P.T.O. Meeting Minutes

March 7, 2014

Starting Time: 2:00 pm

Board Members Present: Jillanne Conelias and Liz Combe

Others Present : Deb Hossenlopp, Lauren Knuszewski, Brittany Alicea, and Ashley Henderson

Minutes submitted by Shelly Steiner, using Jillanne’s notes.

1. **Financial Report.** Available on P.T.O. website.
2. **New Business.**
	1. **Changing By-laws**. A vote was taken and passed unanimously to change the by-laws to contain a term of one year instead of two years for the officers.
	2. **Walk-a-Thon**. Mr. Stenger met with contractors at Willis for bid on projector mounting.
	3. **Gala Money**. Options are being examined for white boards and hand held devices.
	4. **Uniforms**. Discussion about current stock.  Agreed P.T.O. would look into girls velour zip up and boys athletic zip up.
3. **Upcoming Events.**
	1. **Gecko Gala.** Event date is Saturday, March 8, 2014 at the Lake Club Clubhouse.
4. **Old Business Reminders.**
	1. **Bricks.** Brick forms are at the front desk or the P.T.O. website and are due February 20.
	2. **Incentive Programs**. Target card, Box Tops, Prang, Tyson labels, Campbell Soup labels are all due February 20.
	3. **Pie (Partners in Education).** PIE guidelines and form are found on P.T.O. website.
5. **Volunteers Needed.**
	1. **Volunteer Form**. Volunteers need to fill out a volunteer form found at the P.T.O. website or at the front desk every year.
	2. **Help for PE**. Help is needed from 2 – 2:30 pm daily. Information on the P.T.O. website.
	3. **Help for the Media Center**. Help is needed for in the media center. Information is on the P.T.O. website.
	4. **Popcorn for Teachers**. Help is needed on Wednesday mornings. Information is on the P.T.O. website.
	5. **Help in the Cafeteria**. Help is needed in the cafeteria. Speak with Jeff, the cafeteria manager.
6. **Communication Options.**
	1. P.T.O. website. www.williselementarypto.com.
	2. Willis Parent Communication Group. williselementarypto@yahoo.com.
	3. Facebook.
7. **Calendar of Events.** A list of events was provided. Please refer to the P.T.O. website.
8. **Next P.T.O. Meeting.** The next P.T.O meeting will be at 2:00 pm on March 7, 2014 in the Willis cafeteria.