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## PTO Meeting Minutes

September 7, 2023

12:30 p.m.

**Attendance: (PTO)** Emily Dunlevy, Lisa Cox, Katie Eller, Stephanie Belk, Marcy Pippin, Brittany Hemphill, Amanda Northam, Jen Emerick, Christina Baude, Kristine Kokoszka  
(Attendees) Candace Almquist, Lacie Coleman, Miranda Zoltauski, Brooke Klausmeier, Jessica Clark, Alana Johnson, Kristine Spenner, Heidi Sugarman, Danielle Lavin, Amber Demetri

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**Welcome:** Emily Dunlevy

**Principal Updates:** Mrs. Spenner,

-school year is going well, school grades received on 8/6- we are a high B, highest rated Elementary school in the district.

-School improvement plan will be voted on today, next year plan to be an A school and exceed growth

Principal's coffee: 1st one is next Tuesday, at 8 am, any suggestions for Mrs. Spenner to talk about? She is going to talk about school growth and will answer any other questions that parents have. School communication plan.

-Part time school Counselor will be starting next week, will be here 2 days a week

-Suggestion was made for Mrs. Spenner to talk about the clubs that are available at the school.

**Business:** Lisa Cox

- Budget addition idea
  - Teachers receive annual stipend (\$150 per teacher) Emily and Lisa went to Tuesday's staff meeting to share with staff. We're hoping to add more as fundraiser goals are met during the year.
  - Proposing an additional 1 time grade level stipend of \$100, this would be in addition to the classroom teacher stipend. This will be added to the budget. Board vote is unanimous.
- New Spirit Night coordinator vote

- Alana Johnson- In order to make this official we need to vote to put her into place. Board vote is unanimous.
- Grants and Sponsorship- Geoff Oman coordinates banners on the fence at car line. Instead of monthly sponsorships, it is going to be either ½ or Full year sponsorships.
- Ideas for fundraising for school safety- Safety film around all windows, bullet resistant (not bulletproof).. The cost of this will be around \$40,000. Hoping to use sponsorships to help with this cost.
- If anyone has grant writing experience to help with this fundraising let us know.
- Also want to raise funds for a digital sign just for our school, to show events going on and to display sponsorships that we have for the school.
- If we have a company that wants to sponsor different events such as movie nights, we want to do that as well.
- Suggestion was made to create a QR code that could take sponsors to a website for easier access to sponsorships. Lisa will start working on the packages that we can present to the sponsors. Suggestion to extend the fence in order to be able to display more banners. We aren't sure that will be an option but can be explored.

**Budget Vote:** Katy Hemphill

- Vote on 23/24 Budget, call was made by Lisa to vote on budget. Board unanimously voted on this. Budget is included at the end of this document.
- Kristine K. wants to request more allocation for the HawkFund and less for the Attraction Guide fundraiser. This will be determined once a budget for HawkFund is presented, and can be voted on at the next meeting.

**General Updates:** Emily Dunlevy

- Spirit wear sales- great sale at open house. Going forward, not going to pre-order adult sizes but they can be ordered. Online orders are not live yet, will reinventory after movie night and will make it live after that time.
- Staff Meeting Updates- Teacher stipends were discussed, they can turn in multiple receipts at time, teacher stipend expense form was shared and are available to staff in the office.
- PTO members' reimbursement form was shared (will be in PTO cabinet)
- We are in the process of coming up with a planning sheet that can be shown at meetings to give everyone a better idea of what spending is coming up and will keep it more organized.

### **Attractions Guide & HawkFund:** Kristine Kokoszka

- Attractions Guide Packing Date Sept. 19th
- HawkFund ideas- Kristine K. was asked to come up with ideas to run by everyone and for them to be approved, email any ideas to Kristine
- Let parents know what we want to use money on, ballards, etc. so that everyone is aware of what money will be used for. Also, ask if they have any other ideas for spending.
- Kristine's ideas for Boosterthon incentives- hot chocolate cart for the whole school, open gym for PE, Officer Atwood agreed to let the winning class decorate his office, at school field trip-MPD bringing their special vehicles for the kids to see for the day, Class read with Rip, favorite character dress up day, winning class could paint the rock outside, YES day with pre-approved choices. She will meet with Mrs. Spenner to plan and discuss.

### **Family Events:** Stephanie B. and Brittany H.

- Movie Night # 1- Sept. 15- Super Mario Brothers, Big Kahuna shaved ice, selling pizza by the slice, free popcorn, raffle basket (\$1),
- Jen was contacted from the High school Honor Society and they are willing to help, will be helpful for them to setup and cleanup
- Family Service Night Oct. 20- Still working on the details of this. Want to support local charities, can food drive, pumpkin carving contest? These are some ideas. Possibility of showing a movie at this event too. Josh's Farmers market is going to set up a Fall backdrop for families to take pictures.
- Son + 1 event- in order to ensure the pictures can make it to the yearbook, it needs to move to March, new proposed time March 8th. Board voted and approved this change.

### **Yearbook:** Amanda Northam

- Cover design has been submitted and 5th grade pics deadline is November 6th
- Yearbook committee interest- we had several interested in helping and should have a good team to work together on it this year.
- Order forms- working with Teresa to get order form and link all set up, date TBD

### **Staff Appreciation:** Christina Baude

September, purchased stuff from Sam's and will be putting together snack boxes for each workroom.

### **Additional Questions & Comments**

Sensory room- Mrs. Crider provided a list of items that would be needed for this room. Amazon wish list, partially allocated in the budget. Room is located near the bus exit.

-Types of items: Stepping stones that make noises when you walk on them, bobby chairs, large books, balance beams, egg chairs

Instead of buying everything brand new, open to taking donated items if they are gently used.

Charlotte Hornets Night; after discussion, we decided that Jan. 19th is the best option,, will switch the movie night to December

Picture Day: October 5th

**Closing:** Emily & Lisa-Thanks to everyone for coming!

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**Action Steps from this meeting:**

Lisa-sponsorship packages for corporate sponsors of events, etc., finalize Hornets date

Emily-budget/planning form for PTO planning and discussions, Update event dates

Kristine K.- meet with Spenner for HawkFund prize ideas and bring budget to next meeting

# WHES PTO Projected Budget

Voted & approved 9/7/23

| <b>2023-2024</b>  |                    |                                    |                     |
|---|--------------------|------------------------------------|---------------------|
| <b>Projected Spending</b>                                       |                    | <b>Projected Income</b>            |                     |
| <b>Fundraisers</b>  | <b>\$38,950.00</b> | <b>Fundraisers</b>                 | <b>\$111,399.45</b> |
| Annual Campaign   | \$200.00           | Annual Campaign                    | \$20,000.00         |
| Attractions Guide   | \$250.00           | Attractions Guide                  | \$6,000.00          |
| Boosterthon   | \$30,000.00        | Boosterthon                        | \$60,000.00         |
| Hawkfest  | \$8,500.00         | Hawkfest                           | \$18,000.00         |
|   |                    | Banners/Fence Signage              | \$3,000.00          |
|   |                    | Box Tops                           | \$0.00              |
|   |                    | Holiday Cheer                      | \$3,000.00          |
|   |                    | School Supply Kits                 | \$1,399.45          |
|   |                    |                                    |                     |
| <b>School Events</b>  | <b>\$4,750.00</b>  | <b>School Events</b>               | <b>\$6,600.00</b>   |
| Spirit Nights   | \$0.00             | Spirit Nights                      | \$2,500.00          |
| Daughter Date Night   | \$2,000.00         | Daughter Date Night                | \$2,000.00          |
| Son + One Night   | \$1,500.00         | Son + One Night                    | \$1,500.00          |
| Movie Nights  | \$1,000.00         | Movie Nights                       | \$500.00            |
| Fall Event  | \$250.00           | Fall Event                         | \$100.00            |
|   |                    |                                    |                     |
| <b>Classroom Spending</b>                                       | <b>\$7,450.00</b>  | <b>Donations &amp; Grants</b>      | <b>\$200.00</b>     |
| Teacher Stipends (\$150 each)                                   | \$6,750.00         | Lowe's Foods Giveback              | \$100.00            |
| Grade Level Stipend(\$100 each + \$10 each enhancements and LI) | \$700.00           | Matching Donations(Terracycle/BOA) | \$100.00            |
| PE Field Day  | \$0.00             |                                    |                     |
|   |                    |                                    |                     |
| <b>Curriculum Spending</b>                                      | <b>\$12,498.44</b> | <b>Other Income</b>                | <b>\$10,100.00</b>  |
| I Ready   | \$4,507.47         | Spirit Wear                        | \$10,000.00         |
| Mastery Connect   | \$5,490.97         | Yearbook                           | \$0.00              |
| Raz Kids (Learning A to Z)                                      | \$0.00             | Other(Tax refunds/Interest...)     | \$100.00            |
| Other Curriculum Support  | \$2,500.00         |                                    |                     |
|   |                    |                                    |                     |

|                                     |                     |  |  |                     |  |
|-------------------------------------|---------------------|--|--|---------------------|--|
| <b>Club Spending</b>                | <b>\$200.00</b>     |  |  |                     |  |
| Odyssey of the Mind                 | \$200.00            |  |  |                     |  |
| Inflatable Planetarium              | \$0.00              |  |  |                     |  |
|                                     |                     |  |  |                     |  |
| <b>School Events</b>                | <b>\$11,152.83</b>  |  |  |                     |  |
| Open House                          | \$100.00            |  |  |                     |  |
| Boo Hoo Breakfast<br>(Kindergarten) | \$75.00             |  |  |                     |  |
| Spirit Wear                         | \$10,000.00         |  |  |                     |  |
| Staff T-Shirts                      | \$977.83            |  |  |                     |  |
|                                     |                     |  |  |                     |  |
| <b>School Needs</b>                 | <b>\$13,000.00</b>  |  |  |                     |  |
| School Safety                       | \$5,000.00          |  |  |                     |  |
| Signage/Landscaping                 | \$4,000.00          |  |  |                     |  |
| Technology Fund                     | \$500.00            |  |  |                     |  |
| Yearbook                            | \$0.00              |  |  |                     |  |
| Field Trips                         | \$0.00              |  |  |                     |  |
| Sensory Room                        | \$2,500.00          |  |  |                     |  |
| Misc/Additional Projects            | \$1,000.00          |  |  |                     |  |
|                                     |                     |  |  |                     |  |
| <b>Teacher/Staff Appreciation</b>   | <b>\$9,200.00</b>   |  |  |                     |  |
| Staff Appreciation                  | \$6,000.00          |  |  |                     |  |
| Holiday Cheer                       | \$3,200.00          |  |  |                     |  |
|                                     |                     |  |  |                     |  |
| <b>PTO Operating Expenses</b>       | <b>\$3,050.34</b>   |  |  |                     |  |
| Sunshine Committee                  | \$100.00            |  |  |                     |  |
| Bank Charge                         | \$200.00            |  |  |                     |  |
| Insurance                           | \$535.00            |  |  |                     |  |
| Tax Preparation Fees                | \$500.00            |  |  |                     |  |
| Website                             | \$365.34            |  |  |                     |  |
| PTO Misc.                           | \$750.00            |  |  |                     |  |
| Office Supplies/Other               | \$200.00            |  |  |                     |  |
| Marketing/Promotions                | \$400.00            |  |  |                     |  |
|                                     |                     |  |  |                     |  |
|                                     |                     |  |  |                     | <b>Projected Funds Available for<br/>2024/2025</b> |
| <b>Totals</b>                       | <b>\$100,251.61</b> |  |  | <b>\$128,299.45</b> | <b>\$28,047.84</b>                                 |