

LEONARDO DA VINCI



PARENT TEACHER ORGANIZATION

# NEWSLETTER

September 19, 2018

Volume V, Edition 2

## MARK YOUR CALENDARS

### OCTOBER

9- PTO & Annual Board Meeting at  
6:30 in the gym

25- Harvest Fest



### **PTO Volunteer Survey**

We need lots of people to help with all our great events throughout the year. Please fill out our [volunteer survey](#) and let us know how and when you can volunteer your time. This survey is conducted every year to help the PTO identify parents and family members that can help with different events throughout the year. Results from previous years do not roll over into the new year, so we ask anyone interested in helping to fill out a new survey every year. Please note that all volunteers in the school district will need a current background check.

Background checks expire every 2 years.



### **New Volunteer Coordinator**

We would like to thank Katie Houle for stepping forward as our new volunteer coordinator. She will be tabulating all the results from the volunteer survey and will help the event chairs throughout the year locate willing volunteers. Welcome aboard, Katie!

### **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



### **Harvest Fest**

Harvest Fest is October 25<sup>th</sup>, and plans are underway. A big thank you to everyone for volunteering to help make this event happen: Brittany Dickey has volunteered to co-chair the event this year, Jennie Anderson has started planning large-group games, Joe Anderson will be DJ-ing the event, Helen VandeHei will be planning the crafts and other games, and Jamie Vogel will be coordinating the bake sale. We couldn't make these events happen without so many volunteers, so thank you all! We will still need people to help set up the event, run games during the evening, sell baked goods, and clean up after the event, so watch for more opportunities to get involved and help make this night fun for everyone.



### **Volunteers Needed**

We also have several open positions for chairs and coordinators throughout the year. You are welcome to grab a friend and "job-share" any of these positions. It's a great way to get to know other parents and stay involved with the school.

We are currently seeking individuals or teams to fill the following roles:

**RENAISSANCE FAIRE ARTS & CRAFTS CHAIR:** Do you have creative ideas and a desire to get involved in a well-established annual school event? Join the Renaissance Faire committee and coordinate the crafts and hands-on activities for Renaissance Faire scheduled for May 17th. Your responsibilities would include gathering supplies & managing the craft activity schedule for the evening.

**RENAISSANCE FAIRE VOLUNTEER COORDINATOR CHAIR:** Work in conjunction with Renaissance Faire Coordinator and fellow committee members to plan and coordinate the volunteers needed for this annual PTO fundraiser which occurs on May 17th. Your role is vital in promoting and advertising the volunteer needs for this event as well as managing and supporting the volunteers needed as determined by the Renaissance Faire committee. The previous chair will be available to help get you started and support you in your role.

**RENAISSANCE FAIRE DINNER CHAIR:** Work in conjunction with Renaissance Faire Coordinator and fellow committee members to plan and coordinate the details of the dinner for this annual PTO fundraiser on May 17th. This simple meal has historically consisted of soup in a bread-bowl and the addition of some simple sides such as raw veggies or fruit. The soup has been ordered from a local catering business based on the number of meals pre-ordered by families who plan to attend the Renaissance Faire. This role would also involve overseeing the volunteers necessary to serve and clean up the meal that evening.



**Easy Fundraising with the da Vinci PTO**

The PTO has several easy ways to help generate funds for the events and projects that we sponsor throughout the year. Last year, the PTO sponsored classroom gifts in addition to coach buses for field trips for the 4<sup>th</sup> graders and the entire middle school. Our students and teachers and staff work so hard all year, and we are thrilled when we can make things a little easier for all them. Check out our [fundraising webpage](#) and look at some of the easy options we have to add money to our budget.

In addition, this week we would like to highlight our scrip program. Great Lakes Scrip Center offers gift cards for over 300 stores and brands. You simply buy a gift card for a purchase you were going to make anyway, and a percentage of the gift card face value is donated to the PTO. You can order the cards [online](#) using our enrollment code (BC37E41C36926) or submit a paper order form to the office ([page 1](#) and [page 2](#)). There is even a way to get the cards immediately on your cell phone! Check out the instructions [here](#) for using your cell phone.



### **PTO Connect**

Thank you to everyone who has submitted their information to the PTO Connect. Don't forget, teachers will not distribute a class list, so the PTO Connect is the best way to get in touch with classmates and families. If you haven't included your information yet, use the link below to get connected with the great community at Leonardo da Vinci! Please note, if you have submitted your information in previous years, it is carried forward into the new year. However, if you have a new student at da Vinci, (including younger siblings new to the school) please consider adding your information.

***The PTO link is only shared with parents who submit their information. It is never posted anywhere public.***

**[Click here to add your information to the PTO Connect](#)**

### **Leonardo da Vinci School PTO Meeting Minutes**

**September 11, 2018**

#### **Attendance-**

**Jan O'Neil, Katie Higgins, Veronica Corpus-Dax, Amy Morrow, Katie Houle, Cassandra Baumgart, Bueki Ansa-Out, Lisa Hansen, Allison Hockers, Tammy Van Dyke, Lisa Knuth, Phuong Hudson, Marisa Hanson, Mary Rupp, Abhishek Keshav, Tiffany Bowles, Katie Erickson, Rekha Vijayan**

**Call to order-** Jan O'Neil called the meeting to order at 6:35pm

**President's Report-** Jan O'Neil gave an overview of the PTO, referencing the PTO informational handout that was available for families to take at the meeting. The PTO is made up of 4 officers (president, vice president, treasurer and secretary) plus 2 board members and a staff member. The officers and board members serve for 2 years, the staff representative for one year. New officers will be elected at the annual meeting held in October.

The PTO typically communicates to families via email twice per month. She reviewed the PTO Connect, an online document where parents may share contact information if desired. This document is only shared with families who have submitted information. It is never made public.

Jan O'Neil then reviewed the PTO Calendar for the year. She highlighted the two social events for families during the year: Harvest Fest in the fall and the Renaissance Faire in the spring. Harvest Fest is a free event featuring games and activities, and children may attend in costume, if desired. The Renaissance Faire in the spring has food, games and activities. This is considered more of a fund-raiser for the PTO and has included a silent auction in the past. Other events planned by the PTO throughout the year include the Teacher Gift Scrip program, Popcorn Tuesdays, and apparel sales. The Teacher

Gift Scrip program occurs around the winter holidays. With this program, families may contribute money which is used by the teachers to purchase gift cards through the Scrip program. This allows for easy giving at the holidays and also allows the PTO to receive some funds through the Scrip program. Popcorn Tuesdays occur on certain Tuesdays throughout the year. Students may purchase popcorn and receive it at the end of the day. Apparel sales typically coincide with teacher conferences.

**VP Report-** Katie Higgins reviewed the volunteer positions for the 2018-2019 school year. She noted that 2018 is an election year for the PTO officers, and that all current officers will be vacating their positions. At the present time, there are 4 volunteers for those roles: Marisa Hanson for President, Mary Rupp for Vice President, Phuong Hudson for Treasurer and Lisa Hansen for Secretary. These individuals should submit biographies introducing themselves to the school community. The biographies will be available on the PTO website. Anyone else wishing to run for these spots may also submit a biography and voting would then occur at the October meeting.

Other positions for the year include:

- Teacher representative- Allison Hockers has stated she will continue on in this role if no other teacher desires the role.
- Fundraising Chair- Given changes in the PTO structure and in fundraising needs of the PTO, this position will likely not be needed for the 2018-2019 school year. In the future, if fundraising needs change, it may be needed, but as of now, the PTO will not be recruiting for this position for the upcoming school year.
- Box Tops Coordinator is Betsy Munchoff
- Scrip Coordinator is Shannon Schulz
- Popcorn Coordinators are Margarita Johnson and Jenny Komp
- Apparel Coordinator is Caryn Sparacio. Caryn is looking for a co-leader for this year with the goal of transferring leadership to that person for the 2019-2020 school year.
- Staff Appreciation Chair- Lisa Knuth
- Volunteer Coordinator is an open position for 2018-2019. The volunteer survey was sent out last week in the PTO newsletter. Results from the survey are organized by the volunteer coordinator and distributed to chairs of different committees to help meet the volunteer requirements for different events throughout the year. This position is busiest in the fall and can be done largely from home with a computer.
- PTO Connect Coordinator- Bryan Swanson has offered to help with the PTO Connect. Any ideas to improve the PTO Connect are welcome.
- Garden of Infinite Possibilities has been managed by Jim Lunde who works as a noon time monitor. That project will likely be finishing up this year.
- Back to School Event has been chaired by Katie Higgins in the past.
- Harvest Fest Co-Chairs- Mary Rupp and Phuong Hudson had agreed to be harvest fest chairs before they took on leadership roles in the PTO. They are willing to offer assistance with the event, but would like help, support, or co-chairs.
- Marcus Cinema Fundraising- Leslie Vogel will remain as the chair.
- Chess Tournament will be chaired again this year by Andreea Solomon
- Renaissance Faire- Elizabeth Pries recently volunteered to chair this event. Kari Willmott will continue as the chair of the auction. Still in need of people to coordinate the Volunteers, Dinner, Activities/Arts and Crafts, Entertainment and Marketing.

Anyone who is interested in volunteering can contact the PTO directly in person, by email or by phone.

**Treasurer Report-** Checking account balance of \$7,103.25. Savings account balance of \$18,081.76. Total balance of \$25,185.01. Upcoming approved expenses include approximately \$2,200 for apparel.

**Fundraising/Apparel Report-** Jan O'Neil gave some background to apparel sales at da Vinci. She noted that the da Vinci apparel program has been run differently than the way many schools run their apparel programs. In the past, the PTO has preordered items to have for immediate sale to families, in addition to allowing parents to place orders for items several times per year. This has allowed families to see the colors, designs and sizes of the items as they are buying them, rather than having to guess when placing an order. The PTO has received a lot of positive feedback about running the apparel sales in this way. However, this method is also requires many volunteers and many volunteer hours. Another area where da Vinci apparel might be different from other programs is that the PTO has not used the apparel sales as a major fundraiser. There is a small mark-up on the items over the wholesale price, and the PTO does generate some revenue from the sales. However, the sales have been viewed mainly as a way of generating school spirit. Caryn Sparacio, current apparel chair, has proposed some changes to the way sales are run based on some of the feedback offered last year regarding the apparel sales. She submitted a proposal to the PTO to include an on-line sale through Valley Apparel with the next apparel sale (which will occur around the time of the fall teacher conferences). Her proposal notes that while the physical sale generates excitement about the items, online sales would decrease the volunteer workload and would also eliminate some of the ordering constraints, such as minimum order numbers for certain items. She chose Valley Apparel for the online sale because the school has shared positive experiences with this company. The previous PTO apparel coordinator is currently employed at Valley Apparel. The company is familiar with our school. Caryn Sparacio also included some quotes from other companies for comparison of their on-line sales options. The PTO Officers and Board have discussed this proposal and have given her the go-ahead to try it with the next order. Once the first orders has been placed, the committee can evaluate how it went and make changes as necessary.

The PTO welcomes any input on this proposal as well as any experiences anyone has had with apparel companies in the area.

Jan O'Neil also shared an update from Shannon Schultz, the scrip coordinator. She started with a brief outline of the scrip program- parents buy gift cards for area vendors, and scrip gives a certain percentage of the purchase price back to the PTO. Depending on the vendor, this can be anyone from 3-10% of the gift card price which is donated back to the PTO. Shannon Schultz has worked with St. Bernard's school because they have a very large scrip program and she has, therefore, been able to obtain some local vendors through their program. Over the summer, she was informed that St. Bernard's would be changing their program to on-line ordering only. Due to this change, Shannon has had to make changes to our program as well. There are a few vendors that may no longer be available for gift card purchases. Shannon has also developed a paper order form for families that do not want to participate in on-line purchases. She will then submit those forms via the on-line site and obtain the cards on behalf of those families. The new order forms will be linked on our website. Jan O'Neil noted that the school code is currently missing from the order form, but that it is printed on the form with directions for smart phone ordering.

The paper order form was distributed for review and there was some discussion that the entire form might not have been printed for the meeting. The PTO will investigate and make sure that the complete form is linked on the website. Katie Higgins noted that some local companies might no longer be available due to the change, but that overall the program remains largely unchanged. Orders must be placed by Monday morning for delivery of cards by Wednesday afternoon.

Jan O'Neil also noted that the PTO website contains links to several other smaller fundraising options, such as Box Tops and Shoparoo. While these fundraisers do not generate large incomes, they are relatively easy and they help the PTO avoid larger, more cumbersome and intrusive fundraisers.

**SPAC Update-** Marisa Hanson gave a brief overview of the SPAC. Each school has the opportunity to send one parent representative to meetings with the Green Bay Area Public Schools superintendent. Last year, the committee trialed an

“on-line” meeting format, but based on feedback, changed back to monthly, in-person meetings with the superintendent in February of 2018. Many of the meetings last year centered on school safety. No date has been set for the first meeting of the year. Cassandra Baumgart questioned how the information from the meetings was shared with the school. Marisa Hanson stated that she reports back at the next PTO meeting and that her report is then included in the minutes from the meeting. Jan O’Neil followed up by stating that PTO minutes generally are sent out in the newsletter 1-2 weeks after the PTO meeting, and that all the minutes are archived and linked on the PTO website.

**Harvest Fest Preview-** Mary Rupp and Phuong Hudson are looking for help with this event. They will be available to advise anyone that steps forward to help chair the event.

**Garden of Infinite Possibilities Update-** Jan O’Neil reported that there is a historic male buckthorn tree in the garden that is in need of pruning. Jim Lunde asked if the PTO had funds to have this tree professionally pruned and he is currently in the process of obtaining quotes for this job. Katie Higgins questioned if the school district had a maintenance department that might be able to do the pruning. Tammy Van Dyke answered that the district does have a maintenance department, but given the historic nature of the tree, they might not be up to the task of pruning this particular tree. Cassandra Baumgart wondered if the city of Green Bay might be able to do the pruning. Tammy Van Dyke noted that the city is certainly aware of the tree and has prohibited the school from cutting it down. But, again, given the nature of this tree, a specialist might be necessary to do the pruning.

Jim Lunde has also approached the PTO about giving a gift to the gardener that donated his expertise, advice and planning for the garden. The PTO has approved this and suggested a gift card obtained through the scrip program for this gift.

Tammy Van Dyke noted that last year, all students at da Vinci painted river rocks that have since been placed in the garden. They will continue this every year, adding to the previous rocks. She also noted that the plantings in the garden have attracted a large number of butterflies.

Katie Higgins inquired about the origin of the Little Library outside the school. Tammy Van Dyke replied that it was built and donated by the LaFond family. She has noticed turnover in the books within the library, so she believes that students are utilizing it. Jan O’Neil asked if it was registered with the Little Library program, but Tammy Van Dyke did not know the answer to that question.

**Staff Report-** Allison Hockers stated that the staff is happy to be back in school. No other staff members are currently interested in taking on the PTO representative role, so Allison will continue as the staff representative. Katie Higgins thanked her for volunteering her time.

**Annual Meeting Preview-** Jan O’Neil noted that the next PTO meeting would also function as the PTO’s Annual Meeting. At that time, PTO positions will change over to the incoming team and the annual budget will be reviewed in addition to regular PTO business.

In closing Jan O’Neil encouraged parents to sign up for the PTO Connect if they have not already done so and to “like” the PTO Facebook page.

**Meeting adjourned at 7:15**