

WLS PTO Meeting Minutes
October 3, 2017 @ WLS

Present: Kelly C, Kelly J, Sara S, Sally R, Nicole C, Lisa W, Ellen C, Liz F

1. Logistics -
 - a. The WLS PTO received approval from the WLS School Board for the Fall Fund Drive and the Fall Festival.
 - b. Leadership Team members should complete the forms for the background checks if these have not already been done.
2. Financial -
 - a. Budget updates - The budget will be the same as last year except that any money raised this year by the PTO will be carried over to next year for the environment fund. The budget will be submitted to the WLS School Board soon for final approval.
 - b. Email scam - We discussed an email scam in which someone contacted our Treasurer to ask for a payment. Nicole was quick enough to catch this and report it.
 - c. Money to LE in portions - Money will be distributed to Lower Elementary classrooms at three points during the year instead of at the end of the year.
3. Communication -
 - a. Suggestions for FB posts
 - b. PTO team bios - **Liz will post** a different member of the Leadership team each week as well as on the Bulletin Board for the entryway. Sara and Ellen shared the bulletin boards they created for the entryway. A blank board was created for use as a wish list for teachers.
 - c. First half of October newsletter from WLS - will include information on the Fall Fund Drive and the Fall Festival. This is due to Shireen on Thursday, October 5 for October 6th newsletter and **will be sent by Liz**.
 - d. Second half of October newsletter from WLS - will include information on the Book Fair at the Fall Feast. This will be **sent by Liz**.
4. Community -
 - a. Fall Festival - Will take place 10/28 from 4-6pm at Jonathan Elementary School.
 - i. Kelly J reserved space at Jonathan for the event.
 - ii. Although there were some thoughts about changing the event a bit to increase the role of middle school students, it was determined that these changes might be better implemented in 2018 to give teachers more time to prepare.
 - iii. **Sara volunteered to create a flyer** and it will be sent to Shireen for distribution to families with the newsletter (first half of October). Paper copies will also be made and distributed.
 - iv. Kelly reported that there are still many prizes from last year, but donations of the following would be helpful: craft kits, granola bars, juice boxes,

Gatorade, sparkling water, silly string. **Ellen C offered to reach out to the teachers to see if they were interested in offering prize coupons.**

- v. Kwik Trip donated water, donuts, and chips that could be sold at the event.
 - vi. **Ellen is creating a Sign Up Genius** that will be used to solicit volunteers and which will be distributed with the WLS newsletter. Included in the volunteer request will be transporting items, transporting signs, set up, clean up, ticket sales, and food sales.
 - vii. The **group discussed contacting several people** who have helped with food/ concessions in the past to see if they would help once again. It is helpful to have someone willing to make a Costco run and someone willing to oversee the food on the day of the event. Quantities of food needed is in a file in the Google Drive.
 - viii. Discussed **the need for a person to coordinate with teachers** about the games, # of tickets given, etc.
 - ix. **Lisa W offered to talk with the Yearbook group** to see if the kids want to do a Photo Booth. Kelly saved props for this and they are in the closet in the multipurpose room.
- b. Yearbook - no work for now; payment due Jan/Feb
 - c. Teacher Appreciation - the PTO will coordinate donation of items for a teacher appreciation dinner on the evening of November 9 during conferences. **We will solicit items** for a soup/chili/bread/salad meal.

5. Fundraising

- a. Fall Fund Drive - **Sally R offered to create this flyer.** We'll send it to Shireen for the first half of October newsletter.
- b. Fall Book Fair - We'll need **PTO members to bring tables** that can be used for the fair. The fair has been set for Nov 20 and 21. Tentatively the Book Fair will run Mon, Nov. 20 from 2-6pm and Tues, Nov. 21 from 10-4pm. **Nicole will check with teachers** to see if they wish to have their classes visit the book fair; may necessitate a change in hours.
- c. Scrip program - gift cards are sold to popular retailers and WLS receives a percentage of the sales. **Discussed reaching out to Joy M and possibly another parent familiar with Scrip to see if they are interested in coordinating.** One idea was to distribute order forms at conferences, then order the cards to be picked up at the Fall Feast (Nov. 21) with additional forms available that day for those wishing to order.
- d. Shindig Coordinator - tabled until November (set for March 17)

6. Volunteer

- a. Volunteer Survey - **Liz will send out a FB reminder** about the Volunteer Survey. **Liz will also send a MailChimp message** to remind parents to complete the Volunteer Survey.

- b. **Several Sign Up Genius surveys previously mentioned for specific events will also be created by Ellen** (including Fall Festival, Book Fair, Teacher Appreciation)

Next meeting date: Tuesday, November 7, 2017

