

P.T.O. Meeting Minutes

August 30, 2013

Starting Time: 2:00 pm

Board Members Present: Bill Stenger, Jillanne Conelias, Liz Combe, and Shelly Steiner

Operating Committee Members Present: Laura Crawford, Elizabeth Pearce, and Christine Shaklik

Minutes submitted by Shelly Steiner.

1. Introductions. Jillanne Conelias introduced the P.T.O board and operating committee.
2. Old Business.
 - a. Uniform Fair and Back to School Events.
 - b. Kindergarten Playdate – Christine Shaklik.
 - i. The P.T.O. is looking for a volunteer to run the Playdate next year, which will likely be the Friday after Back to School night.
 - c. Projector Retro-Fit/Musical Instruments – Bill Stenger.
 - i. Due to Manatee School District's financial position, the P.T.O. funds earmarked for the projector retro-fit (mounting projectors to the ceilings) and musical instruments will be put on hold so that the P.T.O. can redirect its funds to address more direct instructional needs of Willis first.
 - ii. More discussion ensued regarding the school's budget.
 - d. Bricks, Target card, Box Tops, Tyson and Campbell Soup labels were discussed and encouraged.
3. New Business.
 - a. Holiday Fair – Liz Combe. This new, developing event will be a community and fundraising event held December 7, 2013 from 11:00-4:00.
 - b. Newsletter – Christine Shaklik.
 - i. New for this year, the P.T.O. will publish a bi-monthly newsletter, featuring school information, letters from teachers and staff, a calendar of events, etc.,
 - ii. August's newsletter is available on the P.T.O. website.
 - c. P.T.O. Handbook – Laura Crawford.
 - i. New for this year, the P.T.O. has created a P.T.O. Handbook outlining descriptions and fingertip information on all the P.T.O. events and functions.
 - ii. The Handbook will go home with the students in early September.
 - d. Business Partners – Shelly Steiner.
 - i. New for this year, the P.T.O. is developing a business partner program to encourage and recognize support from businesses and individuals.
 - ii. A committee will be announced and organized through the P.T.O. website soon to support the business partnership concept.
 - e. Room Parent coordinators – Laura Crawford.

- i. New for this year, room parents will have a P.T.O. liaison for additional guidance. The liaisons are Laura Crawford and Christine Shaklik.
 - ii. A meeting for all room parents will be September 9 at 1:45 pm or September 10 at 6:00 pm. Room parents are encouraged to attend one of such meetings.
- f. Grants. The P.T.O. will research and write grant proposals to benefit Willis.
- g. Welcoming Committee – Liz Combe. The P.T.O. will assist in welcoming and addressing new parents to Willis.
- 4. Volunteers Needed.
 - a. Volunteers should complete a volunteer form each year, which can be found on the P.T.O. website or at Willis' front desk.
 - b. P.T.O. is in immediate need of a Co-Volunteer Coordinator and a volunteer to run the Used Clothing Closet.
 - c. P.T.O. is looking for volunteers to shadow any committee chair person, to possibly chair the committee in future years.
- 5. Communication Options. Jillanne Conelias discussed the three ways to communicate with the P.T.O., which include the P.T.O. Website, Willis Parent Communication Group, and Facebook.

The meeting adjourned at 2:50 pm.