

Washington PTO Meeting Minutes
June 10, 2023

Meeting Attendees:

Craig Moody	Megan Little	Gwyneth Cliver	Taylor Borchert
Kelsey Fischer	Annie Grace	Janene Bolt	Ope Oloyede

- Welcome and Introductions
- May PTO meeting minutes will be reviewed online, and approval will be voted on via email.

Treasurer Report

1. Review [2022-2023 Actuals](#)
 - Annie Grace met with previous PTO Treasurer Dan Stockmann. PTO had a surplus of \$450 last year. Actuals will be reviewed again after the end of June 2023.
2. Cash on Hand
 - A target number for cash on hand will be determined when actuals are reviewed again after the end of June 2023. We need to be sure to have enough cash on hand to cover all of our fall programming expenses each year.
3. Review 2023-2024 Budget
 - We will purchase a gift for Washington's 100th anniversary. The recent survey suggested exterior improvements vs. interior improvements vs. enrichment opportunities as potential gifts.
 - Budgets are increasing due to inflation.
 - We are investing in spirit wear again this year. Consider using Midwest Impressions in Elkhorn for printing (Taylor Borchert has a contact) or talk to Lizz Contance about who she used (also in Elkhorn).
 - The directory should be printed in black and white unless an image is really important to reduce the cost vs. last year.
 - We have a small budget for clubs (currently only supporting robotics club). There was discussion about adding other clubs (specifically sign language club).
 - We could consider breaking up budgets for specific events (e.g., class parties have X dollars but each party has Y dollars). This would help committee chairs know how much to expect to spend.
 - Discussed insurance. AIM Insurance provides coverage for PTOs. A suggested policy (\$1 million general liability, \$5,000 extended medical, \$1 million professional, \$25,000 fidelity coverage) would have an annual premium of \$370.
 - The 2023-2024 budget will be emailed out after actuals are reviewed and voted on then or at the next meeting.

Calendar

1. Review & revise [2023-24 calendar](#)
 - 100th anniversary celebration will take place in the fall (September). Current thought is a Saturday morning ceremony at the building with unveiling of PTO gift and a celebration during school for all students. Committee will continue to plan and make decisions. Survey will be sent

to teachers and then the board will make a decision about the gift. Budget will be \$10,000 for the event and the gift (\$1,000 for the committee to plan the event, and the committee will be tasked with getting the gift after a decision is made).

- Pros and cons of holding the ice skating party on a Friday afternoon when students don't have school were discussed. Because this is the only way the event is free for the PTO, it was decided to continue offering this event while also continuing to offer many different opportunities for events at other times throughout the school year.
- Carnival dates suggested were May 10th or 17th. Mrs. Gillespie will finalize the date.
- Social events for adults were discussed, including a happy hour and a set day for people to stay after school at the playground. Suggestion for a fall event (weeknight in September?) and a spring event (late March?). The fall event will be planned by Taylor Borchert and Janene Bolt.
- Ask Mrs. Gillespie about dates for Title I Family Nights.

Fundraising

1. Fall fundraiser - Fun Run

- The event could be a fundraising event in itself (sell spirit wear-buy one donate one spirit wear shirt, buy signs to cheer on kids, etc.). Discussed not using the colored powder again, doing spirit days instead of Fun Run t-shirts, and having school fundraising goals instead of individual prizes. It could be a whole school event during the school day (toward the end to include families) using a buddy system with grade levels cheering each other on. There could be both cooperative and competitive parts of this event. Instead of using a company to put on the event, we will run it ourselves (still need to figure out the payment platform and make a running playlist). Budget will be \$2,000. Date for the Fun Run needs to be set.

2. Spring fundraiser - TBD

- Idea for a family trivia night at school with a raffle and dinner. Tickets could be bought and donated. Budget will be \$1,000.

3. Other fundraising ideas

- 100th Anniversary
- TopGolf and Chipotle
- Ecreamery
- Restaurant nights
- Putt-putt at 119th and Maple (talk to Tim Walker)
- Tasty Pizza

Website and Comms

1. General updates

- We are using the same list for email communication from year to year.
- Emily Natal will continue to handle social media accounts for the school.
- PTO text updates didn't have many subscribers last school year, but we could look into it again.
- Discussed making an outreach position.
- Survey results will be communicated after teacher survey responses are collected.

2. Membership/directory sign up

3. Annual Report flier

- A form for PTO membership/directory sign up (to make changes to information from last year or sign up new) and annual report flier (what we did last year) will go home with the PTO president letter in student backpacks early in the school year.

Upcoming Events

1. 100th Anniversary Gift
2. Kindergarten Picnic, Monday, August 14 5-6:30pm (Gwenyth Cliver)
 - a) Membership/directory info available
 - b) Spirit Wear table
 - Increased budget for pizza and drinks will be \$315.
 - Ask teachers or Mrs. Gillespie about providing supplies to students.
 - Yard signs for incoming Kindergarteners/new students?
 - A few volunteers are needed. Setup will be on the basketball court.
3. Back to School Night, Thursday, August 10 5-6pm
 - a) Membership/directory table with annual report flier
 - b) Spirit Wear table
 - c) Bake sale
 - d) Popsicles
 - All officers will help with this event, but Craig Moody will organize.

Timeline for Membership and Directory

1. Deadlines for signing up (September 1?)
2. Drop date for directory (September 23?)
 - Janene Bolt will work with Jenn Walker on finalizing these dates.

Committee Chair Oversight

1. Determined which board members will assist which committees
2. See [here](#) for committee chairs
 - There will be a board member point of contact for each committee chair to relieve responsibility on the president and help committee chairs with varied amounts of experience.

Adjourned