**Willis Elementary PTO Meeting Minutes**

**Friday, August 11, 2017**

Starting Time: 8:45 am

Board Members Present:   Mr. Stenger, Bianca Lawrence, Sky Galliano, Tara Merino, Cathy Magda

Other Members Present: 60+ (names listed separately)

Minutes submitted by Cathy Magda

 **Agenda:**

1. PTO Welcome Message
2. Introduction
3. School Administration Update
4. Financial Overview
5. Upcoming Events
6. What’s New
7. Q&A
8. Guest Speaker

**PTO Welcome Message**

1. Bianca welcomed and thanked the attendees for taking time to get involved. She gave an overview of what the PTO does, how to get involved, and why to get involved.
	1. The PTO is a service organization dedicated to actively supporting, promoting and strengthening the school.
	2. The PTO relies on supportive and generous families and members of the community.
	3. Parents, family members and the community are encouraged to take an active role in their child’s education by supporting the PTO with their time, talents and/or financial support.

**Introduction**

1. Members of the Board were introduced
2. Members of the Operating Committee were introduced
3. Discussed the new Grade Ambassador position and its role and responsibilities
4. A Grade Ambassador is a representative from each grade level.
5. A key role of a Grade Ambassador is to share important information such as dates and events to their grade level parents and teachers as well as being the first point of contact for new and existing families.

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| **2017-2018 PTO BOARD MEMBERS****Principal:  Bill Stenger****President:  Bianca Lawrence** **Vice President:  Sky Galliano** **Treasurer:  Tara Bergstrom Merino** **Secretary:  Cathy Magda** | **PTO OPERATING COMMITTEE****Assistant Principal:  Billie-Jo Fintel****Communications:  Shannon McCoy****PR Management:  Jenny Hunn****Volunteer Coordinator:  Kristin Culliton****Room Mom Coordinator:  Tami Silver****Grade Ambassadors: In Progress** |

**School Administration Update**

1. Mr. Stenger thanked the attendees for their commitment and support of Willis Elementary.
2. The school has 3 Portables this year to accommodate the growth of the school
3. Thanks to the PTO, the teachers this year will be utilizing a new ELA program, Making Meaning designed to deepen teacher understanding of effective instruction and illuminate student thinking about literature, supporting the development of critical thinking and a lifelong love of reading.
4. The teachers will also be utilizing additional math programs and strategy tools.

**Financial Overview**

1. Tara reported on past PTO accomplishments and what was achieved last year.
	1. The PTO purchased a laminator, additional iPads and software, fans in PE area, costumes for shows, mats for front of school, created a volunteer center, large Christmas tree for lobby, tablets, laptops, revamped the media center, literacy program and classroom level libraries.
2. Tara provided an overview of how the budget works and reviewed high level budget.
	1. The board voted to approve.

**Upcoming Events**

1. Bianca discussed calendar and events that still need chairpersons.

August 8 – Back to School at 3:30 PM

August 9 – Kindergarten Playdate @ 10AM

August 10 – Boohoo Coffee @ 8:30 AM

August 11 - 1st PTO Meeting @ 8:45AM
September 4 - School Closed
September 6 - Early Release/ DDD
September 8 - PTO Meeting @ 2PM
September 22 - Box  Top Collection
September 29 - Walk-A-Thon
October 4 - Early Release/DDD

October 6 – Donuts for Dads/Book Fair

October 10 – Fall School Pictures

October 10 - PTO Meeting @ 6PM

October 13 - School Closed

October 20 - Early Release
November 3 - Early Release/DDD

November 6 – School Class Pictures/Retakes
November 9 - PTO Meeting at 2PM

November 10 - School Closed
November 20-24 - School Closed
December 4 - December 8 - Holiday  Shoppe

December 6 - Early Release/DDD
December 8 - PTO Meeting @ 8:45AM

December 15 - Box Top Collection
December 21-29 - School Closed

\*DDD - Dress Down Day

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| **2017-2018 PTO CHAIRS** |
| **Fundraising Event Chairs**Walk-A-Thon: PTO BoardSpirit Nights: Renee EichelbergerBook Fair: Stephen SajewskiBricks: Shannon McCoyHoliday Fair: Deb SharpeBox Tops: Heather Caserta/Jenifer ConleyBusiness Partners (PIE): Robyn Mueller**Spring Fundraiser:** **Grant Writing:** **Uniform School Store:**  | **Community Event Chairs**Field Day: Tara Bergstrom MerinoKindergarten Playdate: Stephany AllenDonuts for Dad: Denise West/Stephany Allen Popcorn Wednesday: Leah Kelly Secret Santa Helpers: Mira MilburnStaff Appreciation: Valerie DeminoYearbook: Liz Baas/ Denise WestMuffins for Mom: Kim Smith**Decorating Team: Joy Wetherington****WAT Prizes:** |

**What’s New**

1. The PTO is incorporating an interactive speaker series on relevant topics for parents and families at PTO meetings.
	1. Topics include internet safety, nutrition, family routines, book club
2. PTO meeting times will vary this year to provide opportunities for all constituents to be involved. These times are 8:45am, 2:00pm and 6:00pm.

**Guest Speaker**

1. Lakewood Ranch Kindness Project
	1. Started by Kelly Lauchert Granquist and Andrea DeStefano
	2. The Kindness Project is a way to inspire children to be kind.
	3. The group currently has 870 members and growing.
	4. Children paint rocks, hide rocks within the community (outside locations), find rocks and post a picture online.
	5. The projects moto is “Create one, Discover one, Replace one, Treasure them”!
2. The Kindness Project plans to expand into having children create cards for people in the hospital as another way to show kindness.

Meeting adjourned at 9:45 am.