P.T.O. Meeting Minutes

October 3, 2013

Starting Time: 7:00 pm

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

Operating Committee Members Present: Courtney Festerle, Elizabeth Pearce, and Christine Shaklik

Minutes submitted by Shelly Steiner.

1. **Old Business.**
	1. Financial Report. Kara Leckie presented the Proposed Budget for 2013-2014.
	2. Music Equipment. The music teacher, Ms. Isaacs, is excited and thankful for the new musical instruments that were purchased out of P.T.O. funds from 2012-2013 school year.
	3. Donuts for Dad.
		1. Over 1,000 in attendance. Pictures have been given to the teachers.
		2. Event struggled for volunteers who did not show up on the day of the event.
		3. To continue event in the future, more volunteer commitment is needed.
	4. Book Fair. Kara Leckie is currently putting figures together from this event
	5. Spirit Nights. To date, $611 has been raised from Spirit Nights this school year.
2. **New Business.**
	1. Walk-a-thon.
		1. Envelopes came home with children October 3, 2013.
		2. Students will see a thermometer on the school wall to track the fundraising progress, as the P.T.O. is not wanting to ask for additional money to reach goals.
		3. Funds raised will go towards technology and curriculum.
		4. Volunteers are needed; sign up on the P.T.O. website.
	2. Holiday Fair.
		1. Event will be Saturday, December 7, 2013 from 11:00 am – 4:00 pm.
		2. Need volunteers, as volunteers are the key to a successful event. Sign up on P.T.O. website soon.
		3. Event objective is not fundraising but rather giving back to the community.
		4. Event will include games, vendors, gift shop, songs performed by grade, bake sale, santa, dunk tank, selling child-made holiday cards, etc.,
		5. Need vendors; contact Liz Combe at Liz.combe@hotmail.com to be a vendor.
	3. Student Directory. Expected delivery is mid-October.
	4. PIE (Partners in Education). Guidelines and form found on P.T.O. website.
	5. Newsletter. Second issue is out on the P.T.O. website.
	6. Room Parents. Room parent meetings held last month was well attended, sharing information and ideas. Room parents have reached out to each parent by now.
	7. 5th Grade Committee.
		1. Contact Liz Combe at Liz.combe@hotmail.com to get involved.
		2. Next meeting is Monday, October 7, 2013 at 1:45 in the media room at Willis.
		3. Fundraising movie, Hotel Transylvania, is Friday, October 25, 2013 at 6:30 at the basketball courts at Willis.
	8. Gecko Gala.
		1. Event will be held on March 8, 2014 at the Lake Club and catered by the Lakewood Ranch Country Club.
		2. Carrie Montegue presented progress for this school year’s Gecko Gala.
		3. Technology will be the theme.
		4. Individual’s phones will be used to place and increase bids.
3. **Reminders.**
	1. Bricks. Forms to place personalized bricks are at the Willis front desk or P.T.O website and due December 4, 2013.
	2. Target card, Box Tops, Prang, Tyson labels, Campbell Soup labels. Continue to bring in each by the next collection deadline of December 5, 2013, as the P.T.O. raised $1,000 from Box Tops along in September.
4. **Volunteers Needed.**
	1. Volunteer Form. Volunteers should compete the Volunteer Form (found at the Willis front desk or on the P.T.O. website) each year.
	2. Help for Coach. Coach Morales is in need of a helper with the Kindergarten classes daily from 2:00 – 2:30 pm.
	3. Help for Media Center. Sign up message sent by teachers and room parents.
	4. Uniform Closet. Shannon Masera volunteered to organize and maintain the uniform closet, which provides gently used uniforms to Willis students who are in need of uniforms.
	5. 3rd Grade Play. Need a seamstress to sew costumes. Please contact Ms. Isaacs at isaacsc@manateeschools.net if interested in helping.
5. **Calendar of October/November Events.** A list of events was provided. Please refer to the P.T.O. website.
6. **Other Items of Discussion.** The following additional items were brought up and discussed:
	1. Having an organized effort to inform parents of middle school choices.
	2. School’s landscaping.
7. **Next P.T.O. Meeting.** The next P.T.O meeting will be at 2:00 pm in the Willis cafetorium.

The meeting adjourned at 8:00 pm.