

# WILLAGILLESPIE ELEMENTARY

## General PTO Meeting

DATE	February 21, 2024	TIME	6:30pm	FACILITATOR	Megan MacDonald
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TIME	ITEM	OWNER
6:30	<p><u>Introductions/Opening</u></p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Executive Board Meeting Summary:               <ul style="list-style-type: none"> <li>○ PTO will work with staff to make clear what is allocated versus what is requested/approved.</li> <li>○ PTO budgets a teacher stipend every academic year. This stipend is a separate allocation from the teacher request fund.                   <ul style="list-style-type: none"> <li>▪ The process will evolve as we deplete district held funds and are able to work more closely with staff on requests.</li> </ul> </li> </ul> </li> <li>• Approval of January meeting minutes:               <ul style="list-style-type: none"> <li>○ <b>APPROVED</b> (pending addition of P.E. equipment request)                   <ul style="list-style-type: none"> <li>▪ P.E. teacher requested funds for replacing P.E. equipment.</li> <li>▪ VOTE: <b>YES</b></li> </ul> </li> </ul> </li> </ul>	President & Secretary
6:40	<p><u>Reports</u></p> <ul style="list-style-type: none"> <li>• Treasurers Report:               <ul style="list-style-type: none"> <li>○ PTO checking account balance: \$24,248</li> <li>○ We <b>do not</b> have an accurate balance for district held funds.</li> <li>○ We received several large donations since January meeting.                   <ul style="list-style-type: none"> <li>▪ \$4250 in donations                       <ul style="list-style-type: none"> <li>• \$250 music.</li> <li>• 4000 for emergency food purchases for food boxes</li> </ul> </li> </ul> </li> </ul> </li> </ul>	Committee Chairs

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	<p>(provided to food insecure families each Friday) and project kickstart.</p> <ul style="list-style-type: none"> <li>○ No-Cook Wednesdays: <ul style="list-style-type: none"> <li>▪ Red Robin \$330</li> <li>▪ Noodles &amp; Company \$199</li> </ul> </li> <li>● Family Night: Bingo <ul style="list-style-type: none"> <li>○ PTO partnered with Community Night.</li> <li>○ This was our most attended event aside from Spooktacular to date (post covid).</li> <li>○ Having dinner available increased attendance.</li> </ul> </li> <li>● Hospitality Report: <ul style="list-style-type: none"> <li>○ Hospitality Committee is working to provide lunch during Classified Appreciation week March 4-8. P <ul style="list-style-type: none"> <li>▪ Providing lunch 3/7: sub sandwich spread</li> <li>▪ Nautical theme <ul style="list-style-type: none"> <li>● If you have any items to use, contact Maryn Thomas, chair of the Hospitality Committee.</li> </ul> </li> <li>▪ A signup for volunteers/contributions is in the newsletter.</li> <li>▪ Putting up a board with notes for classified staff that will be posted throughout the week.</li> </ul> </li> </ul> </li> <li>● 5<sup>th</sup> Grade Celebration: <ul style="list-style-type: none"> <li>○ Need to connect with teachers.</li> <li>○ Need to reach out to parents to make sure they are volunteer certified.</li> <li>○ The hope is to take bus to Camp Putt.</li> <li>○ Fundraising: Fast Track (2585 River Rd) <ul style="list-style-type: none"> <li>▪ Running for two days.</li> <li>▪ Giving 50% of proceeds.</li> </ul> </li> <li>○ Working with staff to identify best date, due to inclement weather adding additional day of school.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>● Book fair: Supplies are here! <ul style="list-style-type: none"> <li>○ Candyland theme.</li> <li>○ Class preview is Friday 2/23</li> <li>○ Decorating Thursday 2/22 (3:00pm until done)</li> <li>○ Need volunteers!!! <ul style="list-style-type: none"> <li>▪ Currently have ~44 volunteers that are spread over the time but need more if possible.</li> </ul> </li> </ul> </li>   <li>● Food Box Update: Tree requested assistance with food insecure families <ul style="list-style-type: none"> <li>○ WillaG is no longer getting reliable donations from Costco.</li> <li>○ Grace Community is considering how they can support storage. <ul style="list-style-type: none"> <li>▪ Grace may be able to provide volunteers for food boxes every weekend. But we will still need additional volunteers.</li> </ul> </li> <li>○ Currently, Tree is purchasing groceries weekly.</li> <li>○ As of 2/21/24 the list of WillaG food insecure students increased from 40 to 58</li> <li>○ Tree came up with: <b>WillaG Knocks Out Hunger</b></li> <li>○ The PTO is working on a long term budget plan: <ul style="list-style-type: none"> <li>▪ ~\$200 per student feeds 1 child for the ACADEMIC year (September-mid-June)</li> </ul> </li> <li>○ We are currently sending more food than previously provided and the goal is to not decrease quantity per student.</li> <li>○ It would be an estimated \$10,000 for the academic year with current needs.</li> <li>○ Using no-cook nights to fund the pantry for remainder of academic year 23-24.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ VOTE: YES</li> <li>▪ Budget planning discussion will include future allocation needs.</li> <li>○ We will have a page on the website and a QR code for donating. You can select the specific thing you would like to donate to (ex. WillaG Knocks Out Hunger, individual Hospitality Committee run events, etc.).</li> <li>○ Volunteers use numbered bags that correspond to anonymous students (grouped into families if there are multiple students). Volunteers do not know specific or identifying student/family information. <ul style="list-style-type: none"> <li>▪ Staff will hand out boxes/bags to maintain confidentiality.</li> </ul> </li> <li>○ Currently PTO is only taking monetary donations. <ul style="list-style-type: none"> <li>▪ PTO and staff will work on a suggested/preferred item donation list, but there needs to be a storage solution first.</li> <li>▪ Funds allow us to purchase preferred items in bulk or with discounts until a formal process is in place for ACADEMIC year 24/25</li> </ul> </li> <li>○ Summer food options? <ul style="list-style-type: none"> <li>▪ 4j food sites <ul style="list-style-type: none"> <li>• PTO will send reminders and communications to families on locations.</li> <li>• This program is open to anyone under 18, they do not need to be a student.</li> </ul> </li> <li>▪ A verified need will increase future availability.</li> </ul> </li> </ul>	
6:55	<p><u>New Business</u></p> <ul style="list-style-type: none"> <li>• Spring Carnival:</li> </ul>	President

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	<ul style="list-style-type: none"> <li>○ Committee Date set for April 26<sup>th</sup>, pending principal approval.</li> <li>○ Start with committee meeting for general planning on March 5<sup>th</sup> (if we can sign up for library) around 5:30pm.</li> <li>● Budget Committee: <ul style="list-style-type: none"> <li>○ March 12<sup>th</sup> will be the 1<sup>st</sup> meeting.</li> <li>○ The Executive Board will vote to approve the PTO budget for fiscal year 25 by the end of May.</li> </ul> </li> <li>● Fundraising Committee: <ul style="list-style-type: none"> <li>○ Upcoming No Cook Wednesday - Panda Express <ul style="list-style-type: none"> <li>▪ March 6<sup>th</sup></li> <li>▪ All locations nationwide</li> <li>▪ Online orders ONLY!!!</li> <li>▪ Enter the WillaG code.</li> <li>▪ Donating 28%!</li> </ul> </li> <li>○ VOTE to allocate any funds raised from March 6<sup>th</sup> No Cook Wednesday to food pantry: YES</li> <li>○ All funds from remaining No Cook Wednesdays this academic year will be allocated to food pantry fund.</li> <li>○ Corporate chains are much easier to work with but members are encouraged to work with local companies if interested.</li> </ul> </li> </ul>	<p style="text-align: center;">&amp; Committee Chairs</p>
<p style="text-align: center;">7:10</p>	<p><u>School Report</u></p> <ul style="list-style-type: none"> <li>● Site Council Vote: <ul style="list-style-type: none"> <li>○ Typically 2 parents, 2 teachers, Sheila, and classified staff. This year we have three parents and three teachers.</li> <li>○ Vote to approve 3 parents: YES <ul style="list-style-type: none"> <li>▪ Matt Lawless</li> <li>▪ Tiffany Roche</li> <li>▪ Megan Miller</li> </ul> </li> <li>○ March 4<sup>th</sup> PBIS lesson for volunteers at recess</li> </ul> </li> </ul>	<p style="text-align: center;">School Staff</p>

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	<ul style="list-style-type: none"> <li>▪ One during the school day and one after school.</li> <li>▪ Highly encouraged to attend, but not absolutely mandatory.</li> </ul>	
7:20	<p><u>Closing</u></p> <ul style="list-style-type: none"> <li>• 4j Levy <ul style="list-style-type: none"> <li>○ \$25 million funding is on the line</li> <li>○ Vote is being held in May</li> <li>○ Laura Bodner, Communications Director, can provide additional information.</li> </ul> </li> </ul>	President & Laura Bodner