marcus Cinema Fundraising chair

Andreea Solomon- WSCF Chess Tournament chair

Kari Willmott, Maggie Vonck and Tasha Fischer have all agreed to continue with the Renaissance Faire planning committee. Brittany Dickey will continue to chair the committee unless another person decides to take over that role. The Garden of Infinite Possibilities should be nearing completion this spring, so a chair for this project will likely no longer be needed. In addition, an overall Fundraising Chairperson will likely not be required as the PTO has scaled back on many of its fundraising events.

The PTO, as always, is very appreciative of all the volunteers.

**Treasurer Report-** Current balances include \$1,729.86 in the checking account, \$18,081.76 in the savings account for a total of \$19,811.62. Upcoming approved expenditures include \$8,967.74 for the Garden of Infinite Possibilities, and \$2,250 for bussing for the middle school field trip. Total upcoming expenditures are \$11,217.74. Ending account balance of \$8,593.88. Jan O'Neil questioned if DI reimbursements had been made yet. Veronica Dax reported that 1 team had been reimbursed and that she was still awaiting submissions from 3 more teams. Mary Rupp asked if the Renaissance Faire is considered a fund raiser, and if so, what the typical intake is from the event. Veronica Dax and Brittany Dickey affirmed that the Renaissance Faire is a major fundraiser for the PTO and that it has netted \$4,000 to \$8,000 per event. Mary Rupp asked if an ending balance of approximately \$8,000 for the PTO at this point in the year is typical. Jan O'Neil stated that the current balance for the PTO is actually lower than it has been in previous years at this point. She did note that the Garden of Infinite Possibilities is unlikely to use the entire allotment, so the overall balance for the PTO will be higher than currently projected. The Garden of Infinite Possibilities was scaled back after the budget was established.

**"When I Grow Up" project-** Jan O'Neil shared that in the past years, the PTO had coordinated class art projects for auction at the Renaissance Faire. Due to changes in volunteer commitments, the class projects were not made this year. However, the PTO and the teachers would like to continue the photos of the kindergarten students showing their career aspirations. This project will continue this year, and parents will be able to buy additional prints, if desired. Any money generated from these sales will go directly back to the kindergarten classrooms for purchases of supplies.

**SPAC Report-** Marisa Hanson attended the most recent SPAC meeting. The round table meeting continued the discussions on school safety and customer service. She also noted that there was a question about high school choices for gifted students. A parent of a student at another school had heard that all Leonardo da Vinci students were being funneled to East High School. This parent was concerned that gifted resources would be concentrated at East High School. Marisa Hanson stated that she was unaware of this plan. Jan O'Neil confirmed that there has been talk within the district of concentrating resources and that a meeting had been held for parents of 8<sup>th</sup> grade students just prior to the PTO meeting. At the present time, no definitive plan is in place. Mary Rupp asked if the results of this meeting would be published. Katie Higgins felt that information would likely go to 8<sup>th</sup> grade parents once any decision had been made. Tammy VanDyke stated that there is a tab on the Leonardo da Vinci web page that includes answers to frequently asked questions, and that she would try to get the district to put any information on the website in this section if any formal decisions are made.

**Teacher/Staff Appreciation Week-** Currently ongoing. PTO purchased KwikTrip gift cards which were distributed today. Lisa Knuth noted that she is open to any suggestions for future tokens of appreciation. Allison Hockers noted that the staff appreciated the gift cards and that the staff also appreciated the food options offered this year during teacher conferences.

**Staff Rep Report-** Allison Hockers again stated that the staff appreciated the PTO's gifts for teacher appreciation week.

**Renaissance Faire-** Brittany Dickey reported that there are currently 92 pre-paid dinner registrations. Dinner numbers have been steadily declining over the years- 199 people ordered dinner in 2015, 175 people in 2016, and 145 people in 2017. However, overall attendance numbers have remained about the same throughout the years. Since May 18<sup>th</sup> is no longer a half day of school, Brittany Dickey wondered when the committee would have access to the gym to start setting up for the event. Tammy VanDyke stated that 2:50 would work. Allison Hockers also noted that she does not have students in the gym the last half hour of the day, so the committee could start setting things up during that time. Allison Hockers and Tammy VanDyke asked that the wall where students line up after school be kept clear until all of

those students have been dismissed. Tammy VanDyke also agreed that the committee could bring things in and place them on the stage during the school day to help streamline the set up procedure. Currently there are still some volunteer slots open for the event. Brittany Dickey has been trying to recruit some middle school students to help fill those spots. In the past, the balloon creations has been very popular station at the event. The committee is trying to streamline that attraction this year by limiting the number of options of balloon creations and by recruiting volunteers to help inflate the balloons. They hope that this will cut down on the wait time. Tammy VanDyke noted that current 7<sup>th</sup> graders could put any volunteer hours towards next year's Junior National Honor Society volunteer hour commitment. Entertainment will include Recorders by the Bay, traditional Renaissance Music played on Renaissance instruments, from 6:00 to 7:30. Prior to their start, Brittany Dickey would like to play a CD with Renaissance music. Tammy VanDyke agreed that the sound system could be used to help with this.

Brittany Dickey noted that the Renaissance Committee felt that soliciting items for the auctions had been easier in past years when the PTO had a large fundraising goal for a specific item (such as the sound system or the Garden of Infinite Possibilities). She noted that donors would often ask what any funds raised by the event might go toward. She wondered if there could be suggestions to help in future years. For example, would da Vinci like to start a track program or a Robotics Club? Does the school need gym equipment? A new washer and dryer? Tammy VanDyke replied that the teachers had not specifically discussed anything. She would bring it to the attention of the building Leadership Team, but noted that this process can take some time to reach all the teachers and then generate ideas. She stated that, while she didn't want to speak for the entire staff, she was aware that the additional funding provided by the PTO for bussing for the 4<sup>th</sup> graders and the middle schoolers was well received by the staff. If these events continue, the PTO could continue to help fund them. In this way, almost all of the da Vinci students would benefit from the funds. She also noted that Junior National Honor Society is a new expense for the school, and in the future, the PTO might be able to help offset some of those expenses. For example, it costs \$395 just to be a chapter member of the society. The pins, certificates and other expenses are in addition to the membership cost.

Jan O'Neil stated that the funds paid out by the PTO toward special requests (such as the funds for the buses) has grown over the years, and that perhaps the Renaissance Faire could help fund this. Lisa Knuth also noted that PTO funds go toward teacher appreciation events. Brittany Dickey stated that she will have Kathryn Bracho, the emcee of the event, announce some of the ways that PTO funds have benefitted the school community, even though there might not be one specific fundraising goal at the present time.

Brittany Dickey noted that not many teachers had signed up for the meal at the event. Teachers get a free meal, and she asked Tammy VanDyke to remind the teachers to sign up if they wanted to take advantage of this.

Brittany Dickey also noted that the Renaissance Faire costumed characters have volunteered their time for our event for the last several years. They come from all over Wisconsin, and she would like to get them a gift. Jan O'Neil suggested KwikTrip gas cards, as this could help offset their expenses to come to our event. Katie Higgins asked if the Renaissance Committee had enough money left in their budget to pay for the cards, or if they would need additional funds from the PTO. Veronica Corpus-Dax noted that the Renaissance Committee has so far spent \$451 of their \$2,000 budget. Brittany Dickey stated that they had few additional expenses expected and that she would be able to purchase the cards with her budgeted funds.

Mary Rupp questioned if it was too late to have additional donations for the silent auction. Brittany Dickey stated that the committee would still accept donations at this time.

**Carnival Popcorn-** Jan O'Neil stated that the PTO had received a special request to provide popcorn for the school carnival to be held on the last day of school. The popcorn coordinators have agreed and will start popping some popcorn in the morning and will be on hand to pop more as needed. Tammy VanDyke stated that the funds for the snow cone machine will be coming out of the school store funds, as the carnival is an extension of the school store. Students will use their Leader Loot for different aspects of the carnival. Therefore, at this time, no additional funding from the PTO is needed for the snow cone machine. Katie Higgins noted that the PTO has 2 tents which could be used by the school if necessary to help provide protection from rain or sun for outside events.

**Garden of Infinite Possibilities-** Jan O'Neil noted that there is a need for volunteers to help install the frame for the dragon topiary. Installation will occur on 5/19. The frame is made of concrete and wire, so a few strong volunteers are needed to help put it into place. Planting within and around the topiary will occur on June 2<sup>nd</sup> in the am (rain date June 3<sup>rd</sup> in pm), and volunteers are needed for this as well. The garden will then be nearly complete. Jim Lunde will inspect the garden this spring to see which plants did not survive the winter. The plant supplier will replace plants within the first year as necessary.

**Back to School Gathering-** Jan O'Neil noted that this event has been held for the past 5 years. It initially started as an off-site social gathering. Last year, it was held at the school and was combined with the Meet the Teacher event. Last year was also the first year that Food Trucks were at the event. Tammy VanDyke stated that the Meet the Teacher event is tentatively scheduled for Tuesday, August 28. She noted that overall the combination of the 2 events was well received. However, if the 2 events are to be combined again, she stated that it needs to be clearer that the Meet the Teacher Event ends at 5:30. Last year, several teachers had parents lingering in their rooms past this time, and therefore the teachers could not fully participate in the Back to School event. Katie Higgins asked if announcements were made signaling the end of the Meet the Teacher time period (similar to what is done during conferences). Tammy VanDyke stated that yes, announcements were made, but some families still lingered in the classrooms. The PTO brainstormed other ideas to help make the transition between the two events. It was concluded that, with more attention to this problem, a multi-pronged approach could be undertaken to try to end the Meet the Teacher responsibilities at a reasonable time. During advertising of the event, the PTO will make it clear that the Meet the Teacher time ends well before the Back to School event, and that the teacher's time should be respected. Announcements will be made to signal the end of the Meet the Teacher. PTO officers can be present to help clear the building. Signs can be posted that clearly state the times of each event. Lisa Knuth suggested having a raffle at the Back to School event where families must be present to win. This raffle could be at the end of the Meet the Teacher time period and would serve as an incentive for families to leave the classrooms. Jan O'Neil thought that might be a time to raffle off priority seating for concerts.

Katie Higgins stated that Oly's food truck has already contacted her about returning for the event. Tammy VanDyke felt that combining the events was worthwhile and felt that the PTO should go ahead and plan for a similar event this August. Times for the 2 events are: Meet the Teacher from 4-5:30. Back to School Gathering from 5:00 to 7:00. Katie Higgins wondered if the area around the old playground could be used. Tammy VanDyke agreed that this would be possible. Katie Higgins will go ahead and try contacting additional food trucks for the event.

**Other Topics-** Jan O'Neil asked if there were other topics for discussion. None were raised.

**Meeting adjourned at 7:32**

**Note:** The roles of Volunteer Coordinator and Secretary have become vacant since the meeting and these minutes were recorded. 5/22/18