

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.**
 - a. **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.
 - b. **Walk-a-Thon.** Mr. Stenger met with contractors at Willis for bid on projector mounting.
 - c. **Gala Money.** Options are being examined for white boards and hand held devices.
 - d. **Uniforms.** Discussion about current stock. Agreed P.T.O. would look into girls velour zip up and boys athletic zip up.
3. **Upcoming Events.**
 - a. **Gecko Gala.** Event date is Saturday, March 8, 2014 at the Lake Club Clubhouse.
4. **Old Business Reminders.**
 - a. **Bricks.** Brick forms are at the front desk or the P.T.O. website and are due February 20.
 - b. **Incentive Programs.** Target card, Box Tops, Prang, Tyson labels, Campbell Soup labels are all due February 20.
 - c. **Pie (Partners in Education).** PIE guidelines and form are found on P.T.O. website.
5. **Volunteers Needed.**
 - a. **Volunteer Form.** Volunteers need to fill out a volunteer form found at the P.T.O. website or at the front desk every year.
 - b. **Help for PE.** Help is needed from 2 – 2:30 pm daily. Information on the P.T.O. website.
 - c. **Help for the Media Center.** Help is needed for in the media center. Information is on the P.T.O. website.
 - d. **Popcorn for Teachers.** Help is needed on Wednesday mornings. Information is on the P.T.O. website.
 - e. **Help in the Cafeteria.** Help is needed in the cafeteria. Speak with Jeff, the cafeteria manager.
6. **Communication Options.**
 - a. P.T.O. website. www.williselementarypto.com.
 - b. Willis Parent Communication Group. williselementarypto@yahoo.com.
 - c. 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.