



## WOODLAND HEIGHTS ELEMENTARY PARENT TEACHER ORGANIZATION

### PTO Meeting Minutes

**Date:** April 4, 2023

**Time:** 9:00 am

**Location:** Outside Building

**Attendance:** Kristie Spenner, Ali Shinnick, Emily Dunlevy, Kristine Kokoszka, Katie Eller, Christian Baude, Alyssa Berglund, Jen Emerick, Marcy Pippin, Lacie Coleman, Danielle Lavin

On Zoom- Christine Fournier, Megan Nordhagen, Megan Midkiff

**Principal Update:** Kristie Spenner

- Staff of the Year winners were announced last week
  - Nancy Teague- Bus Driver of the year
  - Labraina Phillips – TA of the year
  - Jennifer Sharpley – Teacher of the Year
- April 20<sup>th</sup> is the Hawks Showcase for the arts
- Reached out to Seth DiSanto from Lockdown for the safety bags. Includes training and 5 different medical items.
  - 65 Celox Hemostatic Granule packets 1.5 ounces
  - 65 HyFin Chest Seals (contains 2 seals) (total 130)
  - 65 HALO Tourniquets
  - 65 Israeli Bandages
  - 65 Medical Shears
  - **Total: \$5,395.23**
- The pricing represents a 10% bulk order discount. They would also be willing to extend free training to show your staff how to utilize the items as well as every

day, readily accessible, replacements that can be used should they face a traumatic wound in a setting where a trauma kit is unavailable.

- Safety bollards to be installed in the cement along the front of the school have been submitted as a capital request to the District for next year. There is already bullet resistant film on the front entry and cafeteria windows, but we are interested in having it applied to all windows throughout the school. This could be the focus of next year's Annual Fund campaign.
- District is purchasing a new front office check-in system next year that will automatically conduct background checks via people's driver's licenses. The background checks will include felonies/sexual crimes.
- Media center renovation is moving forward and the District reps have been down to look over the project. They have already taken out the long computer shelf along the wall and plated the two electrical outlets that were behind them. We are within code and awaiting drawings to turn into the District and the fire marshal. We expect the new quotes by the end of the week. We are leaving the existing carpet throughout most of the media center instead of installing all LVP due to noise.

**Treasurer Update:** Katerin Traugh

- Lisa, Emily, Ali and Spenner met to have a budget meeting to put everything together for next year and the library construction company.
- We had included into the budget \$5,000 for safety items and with the library construction project we are cutting it close. The District isn't confirmed for the safety bollards, so those are proposed to be the #1 priority for next year's fundraising focus.
- i-Ready will cost around \$10,000 for next year, a 30% increase over last year.

**Son + One Discussion:** Megan Nordhagen

- Bingo Night coming up on April 14<sup>th</sup>
- We will need help with set up from the PTO members. The sign-up genius is out there for the high school students.
- Balloon guy is out of town for the event, so we will be creating a display.
- We might need to get a few more table and chair rentals.
- We have sold 75 tickets, but most tend to sign up during the last week.

- For concessions, we'll have baskets of snacks on every table and water jugs in a designated spot. Also free popcorn.

#### **HawkFest Discussion:** Ali Shinnick

- Discussion was held over how much we should charge for the event, since we need to fundraise this year. (Last year we kept it very low cost because we did not need to raise any more money.) We decided on \$10 for child presale tickets and \$15 at the door. \$5 for adults.
- Last year we presold 325 tickets, but had a lot more attendees at the event. We estimated that around 1,200 people were in attendance and expect about the same this year.
- Kristine Kokoszka is going to add Principal for the Day, Pizza party for a class, and Cookie party for a class as silent auction items.
- Ali will reach out to Ninja Nation to request a link to their liability waiver so families can sign it upon purchasing tickets online.

#### **Spirit Night Update:** Kristine Kokoszka

- Jeremiah's Ice Cream on April 18<sup>th</sup>. We will get 20% of the sales, but patrons must say they are with WHES to get the sale.
- We profited \$528 from the Dairi-O spirit night in March.

#### **Staff Appreciation Update:** Emily Dunlevy

- Filled freezers with frozen treats and distributed snack boxes to the teacher's lounges. Staff has been really excited.
- First week of May is Staff Appreciation Week.
- Checking with Casey at Chick-fil-A about our current food credit status. We need to use about \$40-worth for class party silent auction prize at HawkFest.

#### **2023-2024 Board Vacancies:** Ali Shinnick

- Co-Presidents: Lisa Cox & Emily Dunlevy
- Vice President: Marcy Pippin
- Secretary: Katie Eller
- **Treasurer:**
- Fundraising Director: Kristine Kokoszka

- **Family Events Director:**
- Staff Appreciation Director – Christina Baude
- Staff Appreciation Co-Director - Jen Emerick
- Website Manager: Christine Fournier
- School Supply Kits Coordinator: Katie Eller
- Fence Banner Coordinator: Geoff Oman
- Spirit Night Coordinator: Katerin Traugh
- **Yearbook Coordinator:**
- **HawkFest Director:**

### **UPCOMING MEETINGS**

HawkFest: Next meeting is on Thursday, 4/13 @12:45

Upcoming Events: Boosterthon Fun Run 3/21, Son+One 4/14

Next Meeting: May 2<sup>nd</sup> at 9am

Ended the meeting at 10:30am