



August 2021 PTO Meeting

August 17, 2021 5:30pm • Zoom

- I. **Call to order-5:38 pm**
- II. **Introduction of New Board-everyone introduced themselves via zoom**
- III. **Parent open forum (10 minutes)**-Someone asked if Super Shark Assemblies were happening and they are not happening at this time
- IV. **Admin update (10 minutes)**
They are grateful for the PTO kicking off the year in such a positive way. They loved the T Shirts and the welcome back lunch. Grateful for all the support from PTO and excited for this year. A great first day and STU-GO and student council were very helpful.
- V. **Financial update (5 minutes)**-Jill shared the June/July budget and said a lot of things processed over the summer. Lots of purchases went through such as the vending machine and earmarks for teachers getting ready for school. The budget was given and shown to all board members. We need to set aside some money for the outdoor classroom so we can start buying things. Our budget is in good standing and we are doing well over all financially. There was some discussion on where the books will come from for the vending machine and we are hoping for donations for those and the library using scholastic book fair earnings to stock the vending machine.

VI. AGENDA TOPICS

A. Old Business

Information

- Book Vending Machine has been ordered
 - 4 month delay on designing and shipping machines
 - Awaiting design for review and approval
 - Outdoor Classroom
 - Shade structure quotes came back higher than expected
 - Mrs. Hanson is preparing a new proposal for classroom design and budget request
- First quote is from USA Shade-looking to get a blue canvas structure that is all weather proof-looking to install in one of the middle areas of the courtyard. There is an empty 30 by 30 foot square that looks good to use for the outdoor classroom. This quote was around \$14,000**
- The second quote came in over \$20,000**
- The third quote is around \$14,000 but comes with a 10 year warranty and our district works with this company often**
- Discussion took place on possibility of applying for a grant for a shade structure or asking for donations from furniture stores**
- There are grants we can look into to cover the cost of shade structures

Action

- Email book vending machine design once received for board approval
- Apply for shade structure grants-Sam is going to look into some grants-Mrs. Hanson is going to send the quotes to a parent who deals with contracting a lot and might be able to help get the structure done more affordably if we can subcontract it out to different vendors

B. 2021-2022 Goals

Information

- Monthly PTO newsletter to Parents
- Locate a parent volunteer to refresh/update website and shark store- **using wordpress-Krissy mentioned her husband who works at Go Daddy might be able to look at it and switch it to some sales type of format-a suggestion was given to put it on social media to ask if there is a parent out there who can help do this**

- Ice and Water Machine to replace Sparkletts
- \$4,000 each initial fee, \$80 each annually for new filter
- Refillable Water Fountains throughout campus
- \$1,600 each x 7
- Outdoor upgrades - 1 section each year
- Update landscape and outdoor space in the main quad area
- Table umbrellas for picnic tables
- \$150 each x 8 rectangle & 3 square
- More shade on playground (over line up area and gaga ball court)
- Sun shade sail, \$150 - \$500 depending on measurements
- Refresh the Shark Store items
- Metal Water Bottles, Water Bottle Stickers, Car Magnets, Socks, Zip up Hoodies

Action

- Add any additional goals-**Jill feels that we need to focus on the outdoor classroom before we spend money on these**

C. Bylaws

Information

- Review current bylaws

Action

- Vote to approve on any amendments-**Sam is going to send them over for our review so we can get these approved**
- Sign bylaws
- Submit to district office

D. 2021-2022 Proposed Budget

Information

- Presentation of 2021-2022 Proposed Budget
- At the close of this fiscal year, earmarks will not roll over into the next fiscal year. All unused money will revert back to general PTO funds unless approved by PTO on a case by case basis.

Action

- Vote to approve 2021-2022 Budget-**Sam is going to share what they are working on but it isn't finalized yet-we can vote on it via email once everyone gets it \$25,000 is the goal for this year for boosterthon-see budget for specifics on how much is budgeted per section**
- **Submit to District Office**

E. 2021-2022 Event Calendar

Information

- Review 2021-2022 event calendar
- All on-campus events are postponed until mitigation plans can be re-evaluated after Fall Break
- Off campus events can still take place as of now-Peter Piper Pizza is still happening and coffee truck is happening as well still

Action

- Upload to PTO Website

F. Fundraising Chair update (Laura) - MOVED TO NEXT MEETING

Information

- Presentation of fundraising events and opportunities for Q1 - will need to be off campus
- Labor Day Grill and Chill
- Ice Cream Social
- Food Truck Event
- Paint the Tile

Action

- Select dates and planning committees for events as needed.

G. Hospitality Chair Update (Krissy and Ann Marie)

Information

- Presentation of new events/initiatives-**Krissy got donations from Sherwin Williams for the paint and she is picking up odds and ends for décor/art, all renovations must be approved by admin prior to initiating**
- Teacher lounge revamp-**Krissy made a flyer asking for donations for some fun things for the teachers like K-cups or grab and go type items**
- Monthly teacher bar-**Ann Marie was thinking of doing something along these lines so we can chat with her when she is on next month**

H. Otter Pops - 10am-1:30pm

Information

- Postponed until after Fall Break
- Freezer arrived and Otter Pop inventory has been purchased

I. Peter Piper Pizza Event - August 19, 4-8pm

Information

- Flyers, stickers and giveaway items have arrived to begin promoting
- They will be hosting a variety activities and competitions from 4-8pm
- Students wearing their sticker will receive 5 free tokens when they arrive
- The class with the most student participation will receive a free Pizza Party
- Depending on class sizes, consider combining cross cat classes

Actions

- Provide a list of teachers to PPP or pizza party contest
- Distribute stickers to teacher boxes by 8/17 (teachers hand out day of event)
- Need 2-3 volunteers to work 1.5 hours shifts during the event (see signup sheet)

J. T-Shirt Design Contest - August 18-September 1

Information

- Contests for students to design the next Sharks Spirit shirt
- Design contest from August 18-September 1
- Winners announced September 3
- Winners: 1st free shirt & \$50 to Shark Store, 2nd \$30 to Shark Store, 3rd \$15 to Shark Store

Actions

- Create promotional material
- Promote for this school year on social media, e-alert, and flyers
- Create store code and gift certificates for winner

K. Coffee Truck Events

Information

- Cancelled until later Fall Break

L. Grandparent's Breakfast

Information

- Postponed until after Fall Break
- Possible new date - October 22

M. Fall Spectacular - November 19 - MOVED TO NEXT MEETING

Information

- Bingo
- Carnival games
- DJ
- Hayrides
- Photos by Williamsfield High School
- Vendor Booths
- Teacher/PTO Volunteers instead of parents

Action

- Create Save the Date/ teaser promo material
- Create parent volunteer committee
- Reserve Ron Howard as DJ
- Reserve Hay Ride
- Submit Facilities request to Norma
- Create sponsor/vendor packets
- Create volunteer needs/list

N. Ceiling Tile Sales - MOVED TO NEXT MEETING

Information

- Parents have still not submitted designs from purchases last year
- Tile Paint Night?

Actions

- Follow up with parents who purchased and have not submitted
- Promote for this school year on social media, e-alert, and flyers

O. Shark Store

Information

- New shirt designs and restock orders have arrived!
- Waiting on shipment information for restock of stuffed sharks (Mid October?)
- What items do we want to see in the shark store this year?

Actions

- Photograph and promote new tank

P. Staff/PTO Shirts

Information

- New shirts designed and purchased this summer have arrived

Actions

- Board members, please pick up your shirts from the Front Desk this week

Q. PTO Photos

Information

- Board members will need to take photos during picture day for PTO ID Badges

Actions

- Get your photos taken, August 20th as early as 7:30am

VII. Board Remarks and Future Discussion Items

VIII. Adjourn Meeting - 7:10pm

- Next meeting September 14, 2021 at 5:30pm via Zoom

IX.