



KWES PTO GENERAL MEETING MINUTES

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

Meeting Location: Hybrid via Zoom link and at Kyle Wilson Elementary School, 5710 Liberty Hill Ct

BOARD MEMBERS Present: Tracy Woodhead, President | Ashley Shelley, Vice President | Mary Griffin, Treasurer | Karen Manzano, Corresponding Secretary | Jennifer Clinton, Recording Secretary

Call to Order/ Welcome

- Tracy called the meeting to order at 6:30pm. –Motion seconded by Ashley.
- Tracy set up power point of meeting talking points seen by online and in-person attendees.

Approval of Minutes

- Motion made by Tracy to approve minutes from 09/2022 General Meeting. --Motion seconded by Jennifer.

Treasurer's Report – Mary Griffin

- PTO has an operating budget of ~\$42,000.
 - PTO has worked with administration and approved a budget for this school year.
 - Planned funding this year includes about \$3000 for clubs; \$8000 for field trips.
 - PTO has paid for DreamBox, teacher mini-grants, and others.
 - Read-A-Thon and Wilson Walk anticipated to be PTO's biggest fund raisers.
 - Detailed Treasurer report will be sent out with meeting minutes this week.

President's Report – Tracy Woodhead

- Tracy welcomed everyone to the meeting
 - Gratitude expressed for continued support, volunteers, and promotion from teachers & staff, PTO members, and the community.
 - Reported very successful Spirit Night at MOD Pizza last week.
 - The ongoing Read-a-Thon is already a success; thanks to the staff for promoting and spreading excitement for the competition.
 - Thanks to volunteers assisting teachers in the work room.
 - Reported a successful Book Fair; PTO surprised teachers with books from their wish lists.
 - Will discuss during this meeting an exciting November & December event schedule including:
 - Barnes & Noble Spirit Day, Cookie Exchange & Giving Tree
 - Pancake Breakfast & Vendor Fair, BINGO Night

Committee Reports

- Open Positions -- Vice President Ashley Shelley
 - Volunteer Opportunities
 - BINGO Night – Friday 10/28 @ 7:00pm
 - ✓ Sign-up Genius on social media and PTO website
 - ✓ Need help with set-up, break down, serve food, prize table, etc.
 - Volunteer Coordinator
 - Pancake Breakfast & Vendor Fair –
 - Winter BINGO Night in January
 - Movie Night in February
 - Kyle Wilson Walk for Fitness

- Donations needed for raffles and prizes through the school year
 - ✓ Opportunity to promote one's business
 - Hospitality/Staff Appreciation Committee/Chair
 - Detailed descriptions of all committee needs can be found on PTO website: kylewilsonespto.com
- Spirit Nights – *Irma Stafford* (not present), *reported by Tracy Woodhead*
 - Past Spirit Nights at Texas Roadhouse (September) and MOD Pizza (October)
 - Raised just under \$600 for these two events.
 - Many thanks expressed for feeding your families and supporting the PTO at the same time!
 - Next Spirit Night:
 - November 8 @ 5-8:00pm – Chick-Fil-A on Rt 234 near I-95
 - December 10 – all day event + 5 days of online shopping at Barnes & Noble
 - ✓ Tips & certain percentage of all sales (including in-store Starbucks) will benefit KWES PTO
 - ✓ Gift wrapping, cookie decorating, author book readings, and more!
 - ✓ Online code can be used the whole week toward online orders.
- Read-a-Thon and Fall BINGO Night -- *Maya Claros* (unavailable), *reported by Tracy Woodhead*
 - Ongoing through October 28
 - Funds raised will directly benefit student field trips, clubs, outdoor equipment, and classroom materials.
 - PTO is requesting donations for raffle baskets.
 - Prizes to be awarded to top readers, fundraisers, and overall participants.
 - School goals: 75,000 minutes read and \$20,000 raised
 - To date, students have read 36,742 minutes and raised \$7,301
 - BINGO Night on October 28!
 - Sign-Up Genius promoted for needed volunteers.
 - Donations requested for raffle baskets.
 - Flyers to go home with students this week – information and food ordering form included.
 - Food pre-sales through October 26.

Principals' Report

- Mrs. Drzewucki expressed thanks and welcome to everyone attending this PTO meeting.
 - Staff loved the food trucks during Back-to-school nights and the opportunity for a convenient dinner.
 - Reported that Read-a-Thon has been a success so far and the competition is real!
 - The admin staff is looking forward to a fun BINGO night – one of first major social events to be hosted since pre-Covid.

Teacher's Report

- Ms. Taylor Yungk spoke on behalf of teachers and staff expressing thanks to the PTO for the appreciation meals and mini-grants.
 - Tracy reminded everyone that any teacher who joined the PTO by September 30 received a mini-grant from the PTO.
 - PTO able to increase mini-grant amount to \$75 while maintaining promised classroom donations.
 - Teachers use mini-grant for classroom supplies or professional development fees.

New Business

- Monthly topic presented by Tracy: Digital Online Safety (for Cyber Security Awareness Month)
 - Thanks to Ms. Amanda Lykins for her assistance in putting presentation together.
 - Topics discussed:
 - Basic steps to stay safe online, school laptop safety settings, and helpful resources for online safety at home

Announcements

- Action items:
 - Join the PTO for \$20 per family!
 - Volunteer!
 - Complete a volunteer form or contact Ashley Shelley at kwespto.vicepresident2023@gmail.com
 - More information available at PTO Website : kylewilsonespto.com, Facebook, & Instagram
 - Support the PTO
 - Monthly Spirit Nights, Amazon Smile & Box Tops for Education
 - Participate!
 - This month: Read-a-Thon and Bingo Night

Adjournment

- Calendar of Events:
 - October 11-28 – Read-a-Thon
 - October 28 – Fall BINGO Night, 7:00pm, Cafeteria
 - November 8 – Spirit Night @ Chick-fil-A, 5:00-8:00pm
 - November 15 – PTO Meeting, 6:30pm, Activity Room and Zoom
 - December 3 – Pancake Breakfast and Vendor Fair, 9:00am-12:00pm, Cafeteria
 - December 9 – Giving Tree donations due (Sign-up coming in November)
 - December 10 – Spirit Day at Barnes & Noble Stonebridge
 - December 15 – Staff Cookie Exchange (Donation Sign-up coming in November)
- Jennifer made motion to close meeting at 7:05pm. –Motion seconded by Ashley.