



KWES PTO GENERAL MEETING MINUTES

Meeting Date: Tuesday, October 19, 2021 @ 6:30 p.m.

Meeting Location: 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 6:32pm.

Approval of Minutes

- Motion made by Joi to approve minutes from 9/21/21 general meeting. --Motion passed.

President's Report

- Joi welcomed and thanked everyone attending meeting; approximately 15 participants present.
- Joi reported great success with first Spirit Night; staff at Texas Roadhouse happy to support KWES.
- Joi expressed thanks for successful Back-to-School nights.

Vice President's Report

- Maya reiterated success with first Spirit Night at Texas Roadhouse
 - \$2300 in sales; PTO earned 10% at \$230.00!
 - Texas Roadhouse offered future option to sell gifts cards ahead of Spirit Night; they will give us 10% of Gift Card sales AND on Spirit Night sales.
- Maya expressed further thanks for volunteers and participants at Back-to-School nights.
 - Over 20 families and 3 teachers joined PTO that night!

Treasurer's Report

- Sabrina reported about \$440 in membership fees collected at Back-to-School nights; confirmed \$230 check collected from Texas Roadhouse for Spirit Night.

Principal's Report

- Expressed thanks for family participation and PTO support at Back-to-School nights.
- Expressed excitement and encouragement for upcoming events.

Committee Reports

- Spirit Wear – *Monica Flores*
 - Gretchen created a poll to vote on design; Design #2 won, Design #3 in 2nd place.
 - Monica exploring online store option for families to purchase spirit wear, awaiting cost and fees.
- Spirit Nights – *Irma Stafford* (not present)
 - The next Spirit Night will be Tuesday, November 23 at Chick-fil-A, flyer coming soon.
- Volunteer Coordinator – *Mininia Hawkins*
 - Monica reported is able and willing to reach out to volunteers as needed for events.
 - Please forward to Monica interest in volunteering from families.
- Paint Night – *Monica Ospina*
 - Thanks to Monica for volunteering to chair this.
 - Paint Night confirmed with Ms. Tice for Monday Nov. 15; Sabrina to order supplies this week.

- Giving/Angel Tree – *Taylor Yungk* (not present)
 - Gretchen reported have worked with school counselors in past years to develop wish lists to support local families and classroom teachers.
 - Joi proposed a tree with items for both families and teachers; Tracy verbalized support.
 - Mininia & Gretchen both reported that Signup Genius and tree tags both used successfully in past years; gifts turned into office unwrapped with corresponding tags.
 - Joi requested that PTO follow-up with Taylor prior to next meeting to start coordinating.
- Kyle Wilson Walk-for-Fitness – *Ashley & Stephen Shelley*
 - Maya reported that planning will start in December, Ashley acknowledged.
- Financial Audit – *Stephen Shelley*
 - Maya reported we need to recruit at least two more members for this committee.
 - Sabrina reported that 2019-2020 audit still needs to be completed, generally done in June.
 - Tax form 990 is due November 15, 2021.
- Hospitality/Staff Appreciation – *Chair needed*
- Membership – *Chair needed*
- Nominating – *Chair needed*
- Read-a-Thon – *Chair needed*
 - Gretchen stated that this event is organized from previous years, easy to run. Gretchen and Joi both requested soliciting volunteer needs to families.

New Business

- Membership Drive – *Jennifer Clinton*
 - One class in grades K-2 and 3-5 with most PTO memberships by 11/23 will win pizza/popsicle party with gift card for the winning teachers; flyer to come.
- School Supply Drive – *Maya Claros*
 - Oct. 20-27 -- Collecting school supplies; “Monster” collection boxes in office and main entrance.
 - Updated supply list to be emailed out and on social media sites.
- STEAM Monster Mash Dance Party – *Maya Claros*
 - Friday Oct. 29 from 6:30-7:30pm in school bus loop; dress up as favorite book character.
 - Sign up Genius needed for volunteers to set up and break down.
 - Hand out STEAM kits for the long weekend.
 - Create a RSVP list with deadline Oct. 27 to gauge attendance.
 - Gretchen confirmed she has lots of glowsticks from previous Halloween event.
 - Monica Ospina volunteered to run a photo booth by door #2.

Adjournment

- Joi made motion to close meeting at 7:16pm. --Motion passed.