

Van Hise PTO General meeting January 5, 2016

Attending: 10 board members, 8 parents, Principal Peg Keeler.

Principal's update (Peg Keeler):

Construction of the new library is really going fast, we should be ready to move in in Feb.

Time capsule: A time capsule was found in a "corner stone" in the wall right outside the Waukesha entrance door. The contents will be displayed in the display case between VHE and Hamilton, along with pictures of the schools today. They'll talk with all the kids about it - what kind of things would go in a time capsule, etc., and the kids will make their own, too.

There is a meeting on Thursday to talk about furniture, which is being ordered soon. This summer will be the major remodeling of the office/chorus room area. We need families to advocate for traffic flow.

Someone asked if we can reclaim some of the wood from the stage for the garden? (The current stage is being replaced with a roll-away stage to make more room in the cafeteria). Someone else suggested we could send chunks of the old stage floor to alumni and ask for money. There was some discussion about the possibilities, but no conclusion was reached.

Playground (Wendy Crabb, Kristin Ruedi-Krause, Carousel Bayrd): Wendy, Kristin, and Carousel paid a visit to Middleton Montessori, where ZDA designed their new playground. The playground itself wasn't super impressive; a lot of the money spent by the school went to water remediation. ZDA is a good company - we like them, they like us, but their price is too high. Kristin and Carousel asked what they could do for half their original bid. They came back with a quote of \$3,000 - they can give us everything we want for \$3,000. That is NO equipment, only plans - detailed plans, with zones - climbing structure, quiet space, etc. So the design is concrete, but flexible in what equipment is used. Kristin passed around the quote. ZDA did the work outside the Segoe entrance at Van Hise to make that entrance ADA compliant. ZDA is not tied to any one equipment company, and will help the school negotiate with vendors. It would be a working plan - it could take 5 years, 8 years, to implement; whatever timeline we choose. It would be a big, comprehensive plan to allow us to do it in pieces, and fundraise in pieces. We will also do a community night to give the neighborhood an opportunity to provide input. We'll keep the old equipment as the new stuff is put in; some of the old equipment will be repurposed.

Someone asked if the plan only goes to the hill? The hill is included in the plan; They recognize the hill is used for sledding, but they can incorporate it. Below the hill is not part of the plan - it will still be a space for soccer, running around, etc.

Details like the surface have not been decided, and specific ADA compliance issues have not yet been addressed. "Lake Van Hise" (the concrete area with the swings that floods and freezes in the winter/spring) will hopefully be the first thing to be addressed.

The extra \$500 in the bid from ZDA is for fundraising and community building, if we want them to do it for us. It is an optional line item. General consensus of the meeting attendees was that their expertise could be helpful. The \$3,000 gives us print materials to present to the community - in color, on posters, etc. The \$500 pays for them to come to the event and talk about the plan, what they can do. It seems worth the return. We'll wait to vote on approving the money until everyone has seen the proposal.

Crossing guard (Carousel Bayrd): Carousel is on the Madison Common Council's education committee as a representative of the Dane County Board. The committee recently received new crossing guard plans. There have been questions about whether we can get a crossing guard at Segoe close to the school. Mrs. Keeler worked for two years to get a crossing guard at Waukesha, but there is a new process now. One factor is that the first step to get a crossing guard is to tell the school's principal first, instead of the city. The school needs to provide numbers: how many kids walk to school, how many cross at the intersection, etc. (we have those numbers already from the Safe Routes to School survey). We need documentation the city will document it if requested, but they do the documentation during the warmer months to reflect more realistic numbers of kids who walk. Peg and Carousel will talk about it in more detail outside the PTO meeting.

To do Safe Routes to School, we worked with several people, did a traffic study of Segoe and of the other end of Waukesha from the current crossing guard (at Lafayette), where families dart across the middle of the street. The new process takes into consideration all the elementary kids - but NOT middle schoolers, and not parents. Where would the crossing guard go? There are 2 crosses at Segoe - Segoe and Waukesha, and one where a sidewalk cut-through meets Segoe in the middle. There are criteria that are all about intersections, but the spot with the cut-through isn't really an intersection.

Peg encourages people to take video to document the traffic.

Peg also points out that next week is crossing guard recognition week.

The new process still needs to be approved by the city council, then we'll have a better idea what we need to do.

Activity Fair (Shelley Maxted): Shelley began with some background on what the activity fair is, and what has been done on it in the past. See earlier minutes for a more detailed description. The response from vendors so far has been slow

(requests went out right after Thanksgiving). Shelley and Jeff are not sure why the response has been so slow; maybe April would be a better date? It is proposed for February this year. We have heard from less than 10 vendors, but sent out 100 requests/invitations. Someone suggested tying it in with carnival or something else that people are already coming here for; businesses might be more willing to pay for a table if they knew for sure there would be people there. Carousel asked if maybe a lot of camps don't need to advertise. Jeff took his daughter to an activity fair at the Arboretum, that was cool because she got to interact with the people and learn about the camp, etc. It was last March or April. We need about 30 vendors to make it viable. It doesn't have to be just focused on summer, it can be school year programs, too. Looking at anything that offers children's programming - literally any company that provides programming for kids. Someone asked if they'd followed up with phone calls? No; it's a lot of work. It was suggested that they divide up the list, give each person 5 people to call. The deadline is January 15 or 20.

There was some discussion about what event the activity fair could be paired with. The Science Fair is April 20, but there's not enough time to do all the science fair, let alone the vendors.

Sherry got an offer from Whoops to do a game night here, where they'd donate money for games that people purchase here; we could maybe link it to that. Sherry can check with Whoops to see if that would be ok with them to share the night.

Sherry will make a google doc with the list of vendors to call, then people can put their name by the ones they'll call. Also, if there are organizations that you know of that aren't on the list, add them in. Dana asks that there be some kind of written suggestion of what to say.

Are demonstrations allowed? Space is the limiting issue. We don't have the gym at that time because of the gymnastics equipment.

Carnival (Stephanie McFarlane and Maggie Hogan): Stephanie and Maggie began with some questions about the carnival: stuffed animal walk - every year we get requests for donations; are there sales that people can go to? Jolynne bought 20 of them for 50 cents each one year. There is no such thing as too many stuffed animals; the PTO has never had to buy them in the past. We will always run out of them no matter what. The advice was to just do donations, don't purchase backups. Wendy will provide the PTO tax ID number for people who end up buying things for the PTO.

Water and beverages - we have big coolers; they should be in the office. 2 or three big coolers, will have to refill - in kitchen if it's open. We'll have to ask the custodians to open it. Can we use freezer storage? Shelby says to find out who's head of food service, and ask to have the freezer cleared out. The restaurant providing the ice cream (Oliver's Public House), doesn't have a movable cooler.

Translators - Maggie put the request out to all of the translators and so far has gotten one response that the person can't make it (Spanish). Someone may have to come and talk to them at school. The most important will probably be Miss Sun (Korean), and Chia-Wen (Chinese). Shelby Connel provided advice on who to contact and how to talk to them. The translators reach out to the families that they work with - we give them a map of the carnival, info about the food; then they meet with the families that come to get them started, and walk with them if they want.

Does anyone have an idea of the turnout? How many people actually come? Jenny sold 600 slices of pizza; a good estimate would be about 300-400 people. How many fliers to print? Stephanie has been asked about it a few times. The list of raffle items is sent home with each student. We probably need about 600 fliers for the itemized prizes.

Hedgie stationery - Jodi may not have turned it in, but we do have the Hedgie stamp. Stephanie suggests having kids write thank yous. Dana Prager could get involved, too. Ask the teachers, too; they may want to do it. Ms. Mahr decorates all the bags for the raffle. Carousel will contact Ms. Mahr about it. Sherry suggests making sure there's a template about where they shouldn't decorate, or else the bags should be cut first. Sherry will take it over from Carousel, and have the kids cut the bags and add the number. The set up schedule will change, because the school district has made the day of the Carnival (1/22) an early release day.

Is there child care for carnival setup? Past organizers say they're not sure its necessary, but if so, we can see to it.

Peg could ask the teachers to send a google doc for signing up for the classroom games.

Afan offers to do a google doc demo at the next meeting.

[There was some general discussion about constant comment, and how to send out emails for volunteers - not all families need all emails, etc.]

Playground question: ZDA are willing to work with any vendors, but they specifically mention Gerber Leisure - but that's because we asked about them; ZDA will really work with anyone.

The garden is already done, so it won't be part of the plan, but the playground plan will make the garden and playground flow together. The gazebo might be able to be incorporated

Vote on approval of the full ZDA playground planning bid: Wendy Crabb moves we go with ZDA for the playground planning, for the Full \$3,500 bid (playground plan plus marketing/fundraising/community building support); Carousel Bayrd seconded; the motion passed unanimously.

Carnival volunteers: The discussion turned back to carnival volunteers. Maggie is ok with having individuals sign up to volunteer for games through the teachers and having teachers report back. LeAndrea requested 25 volunteers from UW, and the request was approved. There hasn't been any response from Midvale Lutheran Church. The request went out in their bulletin. We need parent volunteers for the cash boxes. Maggie has someone signed up for the whole time for cash boxes. Someone stated that we really need 6 volunteers at all times; one for the money, one to hand out tickets at each station. Can we get the main gym door to open, so people can go in there, too? A clean-up volunteer list would be good - the custodians are only paid for so long. We need a real clean up crew; not just cleaning up games. Student volunteers have to leave at a certain time; there's a limit to how long they can work.

There was some discussion about how many cash boxes and parent volunteers we need; There has been no response to the request for volunteers from West].

Kindergarten families/families of new students need more information about what the events are, what the kids are expecting/expected to do. This week, do a flier just for kindergarteners/anyone new to the school that describes what the Carnival is and how it works.

Someone asked Stephanie how the sponsorships are going. She reports that we have \$550 in sponsorships without hard selling. Sponsors will have a spot on the raffle sheet; the more they give, the bigger the spot. Papa Johns will probably donate all the pizza. They'll be recognized (all in-kind donations).

We have 4 brand new banners, in Jolynne's garage, with all the other carnival stuff. What about a banner to say thanks to donors? We did not do that not last year. Dana has a suggestion for thank yous.

Next meeting: February 2 - Parent education night. Brea Lieberman will be talking about Zones of Regulation. April is also a parent education night.

Treasurer's Report (Dana McCloskey): We are projected to have \$33,000 left at the end of the year (minus the \$3,500 approved at this meeting for ZDA). Dana announces that she is moving to Vermont, and will be gone by the end of the school year. We'll need a new treasurer. The job takes about 8-15 hours/month. A familiarity with Quick Books might help. Everyone is encouraged to think about people they know who might be good candidates to be treasurer.

Fund raising (Sherry Nields): Sherry got \$668.40 in gift cards from Barnes and Noble. She got the amount as one card, and can take it to B&N to have it split up, but is looking for input on how to split it up. She suggests \$200 for the library, then split the rest between the classrooms, Shelby suggests giving some to the book room. We might want to wait to decide until we know how many books will go into the new

library. She is still waiting to hear from Rock-n-Jump and Whoops. We got \$115 from the Serrv fundraiser. Sherry reminded everyone to shop at Metcalfe's, using the bar code for the VHE fundraiser, in January.