

Willis Elementary PTO Meeting Minutes
Tuesday, August 24, 2021 2 6pm Via Zoom

Starting Time: 3:41 pm

Board Members Present: Allison Boccaccio, Lindsay Markun, Mindy Buckley and
Melissa Summerlee

Minutes Submitted by Melissa Summerlee

Agenda: See attached

PTO Update

1. Welcome to the 1st PTO meeting and introduction of Board by Allison.
2. School Beautification
 - a. PTO Painted the entryway to the school-Hyper Blue and Gecko Green
 - b. Decals of the new Gecko Mascot for the foyer, office and PE area to make the school more kid friendly and welcoming.
 - c. Replaced rusted benches at entrance to school. PTO paid to have original benches installed and decided to replace them. Manatee County installed them for the school.
 - d. Landscaping- Several trees and bushes were overgrown, which posed security concerns. Overgrown landscaping was trimmed back and the plant beds were mulched.
3. Staff Meals
 - a. PTO wanted to support the staff and provide meals as staff returned to school.
 - b. Skilletz Breakfast provided breakfast on the first day back for the staff.
 - c. PTO purchased Publix Subs and Salads for staff lunch.
 - d. PTO had Nothing Bundt Cakes delivered for the staff last week.
4. Kindergarten Playdate
 - a. Kindergartners got to come to the school and find out their teacher assignments
 - b. Kindergartners received a welcome bag with a pencil, toy gecko, and a coupon from Pacific Counter for a free Dole Whip.
5. BooHoo Breakfast
 - a. 1st day of school
 - b. Coffee, pastries and fruit
 - c. Sign Up Sheets for different events we hope to have through the year were put out.
 - i. Book Fair, Donuts with Dad, Muffins with Mom, Holiday Shop, Sweetheart Dance, Fun Run, Yearbook Committee, 5th Grade Committee, Casino Night, Picture Day

1. Money raised at PTO fundraisers will go toward the purchase of new playground equipment and assisting Mrs. Price with school purchases.

6. Uniform Sales

- a. Willis has moved to a new uniform vendor. Switched to Manatee Apparel from Uniform Solutions Plus.
- b. July 2021- PTO bought out old uniforms from Uniform Solutions Plus for \$5500.
- c. \$2800 was made at liquidation Sale.
- d. Manatee Apparel is giving Willis a higher percentage of uniform sales, so PTO should break even by the end of the year.
- e. All uniforms/spirit wear will be sold through Manatee Apparel, including new styles not previously available.
- f. Manatee Apparel will also be supporting Willis with 5th Grade shirts, Fun Run Shirts, banners, and staff appreciation.
- g. Manatee Apparel will also be printing all Willis banners.
- h. Mrs. Price has gotten a lot of great feedback about Manatee Apparel.

7. Update from Mrs. Price

- a. Met with PTO to set some dates before school started but now we are back to dealing with Covid. Dates and plans made need to be adjusted.
- b. Thank you for all of the school beautification, Gecko logos, and staff meals. The support was very appreciated.
- c. Things have changed since open house. Back to where things were last with Covid.
- d. Next event scheduled is Book Fair, Oct 29- Nov 5th. Mr. Violette will still proceed with book fair, but will only take place during school hours.
- e. No parent conference nights this year. The county removed them from the calendar.
- f. School was just notified of allocation update. Opening 3 new classrooms, but no details yet. Also allocated an additional para.
- g. Reflex Math- Mrs. Price will survey teachers to see if they want to continue to use and see if PTO will pay for that.
- h. Only visitors allowed in to the school right now are academic and essential visitors.
- i. Waiting on consumable workbooks to come in so school is having to print to supplement.
- j. This year has been one for the record books and Mrs. Price is appreciative to everyone for their support.
- k. Mrs. Price, Mrs. Mau and Mrs. Thomas were able to find enough cafeteria dividers for about 5 tables to have dividers.

8. Business Partners

- a. Business Partner numbers have been great so far this year. Willis has a lot of community support.
- b. In July, prior business partners were contacted about renewing their business partnerships.

- c. Business Partner levels have been updated to reflect the average amounts in the area.
 - d. Many new Business Partners have signed on this year.
 - e. There is no deadline to become a Business Partner, so anyone interested can reach out to the Willis PTO.
 - f. Manatee Apparel is printing the Business Partner Banners.
9. Financials
- a. Willis PTO made the move to Quickbooks this year.
 - b. Assisted Willis Staff with money for staff development training prior to the start of the school year.
 - c. An outstanding check from last year wasn't cashed so it was rolled over to this year's budget and will be noted.
 - d. PTO was made aware that the PTO is only allowed one bank account, so money from PTO savings account was moved to the checking account and the savings account was closed.
 - e. Financials will be available on the website at the end of the month. Please feel free to reach out with any questions.
 - f. July Financials reflect the school beautification projects, staff meals, Quickbooks expense and speaker system that was earmarked to be purchased by last year's fundraising efforts.
10. Communication
- a. Shannon McCoy is our amazing communications chair.
 - b. If anyone is not already receiving Willis PTO emails, please reach out to williselementarypto@yahoo.com to be added to the distribution list.
 - c. There are many new families at Willis and we are always welcoming of support and ideas from any Willis families.
11. Q & A
- a. Will there be a Father Daughter Dance this year? We have it tentatively scheduled, but with the current state of Covid in the community, plans remain flexible and will be determined closer to the time of the event. Everything is currently on hold. Things may look different in a month, but we just don't know.
 - b. How do parents know if their money was received for Dress Down Day? Do kids need to show anything to dress? Lindsay is collecting money and tracking which students have paid. Lindsay will provide teachers with a list of children that have paid, but if parents sent in money, they should have assumed it's been received and their kids are good to go.
 - c. For Dress Down Day, what is a child permitted to wear? They can wear any non uniform clothes that abides by Manatee County school dress code. No open toed shoes.
 - d. How often does the PTO have a meeting? The PTO meets every month. For now it will be via Zoom until we can meet back at school. Times vary to accommodate many work schedules.

Meeting adjourned at 6:35 pm