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## **PTO General Board Meeting - AGENDA**

January 14th @ 6:30 PM

# Woodland Elementary (**We Think - We Lead - We Serve**)

### **PRELIMINARIES**

- Call to Order, Welcome, Pledge of Allegiance, Intros, Approval of Minutes

### **TREASURER'S REPORT**

- Financials - Reviewed summary provided by Deborah.
  - Cash Balance - \$22,345.34
  - Min Balance - \$2,000.00
  - Committed - \$4,071.57
  - Available - \$16,273.77

### **CALENDAR/PAST - DEBRIEFING**

- Woodland Family Night @OCC
- Kindness Week
- Pajamapalooza
- Holiday Mart
  - It was very successful
  - Suggestion for babysitters in a classroom
  - Vendors said it was a little late in the shopping season.
  - They will possibly charge more per booth.
- Restaurant Night
- Coffee Bar/Grab and go breakfast
  - It wasn't as prepared as last time
- Winter Parties

- It was suggested in Site Council to donate \$5 from parents for party supplies.
- Discussed different options for parties. Possibly having one parent or one class be in charge of an element of the party. Discussed many different options and will table until our next PTO meeting.

## **PRESIDENT'S REPORT**

- Fundraising Update
  - Received bids for Fun Run from Fundraising Favorites and Apex. Anyone is willing to put in a bid for managing the Fun Run. We would like the bids to come in by March 15th so they can be reviewed and proposed at the April PTO meeting.
- Meeting Schedule
  - Suggesting having 4 General and Executive meetings during the year. Will work with Mrs. Shipley to coordinate the dates on the calendar.
- Exec Board Vacancies 2019/2020
  - The only position coming to term is Nami's Technology Chair.
  - Discussed having a new position as an Event Coordinator.
- Kindergarten Round Up - 2/21
  - We don't necessarily need a person at the table but we do need a sign and a sign-up sheet.
- Committee Reports
  - Family Dance
    - Requested \$300.00 for the DJ and \$150.00 for decorations.
  - Directory
    - It is a lot of work in a short amount of time. It is currently being worked on.
  - Silent Auction
    - We are going to mix up the auction with a few other options. Also deciding about where to hold the auction.

- Requesting \$500.00 to supplement baskets that need extra items.
- Teacher Appreciation
  - Abby is heading up that week.
  - Heather sent out sign-up genius for conference dinner.
  - Teachers Gift. We did not give the teachers a gift this year for Christmas. Typically in years past we a gift at Christmas and end of the year. There are 27 certified and 37 classified staff. Last year we did \$30 per staff member.
- 5th Grade Farewell
  - Mrs. Shipley met with he committee prior to break. 10 people attended. There are many that offered to help but no one has stepped up to help.
  - In the past we have allocated \$25.00 per student for funding. We have 53 5th graders. We will plan for 55.
  - They are meeting again 3 times before the event.

### **CALENDAR/UPCOMING**

- No School 1/21,2/1, 2/7, 2/8, 2/18, 2/21 (kindergarten Only), 3/11-3/18, 4/12
- Woodland Family Dance 1/31 (6-8)
- Parent teacher Conferences (2/6 & 2/7) (Used book fair during)
- Skating Party - 2/13
- Valentine's Party - 2/15
- Kindergarten Round Up - 2/21
- Lunch Sack Food Drive (week of 3/24), Lunch Sack Assembly 4/8
- Woodland Family Activity Night @ OCC - 3/20
- PTO Exec Board Meeting - 4/1 @2pm
- Site Council Meeting - 4/15 @ 5pm, PTO Board Meeting @6:30

- Fine Arts Fair/Silent Auction - 4/18 @ 6-8pm
- Teacher Appreciation Week 5/6-5/10
- Restaurant Nights - Going Great!

## **COMMUNICATION/TECHNOLOGY**

- Upload General Board Mtg minutes from today's meeting
- News and events tab - updated to add next months
- Volunteer Links and fundraising events tab - Will remove completely.
  - Forms and documents is not needed also.

## **PRINCIPAL'S REPORT**

- Requests
  - Kindergarten - Requesting Field Trip funds to Kaleidoscope and Sea Life for \$580.00. This includes trip, bussing and volunteers.
  - 1st Grade - Requesting Field Trip funds for trip to Union Station Theater for \$393.00. This includes trip, bussing and volunteers.
  - 3rd Grade - Requesting Field Trip funds for trip to Kauffman Stadium for \$888.00. This includes trip, bussing and volunteers.
  - 5th Grade - Requesting Field Trip funds for trip to Topeka to visit the Capitol and History Museum for \$210.00. This is for the bussing.
  - 5th Grade - Requesting Dance Team t-shirts for 30 students for \$270.00.
  - 5th Grade - Requesting End of Year Celebration Treats for \$54.00.
  - 5th Grade - Requesting bussing costs for a service project. Cost is TBD
  - 5th Grade - Requesting year books for all 5th grade students. This would cover student's year books on a scholarship. Total estimated cost is \$200.00.
  - Autism - Requesting Field Trip funds for a trip to the Biodiversity Museum in Lawrence, KS for \$75.00.

- Autism - Requesting a Kiddie Pool and OSMO Kit for classroom for a total of \$113.00.
- Music - Requesting Room Dividing Curtain for the stage in the gym/cafe'. Three options were provided based on quality for \$365.00, \$315.00 and \$144.00.
- Library - Requesting items to add to Maker Space:
  - Doodler Pen for \$204.94.
  - Coding Robot for \$89.98
  - Building Planks for \$49.99
  - Cubelets for \$279.99

**FINANCIAL REQUEST/APPROVALS**

<b>Item</b>	<b>Amount</b>	<b>Motion</b>	<b>2nd</b>	<b>Approved/ Declined</b>
Dance - DJ and Decor	\$450.00	Beth Masters	Stephanie Dunkley	Approved
Silent Auction Basket Enhancement	\$500.00	Amber Jenkins	Beth Masters	Approved
5th Grade Farewell @ \$20 per student for 55 students	\$1100.00	Stephanie Dunkley	Beth Masters	Approved
Teacher Gifts @ \$35 per staff member for 64 staff members	\$2240.00	Stephanie Dunkley	Beth Masters	Approved
Kindergarten Field Trip	\$580.00	Carrie Miller	Stephanie Dunkley	Approved
1st Grade Field Trip	\$393.00	Beth Masters	Amber Jenkins	Approved
3rd Grade Field Trip	\$888.00	Stephanie Dunkley	Beth Masters	Approved
5th Grade Field Trip	\$210.00	Beth Masters	Denyse Weigum	Approved

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<b>Item</b>	<b>Amount</b>	<b>Motion</b>	<b>2nd</b>	<b>Approved/ Declined</b>
5th Grade Dance t-shirts	\$270.00			Tabled to determine final cost of shirts, number of participants and if scholarship is an option.
5th Grade End of Year Treats	\$54.00	Carrie Miller	Denyse Weigum	Approved
5th Grade Service Project Bussing	TBD	Beth Masters	Denyse Weigum	Approved
5th Grade Year Books	\$200.00	Amber Mitchell	Amber Jenkins	Approved
Autism Field Trip	\$75.00	Amber Jenkins	Carrie Miller	Approved
Autism Kiddie Pool and OSMO Kit	\$113.00	Amber Jenkins	Carrie Miller	Approved

<b>Item</b>	<b>Amount</b>	<b>Motion</b>	<b>2nd</b>	<b>Approved/ Declined</b>
Music - Curtain Room Divider	\$365.00	Amber Mitchell	Beth Masters	Approved
Library - Doodler Pen	\$204.94			Tabled to get more information regarding refills needed and safety of usage.
Library - Coding Robot	\$89.98			Donated by 4th Grade Teachers
Library - Building Planks	\$49.99	Denyse Weigum	Stephanie Dunkley	Approved
Library - Cubelets	\$279.99	Denyse Weigum	Stephanie Dunkley	Approved
<b>TOTAL AMOUNT APPROVED</b>	<b>\$7,497.98</b>			

## **ADJOURNMENT**