

### Review & Vote on Teacher Requests

\$650 APPROVED

\$569 PENDING

- Educational items for students with visual impairments
  - Requested \$269
  - Approval: PENDING
    - Are all state and federal funds being exhausted first? Ensure that all available funding is used prior to PTO funds, to prevent decreases in allocations in future academic years.
- Tools for Behavior Education Assistant - sensory packs
  - Requested: \$50
  - Approval: APPROVED
- Printer for curriculum room (Mr. Monson) so students can occasionally have full color copies.
  - Requested: ~\$300
  - Approval: PENDING
    - Approval is pending upon fund availability. 4J currently holds all PTO funds and has policies in place that prevent most spending avenues. Once adequate PTO managed funds have accrued, we will revisit approval.
- 2<sup>nd</sup> grade field trip - Northern Lights Christmas Tree Farm - Pumpkin Patch (36777 Wheeler Road, Pleasant Hill, OR 97455)
  - Requested: \$600
  - Approval: APPROVED
    - Permission slips came home with a request for \$5 per student to cover costs. Ensure that those funds are used first, prior to PTO funds.

### Bylaw Adoption

The Willagillespie PTO Bylaws were amended and adopted by majority vote on September 20<sup>th</sup>, 2023, by the Willagillespie PTO Executive Board and Members at Large.

- Executive Board members:
  - President - Megan MacDonald
  - Treasurer - Jessica Olive
  - Secretary - Alicia Lewis
  - Communications Director - Laura Bodner
  - Volunteer Coordinator - Angela Albin
  - Event/Fundraising Coordinator - Lisa Lacey
- Members at Large: Tiffany Roche, Maryn Thomas, Rochelle Broderick, Liz Donovan, Stephanie Tendick

## Welcome!!!

We are the Willagillespie PTO (Parent Teacher Organization).

- Who is 'we':

Our PTO is made up of three categories. Our Executive Board, Members at Large, and PTO members. \*(see above for a list of current Executive Board members and Members at Large)

- By right of being a parent or guardian (or other adult standing in loco parentis) you are automatically part of our PTO.

- What we do:

We work with our students, staff, and community to raise funds to provide opportunities to our students that could not otherwise be afforded due to continued budgetary constraints. Through our fundraising efforts we provide critical support to our teachers and parents for the betterment of all Willagillespie students.

- How we do it:

Through the academic year (and a little in the summer) we host events to raise funds. These range from small Popcorn Fridays to HUGE Spring Carnival. Our biggest annual fundraising event is our Fun Run, which is scheduled for October 6<sup>th</sup>, 2023. Our next large event is Spooktacular, scheduled for October 28<sup>th</sup>, 2023.

- All donations made to the Willagillespie PTO are deposited into a general fund managed by our PTO Treasurer (Jessica Olive) and President (Megan MacDonald).
  - Prior to this academic year our PTO fund was managed by the 4J district. In 2023 policies changed at the district level that made using our PTO funds much more challenging. For this reason, we are unable to approve all requests immediately, and need to rely on forthcoming donations to fill our non-district managed account (we are unable to reimburse with our district managed funds and are unable to purchase directly from any vendor).
- Our PTO funds are used to supplement educational materials and tools, fun field trips, and supply treats and prizes to our students.
- Each academic year the PTO provides a teacher stipend for our valued staff to purchase extra supplies not provided by the district.
- The PTO uses funds raised to host celebratory events for our student body as well, including the Spring Carnival and Field Day. Both of these events are free of charge (food and drinks are available for purchase, with proceeds going to the PTO fund) and open to all Willagillespie families.

- How can I help:

There are many ways to get involved at Willagillespie and they fall into two basic categories:

- Volunteering \*during school hours
  - \*To ensure the health and safety of our children, volunteers interested in helping during the school day are required to go through some district-wide certifications procedures.
- Volunteering outside of school hours

For more information or to sign-up to volunteer please visit our website at <https://willagillespiepto.weebly.com/>

### Questions:

How can we get more graphic novels into the library?

- Book purchases are complicated by the need for district approval as well as coordination with the school library volunteers and staff.
- If the novel is on the District's approved list, we need an official request from a member of staff to make the purchase.

Should we form a reading team to work with the school and district?

- Having a team to handle the logistics of purchasing library materials can speed up the process and eliminate confusion with multiple requests.
- The school needs to be involved in the process, how can we identify the best person?
- Sheila (Ms. Minney) is very interested in getting the students involved in the library, to take ownership of the materials and their reading journey.
  - What ways can we involve the students in material selection? A grade-by-grade vote? A school-wide poll?

How do we formalize parent requests?

- This is a new topic and will need to be discussed at a future board meeting. In general, parent requests are not approved by the PTO. But a process to do so may be necessary. Executive Board and Members at Large to discuss.

### Additional Notes:

- Know of any community resources we should post on our website? Reach out to our Communications Director, Laura.
- We have a balloon artist!
- We have a parent on the Eugene Public Library Board!
- Is it possible to have a volunteer (Sheldon?) attend our meetings to supervise older children in the gymnasium to allow conversation?
- Send agenda out 1 week prior to meeting with topics to be discussed.

## Future PTO Meetings

| <i>DATE</i>                     | <i>TIME</i>  |
|---------------------------------|--|
| <i>October 18<sup>th</sup></i>  | 6:00-6:30PM - PTO Board<br>6:30-7:30 - Open to all |
| <i>November 15<sup>th</sup></i> | 6:00-6:30PM - PTO Board<br>6:30-7:30 - Open to all |
| <b>December 20<sup>th</sup></b> | <b>TBD</b>   |
| <i>January 17<sup>th</sup></i>  | 6:00-6:30PM - PTO Board<br>6:30-7:30 - Open to all |
| <i>February 21<sup>st</sup></i> | 6:00-6:30PM - PTO Board<br>6:30-7:30 - Open to all |
| <i>March 20<sup>th</sup></i>    | 6:00-6:30PM - PTO Board<br>6:30-7:30 - Open to all |
| <i>April 17<sup>th</sup></i>    | 6:00-6:30PM - PTO Board<br>6:30-7:30 - Open to all |
| <i>May 15<sup>th</sup></i>      | 6:00-6:30PM - PTO Board<br>6:30-7:30 - Open to all |
| <b>June 19<sup>th</sup></b>     | <b>TBD</b>   |