PTO Meeting: January 23, 2022, 7:00pm

Principals Report- Mr. Kling

* Recognition celebration- cheers to Jack Lowe- in Mrs. Lewis’s class. One of MD’s MLK recognition- writing piece. He was one of the winners- him and Mr. Kling got to participate in an online awards ceremony.
* 2nd semester begins Thursday, 1/26. Wednesday, students have the day off for teachers to plan and close up the 1st semester.
* 4 new students have started in the last 2 weeks with no English speaking
* 2nd marking report cards will be available 2/3.
* Dress like Mr. Kling was today- was the kick off of to Read-a-thon week.
* PBIS event- recognizing the 3 R’s.. students are having popcorn on Tuesday, 1/24
* 30 min before next month’s PTO meeting- Mrs. Haines to share some PBIS info.. one of the teams is focused on team building. Students have some trouble regulating behaviors and emotions- she can talk about that and some tips to work on them at home. The informational session will be in the media center or virtual.
* 2/3- SRMS is coming to do a band/ strings recruitment. Middle school band members will come and share some excitement to students to get them excited.
* Room parents to support Valentine’s Day activities- just like Halloween. If sending Valentines- please Include all students or not participate at all.
* In Kindergarten, kids will create bags- will not need white bags.
* Mr. Kling will ask teachers about if bags are needed for the other grades.
* Suggestion from Mrs. Haines is if you have extra Valentines- to bring in to give to guidance dept.
* Grandparents day is scheduled for 3/24. Will be in the morning with a little reception. Will have book fair available also. No real schedule yet. Times will be 7:30-10am. (approx.)
* Still looking for a cafeteria monitor for lunch shifts (10:5-1:15) 3 hours a day.
* The whole school- inside and outside will be painted this summer- including the media center.

Teachers Report- Mrs. Turner

* Just wanted to say thank you for the holiday luncheon for the staff before the winter break. The desserts were great. Thank you for spoiling us.
* Thank you for all the coffee- there is a full coffee bar. Thank you to all that brought that in.
* Thank you for the recess balls- and that they were all filled. It was nice to come back from Christmas break.

Treasurers Report- Jenny Brandt

* The budget is through December. Not a lot of activity.
* Rise up spirit night brought in $1250
* We have paid the down payment for the yearbook, which is about $3100.
* We netted $2800-2900 for the book fair. A little low, but still good.
* $406 was made from spirit wear for the fall.
* PTO paid for the staff luncheon for the holiday (December)
* We support the band and chorus as they need an accompanist for the middle school chorus concert. $125 or so.
* $12000 in checking- General Opp.
* $62000 in special purpose- money for the media center- is best if we can pay most of that out by June- for tax purposes. We are a non-profit.
* Few things coming up- yearbook sale starting around 2/14 and spirit wear sale about the same time.

PTO President- Charlotte Byrd

* Read a thon is underway, started today. Papers are due back to teachers by 2/3.
* 2/22 is spirit night at Red, Hot, and Blue. They will give us 15% back.
* Movie night is 2/24- inside- concessions will be available. Pre-orders for concessions (pizza mainly) will be available and recommended. Suggestions on movies are welcome. Movie night volunteers are needed and welcomed.
* Yearbook baby photos for 5th graders are due soon.
* Reminder to use Amazon Smile, box tops, WFE website and FB page- benefits the PTO
* Jenny is proposing changing to the bylaws for the PTO. Those of you who are joining us virtually, this is posted on the website.
* Every organization has to have a set of by-laws. To give the general framework for your organization- they don’t have to be set in stone- but overall to follow. You don’t want to change them often. If changed a lot- it flags the IRS. Part of your by-laws are part of your purpose and can be changed every 10 years or so. Sometimes you find things that are out of date or need to be changed. These by-laws are dated 1990- the original by-laws. The PTO went through a fine-tooth comb with what we should be doing. Some of it is housekeeping items/ basic. The big things that Jenny wants to point out.
	+ These by-laws say the membership should vote on dues. This could actually get us in trouble. When we set dues- we set things on how we think they should be. We are always cognizant of what the dues are- nominal fee.
	+ The other big things we are changing are the officers and the titles. The other things are the terms in place- the current one has a 2-year term. It is hard to hold that title for a long time. We need to put in some flexibility. We said a one-year term would be best, with no term limits. It helps for continuity; however, it is hard for people. This makes it simple- every office seat would be up every year.
	+ The other thing is the executive board- we restructured that. Only officers that are voted upon, have fiduciary responsibility. The board are the 4 officers.
	+ We are presenting here tonight- then next meeting, will be voted on. Anyone can make recommendations for modifications. If you have any questions- Jenny is happy to answer questions. Any questions? It will be posted on the website next week- under membership. Will vote on the next meeting, 2/27.
	+ The way it works is who is present in the meeting, votes.
* Board roles- every office is up for election every year now. So, if someone wants to volunteer- they can reach out or encourage someone to do that.
	+ President position- oversees the top of the umbrella; collaboration with all. Setting up calendar, collaborating with the board, heading up the vision for the year, have le-way as terms of when you do things (holiday events, teacher treats, etc). nothing is really set in stone. The yearbook falls under the president. There are great volunteers for these to help. Helps gather volunteers, prepares for PTO meetings. Being like the hard drive- master coordinator. How many hours a week is it? It varies- not always in the school. Anywhere from 2-10-15 hours a week, depends on what is going on. A lot of what is done is behind the scenes. Those hours go up right before a big event (teacher appreciation week, etc). Might be challenging (depends on the person) to hold a 9-5 office job.
	+ Treasurer position- the biggest responsibility is keeping the books, writing checks. It’s about once a week- comes in to check the mailbox for any bills that need to be paid. You can do it even if you can’t come in once a week. As terms as time management- there are weeks I don’t do anything for PTO….other weeks it’s up to 20 hours a week (for a big event i.e- race for ed). As far as skill- it requires organization. Jenny recommends excel as being easier (pivot table, etc), is good. Jenny will write out thorough notes before she leaves the office. There is always another officer that has signage permission on the account and can see what is going in and out. Audits are done once a year. There is a lot of overlap that has happened- meaning the treasurer ended up being responsible for other things (yearbook sales, etc)
	+ Question was asked- if someone is president one year- can they run for another position? Answer is yes.
	+ Vice president position- supposed to be a back up to the president for any duties/ meetings, etc. is not a defined role- fill in where needed. Amanda has taken over candy grams- not part of VP- just example of taking on something that is needed/ catch all- fill is where needed. There are plenty of weeks where nothing is going on- some weeks are different and more demanding of time.
	+ Secretary position- takes notes at meetings. Helps where needed.
	+ All of the PTO officers take on other roles as needed. The hope is for more volunteers as a whole to fulfill the different roles and needs as they come up. If these events don’t happen, money is not made (money that is made from events goes towards 5th grade promotion, field trips, etc)
* Mrs. Haines- XELLO. Wanted to bring that up- really cute program where K-2 graders can learn about jobs in the community- 3-5th grade, can put in skills and can research different jobs/ careers. She also asked about re-naming the Father/ Daughter and Mother/ Son night to be more inclusive of all. There has been talk of re-naming, etc. It is very hard to come to a conclusion about- then you get into planning multiple events.

Update on Planned Events

* This week, January 23rd is Read a thon week. We will have prizes- incentive to read.
* Next spirit wear sale is 2/13
* Valentines candy grams will be distributed by 2/3; will go to students on 2/14.
* Classic yearbook is coming for club pictures on 2/3; still need some volunteers. 8:30-10:15. Those are the times that are needed; 2 volunteers would be great.
* Yearbook and dedication sales from 2/20- 3/31
* Volunteers needed for Father/ Daughter dance (3/10)- Luau theme. Need one more chair.
* Also need 2 chairs for Mother/ son bowling (4/14)
* Next PTO meeting is 2/27

MOTION TO ADJOURN

Attendees- Mr. Kling, Charlotte Byrd, Jenny Brandt, Abbie Finamore, Allison Turner, Amanda Kelly, Sarah French, Lauren Haines, Maggie Odigie, Missi Walsh, Laura Wood