



WOODLAND HEIGHTS ELEMENTARY PARENT TEACHER ORGANIZATION

PTO Meeting Minutes

Date: Aug 2, 2021

Time: 10 am

Location: Media Center

Attendance: Emily Dunlevy, Ali Shinnick, Alyssa Berglund, Lisa Cox, Valerie Landers, Melisaa Marshall, Kristi Spenner, Katerin

1. **Principal Update:** Kristie Spenner
 - New Cafeteria Manager - Shannon Freeland
 - Mask Optional as of now
 - Beautification on campus is so appreciated. Projects with tiles and mulch still ongoing.
 - Last minute new positions -
Counselor, new 4th & new 5th grade teachers
Now seven 1st grade classes
Four teachers going out on maternity leave
Prime Time now under Kristie Spenner, hiring a coordinator
New teacher orientation Mon. Aug 16
Teacher assignment email - Mon Aug 16 afternoon
PTO teacher appreciation lunch - Thurs. Aug 19, 11 am

2. **Treasurer Update:** Katerin
 - Setting up meeting to coordinate budgets
 - Reserves \$67k last month
 - \$7,800 landscaping & river rock
 - \$7,258 for 17 iPad charging carts
 - Reserve is now \$51k

3. **Secretary Vacancy:** Ali Shinnick
 - Jen Emerick will be new PTO secretary

4. **Yearbook Update:** Ali Shinnick & Kristie Spenner
 - Great yearbook planning meeting took placeAli, Kristie, Teresa Gilliand & Carol - Herf Jones Rep
Sign Up for Volunteers
Stay tuned on delivery - shipping soonest on Aug 9. Carol to keep Ali updated
5. **Calendar Update:** Ali Shinnick
 - Mother-Son Event now April 1, 2022
 - Open House Aug 18
 - Flyer for all events available at open house - Lynn creating
 - Boo Hoo breakfast on first day of school for kinder parents after drop off?
6. **Staff Appreciation Update:** Emily Dunleavy
 - PTO Board at Staff Luncheon on Aug 19 11 am
 - Publix trays & salads
7. **Spiritwear Update:** Lisa Cox
 - New Spirit Wear has arrived!!
 - Old Items on Clearance Using clothing rack and hangers
 - Selling at Open House & pop up events
 - Signs to be created for Open House - need to ask Teresa Gilliand to create
 - Square readers & iPads for Spirit Wear Sales at Open House
 - One cash box & two card readers needed. Checks ok
 - Table Clothes?
8. **Spirit Nights** Melissa Marshall
 - First event - Chic Fila Night Aug 23 (First day of school)
\$466. In food credit
9. **Banners** Valerie Landers
 - Five Spots
 - Publix
10. **Open House:** Ali Shinnick
 - Volunteer Sign Up - Google Form
 - Photographers
 - Events
 - Book Fair
 - Yearbook Committee