



## KWES PTO GENERAL MEETING MINUTES

**Meeting Date:** Tuesday, January 18, 2022 @ 6:30 p.m.

**Meeting Location:** Virtual meeting online via Zoom link

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

### **Call to Order/ Welcome**

- Joi called the meeting to order at 6:33pm.

### **Approval of Minutes**

- Motion made by Joi to approve minutes from 11/16/21 general meeting. --Motion passed.

### **President's Report**

- Joi expressed thanks to all volunteers, contributors, and participants for Cookie Exchange & Giving Tree
  - Great turn-out, donated items, and participation
  - Joi reported lots of appreciation from teachers/staff for Amazon Gift Cards & Cookie Exchange
- Joi reported successful gain in PTO members from Membership Drive last month
  - Announced winners of Teacher/Staff Membership Drive:
    - ❖ Ms. Lourenzo (recess coverage) and Ms. Hannon (parking space)

### **Vice President's Report**

- Holiday Shop – Maya expressed thanks to all who bought gifts through Fun Services.
  - A fun and successful event that allowed kids to order and wrap own gifts
  - PTO earned \$354.91
- Kyle Wilson Walk – Maya requested move to start planning for this event.
  - Saturday April 23, 2022 is proposed date; Location still needs to be booked
  - Virtual walk proposed by Gretchen as an alternative
  - Possible locations at Saunders Middle or Forest Park High Schools suggested considering Hylton construction
  - Gretchen suggested bi-weekly meetings to start immediately while promoting for volunteers
  - Ashley Shelley proposed bi-weekly virtual meetings to start January 25, 2021 at 6:3030; Gretchen will provide Zoom link and Tracy will help promote on social media.
  - Gretchen stated location, logistics, t-shirts, and donations can be discussed at first meeting

### **Treasurer's Report**

- Sabrina reported overview of PTO finances:
  - Treasury with a negative balance of about \$3000 as of December 2021 for the fiscal year
  - Membership numbers not as high as hoped
  - Still waiting on revenue checks from Holiday Shop, Chick-fil-A, Night of Lights, and Read-a-Thon
  - Sabrina reported overall treasury balance still in the black; Spring 2022 looking good to close fiscal year financial gap

## **Principal's Report**

- Gretchen expressed appreciation for Cookie Drive to all families and PTO
  - LOTS of cookies donated, staff and teachers had a great time with plenty for all
- Further appreciation to all volunteers & donations that took care of over 20 families for the Giving Tree
- Expressed excitement from teachers and staff for generous gift cards, "A great treat!!"

## **Teacher's Report**

- Mrs. Lloyd & Ms. Mayes expressed thanks for PTO's support and generosity with recent events

## **Committee Reports**

- Giving Tree – *Taylor Yungk*
  - Taylor reported that the Giving Tree was a huge success this year
  - Sign-up Genius helped make this event extremely successful and efficient
  - Every family got what they asked for and more; families very appreciative!
  - Suggested that PTO make future Giving Tree events online and upload all related documents to Google Drive
- Cookie Appreciation – *Mininia Hawkins*
  - Mininia expressed additional thanks to all volunteers and for donated goods
  - Sign-up Genius very effective; Cookies were available for two days!
  - Expressed thanks to Tracy for all the promotion
- Spirit Nights – *Irma Stafford* (absent)
  - No report provided
- Read-a-Thon – *Monica Flores*
  - Monica reported \$6942.00 raised to date (69% to goal of \$10000)
  - PTO to earn about 75-80% of all donations after expenses
  - 19,011 minutes read to date (exceeding initial goal of 16,000 minutes)
  - Ms. Burgess's and Ms. Pollock's classes currently in the lead
  - Great prizes for leaders and bookmarks for all participants
  - Zoom story-time set for January 24, 2022 which will conclude this event
  - Will continue to collect fund donations for about a week after Read-a-Thon concludes
  - Monica stated she will send out clarification how teachers can sign up students as needed
  - Sabrina stated that PTO Board members available to assist teachers to input minutes online
- Spirit Wear – *Monica Flores*
  - Online store link expected this week; apologies for delayed start
  - Monica stated there will be \$2 mark-up on clothing items which PTO will earn per sale
  - Tracy to promote on social media as the online store becomes available
- Paint Night #2 – *Chairperson TBD*
  - Maya stated she emailed Monica Ospina to see if willing to chair again, no response to date.
  - February or March virtual event night TBD
  - Maya will reach out to Ms. Tice; Plenty of supplies left over from first paint night
  - Maya proposed expanding Paint Nights to STEAM, PE, Library nights
  - Ms. Mayes suggested connecting appropriate teachers with regular virtual night activities; Ex: Mr. Wechsler might be interested in "Build Your Own" STEAM related nights
  - Taylor suggested Oriental Trading for kits; Sabrina confirmed this site as a good resource

## **Unfinished/New Business**

- Maya requested how to make future PTO meetings to be more inclusive of multi-lingual families
  - Gretchen suggested need a community member that's bilingual and available during meetings
  - Ashley Shelley suggested Zoom settings may have options for language translation; Joi concluded may be best to find a community translator
- Joi proposed collecting ideas on how to continue to grow PTO membership

- Donna suggested return of Watch Dog program as incentive for dads to join PTO; Gretchen stated looking to reinstate it this semester
- Taylor Yungk suggested exploring idea of long-term “multi-year” memberships
- Sabrina said memberships can be tracked/recorded into multi-year memberships
  - Joi requested that PTO Executive Board to revisit this idea at next Board Meeting
  - Gretchen proposed a new teacher/staff “Sundae, Get Pie’d, or Die My Hair” Membership Drive
    - Gretchen stated will need to assess teacher/staff motivation to participate in said events
    - Ex: If certain # families join PTO by certain date, can live-Zoom a principal being “Sundae’d”
- Joi stated this idea will be considered by PTO Board
  - Ms. Mayes suggested “Entry Level Membership” tiers with unique benefits for each level
    - Ex: Bronze, Silver, Platinum levels
    - Paint Night supplies, Spirit Wear, plush animals, keychains, etc as incentive benefits
  - Nikki Baldwin asked if there were methods to “Gift” memberships to needy families
    - Joi stated can explore ways to include this on membership application or PTO website
    - Taylor suggested providing a private link on PTO website to request free memberships
    - Ms. Mayes suggested providing a more visible link for families to donate funds (in place of fundraising, donating to free memberships, etc)
    - Nikki suggested having a link for teachers to request financial/supply assistance

### **Adjournment**

- Calendar of Events:
  - Read-a-Thon: January 7-24, 2022
  - Spirit Wear sales – Online shop expected to open this week of January 10, 2022
  - Read-a-Thon Virtual Story Night (and last day of Read-a-Thon): January 24, 2022
  - Kyle Wilson Walk bi-weekly committee meeting: January 25, 2022
  - Next General PTO meeting: February 15, 2022 @ 6:30 p.m.
  - Next Executive Board meeting: February 8, 2022
  - April 23, 2022: Kyle Wilson Walk
  - Teacher Appreciation Week: May 2-6, 2022
- Joi made motion to close meeting at 7:30pm. --Motion passed.