

PTO Meeting Minutes  
June 18, 2022

**Attendees:**

Janene Bolt	Kelsey Fischer	Alicia Gillespie	Annie Grace
Abbey Jackson	Mark Karpf	Emily Moody	Ope Oloyede

**Welcome and Introductions**

**Presidents' Report: Mark Karpf & Emily Moody**

- Main objectives for the year
  - Increase parent/community engagement (e.g., family fun night)
    - Survey for parents at the end of August or early September (developed by Annie Grace) – 7 questions or less for survey on website
  - Support Washington as much as possible through fundraising, Mrs. Gillespie wants to do more activities that get kids outside (e.g., outdoor classroom, sports-volleyball, flag football, soccer)
  - Reframe PTO meetings to engage members and be efficient
  - Plan the 100<sup>th</sup> anniversary celebration for Fall 2023
    - New sign outside of school
    - Committee to include parent liaison per grade level, teachers, alums
    - Mrs. Gillespie – 5<sup>th</sup> graders will complete Washington history project this school year to be presented next school year (led by Gwyneth Cliver)
    - School alums could come talk (maybe included in history project)
    - No new spirit wear this school year because there will be a 100<sup>th</sup> anniversary design next school year
      - Janene Bolt, Derek Presnall, Alex Meyers, Julie Ryan, Olivia Bell for design ideas? (Annie Grace will reach out)
      - Choose and keep a consistent Wildcat from year to year
  - Create SOPs for all committee coordinator positions
    - All committee coordinator positions have been filled for 2022-2023
  - “Every Parent is a Member”
    - Opt-out of PTO communications/emails, directory, etc. instead of opt-in
    - Directory (Abbey Jackson) – not starting from scratch, just adding on and editing each year
      - Use the website for sign-ups instead of paper (use school iPads at back to school night, kindergarten picnic, etc.)

- Have a volunteer and a copy of the directory in each classroom at back to school night for sign-ups
- Add descriptions to the directory for events and other FAQs
- Update wording on website
- Survey to go on website to promote parent involvement (Annie Grace)
- Use Google drive for PTO documents
- Revise bylaws

### **Treasurers' Report**

- Spring Fundraiser a huge success, partly because of principal emails. Will try to arrange less time-consuming principal emailing next time.
- Reviewed budget for 2022-2023 school year – \$21,000
- Typical operating expenses per school year – \$18,000 to \$20,000
- Current balance: \$28,815.29
- Many expenses at the beginning of the school year – Target gift cards, school planners
- Difficult to identify Venmo and card sales – develop a coding system?
- Current clubs – Robotics, sports
- Cultural arts budget – assemblies for the whole school (e.g., Omaha street percussion, Children's Museum, Wildlife Encounters – \$2,100 for 6 assemblies)
- Dancing classrooms – grant funding?, good opportunity for social skill development, big time and money commitment for one grade level, Mrs. Gillespie will have the final say due to big time/money commitment for limited number of students
- Teacher appreciation and principal's fund budgets increased
- Alpaca requested PTO contribution of \$90 per month – tabled for further discussion
- Can't access Amazon Prime account after switching banks but it's being worked on
- Babysitting budget necessary (Abbey Jackson has a lead on sitters for PTO meetings)
- Vote on budget in late July or early August via electronic vote

### **Fundraising Report**

- Fall 2022 fundraiser commitment has been made (catalog sales)
- Spring 2023 fundraiser has not been committed to
  - Fun Run was successful, could reduce PTO cost next year with a \$500 buy-in in lieu of \$2,000
- Fundraising model to try – classes put letters in neighborhood mailboxes requesting donations during the school day
- Other fundraising ideas: donut and spirit wear sales before school, skate parties, Let's Smash (raise money by filling a truck with junk to be smashed)

### **Website**

- Make QR code for engaging with website
- Add committee descriptions, FAQs, budgets to website
- Janene Bolt will email website invoices

- Mark Karpf will lead business membership acquisition – business card sized ad and link on website for \$50 (brought in \$600 last year), look into corporate matching?
- Texting vs. emailing for updates – ask which parents prefer during sign-ups, use WhatsApp?

### **Calendar**

- 8/7 – Kindergarten Picnic, Washington Playground, 6:00-7:30pm (Gwyneth Cliver)
  - Change to 8/9 or earlier in the day on 8/7 since teachers report on 8/8 morning – Mrs. Gillespie will check to see teachers' preference
  - Spirit wear table
  - Vegetarian meal option
  - School iPads provided at event for online directory sign-up
  - Lunch box giveaway if there are enough left over for all new Kindergarten families
- 8/11 – Back to School Night 5:00-6:00pm
  - Provide popsicles
  - School iPads provided at event for online directory sign-up
  - An old directory copy can be referenced so parents can see if any info needs to change
- 8/13 – Green Team
- 9/1 – Directory info submission deadline
- 9/20 – Dundee Day Parade 10:30am (Tom Craig)
  - flyer in backpacks first week of school
- 9/29 – School Picture Day
- 11/18 – Classroom Harvest Parties
- Spring program will be in March 2023
- May 1-5 – Teacher Appreciation Week following national schedule

### **New Business**

- Focus on getting directory out sooner
- Yearbook? – parent volunteer or student club opportunity?
- Mrs. Gillespie – Five Guys fundraiser would give 20% of all sales for a night to the student activities fund
- Continue with hybrid meetings, babysitting option in gym
- School could benefit from a new PA system (microphone and speakers)
- Landscaping/Green Team projects: possible collaboration with Keep Omaha Beautiful