



KWES PTO GENERAL MEETING MINUTES

Meeting Date: Tuesday, November 16, 2021 @ 6:30 p.m.

Meeting Location: Hybrid -- Kyle Wilson Elementary School, 5710 Liberty Hill Ct & Online via Zoom link

BOARD MEMBERS Present: *Joi Plummer, President | Maya Claros, Vice President | Jennifer Clinton, Recording Secretary | Tracy Woodhead, Corresponding Secretary*

Call to Order/ Welcome

- Joi called the meeting to order at 6:32pm.

Approval of Minutes

- Motion made by Joi to approve minutes from 10/19/21 general meeting. --Motion passed.

President's Report

- Joi welcomed everyone and reported a successful Executive Board meeting last week (11/10)
 - Requested that during today's meeting a focus on membership goals and incentives.
 - It was suggested to offer a prize or giveaway for joining.
 - A member requested a better understanding of the membership budget and goals.
 - Increase interest with teachers.
 - Joi concluded conversation that the Board would discuss these ideas at next meeting (12/14).

Vice President's Report

- Reported successful Paint Night with Ms. Tice, fun event for the children; 88 kits bought.
- Online Holiday Shop is up and running until December 16, 2021.
 - Link: <https://studentgiftshop.com>; Login: Holiday; Password: KWE2020
- Reported 'Cookies for Teachers' event – December 16, 2021
 - Mininia Hawkins will send out Sign-Up Genius link for volunteers

Treasurer's Report

- Sabrina absent; Sabrina reported through Jennifer that Tax Form 990 was completed.

Principal's Report

- On behalf of staff and teachers, Gretchen expressed thanks to PTO for the Teacher's Lunch.
- Reported hearing lots of compliments for Paint Night; huge shout out to PTO and Ms. Tice.

Committee Reports

- Kyle Wilson Walk-for-Fitness – *Ashley & Stephen Shelley*
 - Ashley Shelley acknowledged planning to start in December.
 - Gretchen stated there is a list of past community partners on OneDrive; 2nd grade teacher Jen Mayes is an excellent resource to collect community memberships.
- Financial Committee – *Stephen Shelley*
 - Maya reported we continue to need at least two more volunteers.
- Paint Night – *Monica Ospina*
 - Monica absent; Maya reported successful Paint Night event.
- Read-A-Thon – *Monica Flores and Jennifer Bates*

- Read-A-Thon scheduled to begin January 7 and last 4 weeks with a goal of \$20,000. The PTO Board previously discussed reducing this to two weeks beginning January 7 and the goal would be reduced accordingly.
- Reported a link to be provided on school website.
- Giving/Angel Tree – *Taylor Yungk*
 - Taylor not present; Maya reported will get information this week.
 - Gretchen stated Ms. James is collecting names & gift requests this week.
 - General consensus that Sign-Up Genius is the probable method to be utilized.
- Spirit Night – *Irma Stafford*
 - Irma reported Spirit Night slated for Tuesday, November 23, 2021 @ Chick-fil-A from 5-8pm
 - Tracy and Irma reported will produce and distribute flyers this week and an auto-dialer would be sent out the day of.
 - Irma requested needs an updated tax form ASAP to schedule future Spirit Nights; Joi stated she will provide signed form to Irma by Friday, November 19, 2021
- Spirit Wear – *Monica Flores*
 - Monica stated online Spirit Wear store will launch November 24, 2021 set up by the vendor.
 - T-shirt offerings in grey, white and electric blue.
- Volunteer Coordinator – *Mininia Hawkins*
 - Mininia reported she will launch Sign-Up Genius links for various events very soon.
 - Mininia encouraged interested volunteers to email her at kwesptovolunteer@gmail.com.
- Hospitality/Staff Appreciation – *Jennifer Clinton*
- Membership – *Chair needed*
- Nominating – *Chair needed*

New Business

- Maya asked how to ensure as many language translations as possible for PTO correspondence
 - Gretchen stated that messenger system for the school can choose language of choice.
- Membership Drive – *Jennifer Clinton*
 - One class in grades K-2 and 3-5 with most PTO memberships by 11/23 will win popsicle party with \$50 gift card for the winning teachers.
 - Kurtz/Johnston in a tie; Gutierrez in lead for grades 3-5.
 - Gretchen recommended extending Membership Drive for teachers through Dec 6 with various incentives for teachers to join PTO; raffling a parking spot and 'covered recess' included ideas.

Adjournment

- Joi made motion to close meeting at 7:08pm. --Motion passed.