



**Wheatland Elementary Parent Teacher Organization, Inc.
PTO General Meeting Minutes
August 30, 2016**

PTO President, Traci Swindler, called the meeting to order at 7:03 p.m. at the Wheatland Elementary School library. Present were Elton Armbrister, Robin Bauer, Jena Chacko, Heidi Gallagher, Julie de la Garza, Bree Greer, Kara Hegg, Shellie Hulsey, Rachel James, Kara Larson, Kelsey Lewis, Carolyn Matthews, Janna McConnaughay, Starburst Murphy, Cara Payne, Cristy Philips, Rachael Rivero, Laura Roddy, Melissa Schumacher, Shelby Shinkle, Shelly Stumpe, Traci Swindler, Angela Tofteland, Laura Travis, Amy Voegeli, Theresa Walker, Michelle Wallace, and Tiffany Welk.

Welcome: Traci Swindler

Ms. Swindler welcomed the group and introduced the 2016-2017 Executive Board: Traci Swindler, President; Theresa Walker, Vice-President; Shellie Hulsey, Treasurer; and Carolyn Matthews, Secretary.

Approval of the minutes of the May 2, 2016, General PTO Meeting was tabled until the next meeting.

Principal's Report: Elton Armbrister

Mr. Armbrister noted that the PTO has a lot of information online, and there are a variety of volunteer opportunities available.

The district is planning to implement controlled access at the elementary schools, which will require visitors to buzz into the building. More information will be forthcoming.

There are 440 students at Wheatland this year, less than last year due to four sections of fifth graders moving up with only three sections of kindergarteners replacing them.

Car drop off and pick up are going well. Reminder: stay in your vehicle and have your kids get out on the curb side. There is a new busing provider this year, and the routes are still being set. About 200 parents signed up for busing two days before school started, which caused changes in routes. There is an app coming that will allow you to track your child's bus.



Claire Nield is the new Wheatland administrative assistant. She has a business degree from WSU and is doing great.

Treasurer's Report: Shellie Hulsey

Ms. Hulsey presented the 2015-2016 Final Budget. The final margin was \$42,461.08. We were able to add \$9,384.70 to the original budgeted allocations amount. We spent \$11,517.66 on classroom STEM supplies, \$4,571.81 on teacher stipends, \$1,725 on a PE volleyball system, and \$6,039.67 on picnic tables. Last year, the PTO approved 2016-2017 spending from the 2015-2016 allocations amount for Chromebooks, banners for the Greater Andover Days parade, a Constant Contact subscription for the *Weekly Warrior*, and a signup.com (formerly VolunteerSpot) subscription.

Ms. Hulsey presented the proposed 2016-2017 budget with a margin of \$35,943.70. Warrior Dash is budgeted at \$12,000, less than last year but in line with past performance. The music program budgeting is a wash, because the money goes to the music department. Spirit Wear is lower as we switched to a new vendor. Field trips are lower because the fifth graders are not going to Starbase this year. The allocations amount is \$18,500. A motion was made and seconded to approve the proposed 2016-2017 budget. The motion was approved by voice vote without objection.

Ms. Hulsey reminded everyone about the PTO Reimbursement Policy. The Reimbursement Form is available on the PTO's webpage and must be submitted to the treasurer with receipts. Coordinators need to stay within their event budgets, and make sure that anyone working with them knows about that budget.

The PTO is using a new auditor for the internal audit. The files are with the auditor now, and should be done in a few weeks.

The Allocations Committee meeting is September 13, 2016, at 7:00 p.m. in the Wheatland Library. The Allocations Committee will review a list of funding requests and make recommendations on how to spend the money and in what order. If you are interested in serving on the Allocations Committee, sign up with Ms. Hulsey.



PTO Family Handbook and PTO Facebook Page: Carolyn Matthews

The PTO has put together a PTO Family Handbook that includes detailed information about PTO events, volunteer opportunities, and ways to raise money for Wheatland. The Handbook is available on Peachjar.

The PTO has a new closed Facebook group to keep parents up-to-date on PTO happenings, including reminders for PTO events and order forms. To join, search Facebook for “Wheatland Elementary PTO-Wichita (Andover USD 385)” and ask to join the group. Parents and guardians of current Wheatland students (as verified by the Wheatland Family Directory), as well as Wheatland employees, may join the group.

Coordinator Reports

Signup.com – Carolyn Matthews, Shellie Hulsey

Ms. Matthews reported that the PTO is continuing to use signup.com (formerly named VolunteerSpot) for volunteer signups. Information and volunteer opportunities will be in the *Weekly Warrior* throughout the year, and you can always check the standing links for current opportunities:

PTO Events (Meet Your Teacher Night, Warrior Dash, Book Fair, Family Fun Night, Teacher Appreciation Week, etc.):
<http://signup.com/go/WheatlandPTOEvents>

Staff Meals: <http://signup.com/go/WheatlandStaffMeals>

School Help (library book re-shelving, art hanging):
<http://signup.com/go/WheatlandSchoolHelp>

Ms. Hulsey explained that last year, teachers contacted her about smaller classroom supply needs, and she put them on signup.com for parents to help. Most classes were successful last year. There are still items on the library’s list, and more items will be added for classrooms as needed. To check what is needed, go to <http://signup.com/go/WheatlandSupplyNeeds>



New Family Ambassador Program and Family Business Directory: Robin Bauer

This is the first year of the PTO's new family ambassador program. We hope to make new families feel welcome, help with the transition to Wheatland, and further a sense of unity among Wheatland families. We would like to have a gift bag for new families that includes coupons or gift certificate to local businesses. Ms. Bauer will work on this after the Andover Advantage Foundation blackout period. If you can help, contact her. See the submitted New Family Ambassador Program Report for more information.

Also new this year is the Wheatland Family Business Directory, listing businesses owned or managed by current Wheatland families. The Directory will be emailed to parents in the *Weekly Warrior*. To be included, fill out the Wheatland Business Contact Information Form, available in the PTO Family Handbook.

***Weekly Warrior* and Wheatland Family Directory: Cristy Philips**

Ms. Philips is working on the Wheatland Family Directory, used by parents to contact each other. We are still missing contact information for a number of students, including a lot of kindergarteners and new families. If you have not completed your contact information or know someone who hasn't, contact us at PTOWeeklyWarrior@gmail.com.

The *Weekly Warrior* is up to 513 people on the distribution list.

Box Tops: Michelle Wallace

The PTO collects General Mills Box Tops and Tyson Project A+ Labels. The Campbell's Labels program has ended. We collected 2,000 Box Tops for August. Students who bring in 200 Box Tops and Labels during the school year (reduced from 250 last year) get a pizza party with the principal.

To turn in Box Tops and Tyson labels, put them on a collection sheet (sent home throughout the year or available on the PTO's webpage) labeled with your student's name, grade, and teacher, or in a plastic bag with that information on a piece of paper. Drop them off in the collection containers outside the office and east doors.

Dillon's Card and Scrip Programs: Melissa Schumacher

The Dillons Community Rewards program donates money to Wheatland based on spending measured by your Dillons Plus Shopper's Card. All you have to do is register your Shopper's Card on the Dillons website:



1. Sign in at www.dillons.com/communityrewards. If you don't have an online account, create one first (creating an account also allows you to access online store coupons).
2. Click on "Enroll Now".
3. Enter code **10514** and search. Select Wheatland Elementary PTO (in Wichita, not Valley Center) and click on "Enroll".

You must re-register your card every January, either by following the link in the e-mail you receive from Dillons or by completing the above steps again.

We participate in the Scrip program twice a year. You can order gift cards through the PTO to a number of stores, restaurants, and online shopping sites. You pay the face value of the card and the PTO earns a percentage of that amount. During the 2015-2016 school year, we raised nearly \$700 through this program.

Warrior Dash: Janna McConnaughay and Traci Swindler

The Warrior Dash is Friday, October 7, 2016, and is the PTO's largest fundraiser. This allows us to not have fundraising sales, such as selling wrapping paper or cookie dough. Each grade runs at a different time, and goes through the halls and outside doing fitness activities. Grades 3-5 will also complete required physical fitness tests, which saves Mrs. Jones four weeks of class time.

Kids get prizes for various fundraising levels. Many volunteers are needed. Look for information in the *Weekly Warrior*, and signups will be on signup.com.

Spirit Wear: Jena Chacko

We have a new, local spirit wear vendor this year, Gear for You. Ordering will be completely online. There will be ordering window, then we will deliver the shirts to school. There are two new designs this year, and a variety of options (performance, glitter, short sleeve, long sleeve, sweatshirts, youth sizes, and adult sizes). Prices range from \$15-\$45. Watch the *Weekly Warrior* and Peachjar for ordering information.

Remember that spirit wear sales are a fundraiser for PTO. Also, Fridays are Spirit Day. The Warrior Spirit Trophy goes to the class each week with the largest percentage of students wearing spirit wear (Wheatland shirts or the school colors of royal blue and/or yellow).



Greater Andover Days Parade: Laura Travis

The Greater Andover Days Parade is Saturday, October 1. This year's theme is Handfuls of Fun. Wheatland is entered in the parade. Ms. Travis is looking for a truck and flatbed trailer. Contact her if you can help. More information on how to participate will be in the *Weekly Warrior*. A parent needs to walk with his or her child. We are looking for donations of candy for the kids to hand out. A signup will be available on signup.com.

Book Fair: Amy Voegeli

The Scholastic book fair is October 13-20. Proceeds go to the library. Kids can purchase books during their library time, and there are book fair hours after school and during parent-teacher conferences. Volunteers are needed; a signup is available on signup.com: <http://signup.com/go/GeB9bo>.

Lead Room Parents: Angela Tofteland

All Lead Room Parent spots have been filled. This year, we are not assigning support staff to classrooms, because many of those support staff have gone unrecognized.

Staff Celebrations: Rachel James

We are working on a plan for recognizing staff throughout the year. We are looking at having monthly birthday celebrations, writing birthday cards, giving small gift cards, and organizing holiday gifts and/or donations.

Amazon Programs: Carolyn Matthews

The PTO has joined the Amazon Smile program, which donates .5% of eligible purchases to charities when the purchaser goes through the smile.amazon.com website, and the Amazon Affiliate program, which generally pays between 4%-10% of eligible purchases. You must use the PTO's specific link each time you order: <http://smile.amazon.com/?tag=whpt0e-20> (you can bookmark the link, it is in the PTO Family Handbook, and it is available on the PTO's website). The first time you go to smile.amazon.com, you will be prompted to select your charity – choose "Wheatland Elementary Parent Teacher Organization". We received about \$600 from the programs from February-June.



Wheatland PTO is a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means for sites to earn advertising fees by advertising and linking to smile.amazon.com. Third parties (including Amazon and other advertisers) may serve content and advertisements, collect information directly from visitors, and place or recognize cookies on visitors' browsers.

Open Coordinator Positions: Traci Swindler

There were two open PTO Coordinator positions. Kara Hegg agreed to serve as Restaurant Night Coordinator and Tiffany Welk agreed to serve as Family Fun Night Games Coordinator. All coordinator positions are now filled for this year.

New Business

Ms. Hulseley told the group that she is going to resign as Treasurer. The resignation is not effective immediately, and she will help the new Treasurer with the transition. Anyone interested in serving as Treasurer can contact us at ptowheatland@gmail.com.

There being no further business, the meeting was adjourned at 8:23 p.m.

Respectfully submitted,

/s Carolyn L. Matthews

Carolyn Matthews, Secretary