



**Wheatland Elementary Parent Teacher Organization, Inc.  
PTO General Meeting Minutes  
August 29, 2017**

Traci Swindler, PTO President, called the meeting to order at 7:02 p.m. at the Wheatland Elementary School library. Present were Carrie Arnett, Michelle Calvert, Jena Chacko, Natalie Ellis, Ali Emley, Angela Folger, Raven Genereaux, Bree Greer, Shuang Gu, Kara Hegg, Charlotte Hendrick, Carolyn Matthews, Janna McConnaughay, Angie Muether, Cara Payne, Megan Peters, Cristy Philips, April Platzer, Kristi Purser, Carolyn Ruggles, Melissa Schumacher, Traci Swindler, Angela Tofteland, Laura Travis, Amy Voegeli, Theresa Walker, Michelle Wallace, Megan Wiedenmann, and Anna Wiseman.

**Welcome: Traci Swindler**

Ms. Swindler welcomed the group and introduced the 2017-2018 PTO Executive Board: Traci Swindler, President; Theresa Walker, Vice President; Cara Payne, Treasurer; and Carolyn Matthews, Secretary.

A motion was made and seconded to approve the minutes of the April 25, 2017, General PTO Meeting. The motion was approved by voice vote without objection.

**Principal's Report: Traci Swindler for Elton Armbrister**

Ms. Swindler read the Principal's Report from Mr. Armbrister. Mr. Armbrister welcomed new families to Wheatland. We are off to a good start to the year, and drop off and pick up are going well. Enrollment is about 450 students, the same as last year; first and fifth grades each have four sections. Full day kindergarten was offered to all parents at no cost.

With the school bond that passed last spring, Wheatland will net four new classrooms (five will be added, but one is lost by the office relocation); these classrooms will be north of Mrs. Rainey's kindergarten classroom. The office area will be moved to the left of the main entrance doors and the cafeteria will be extended to the east.

For parents coming to eat lunch with their children, there is not much extra seating after 11:30 a.m. The round tables in the cafeteria are not designated for visitors, but are used by classes to accommodate students.

The fourth grade teachers are spearheading plans for a garden outdoor classroom.

## **Treasurer's Report: Cara Payne**

Ms. Payne presented the Treasurer's Report. She went over the final numbers from 2016-2017. It was a good year, and the PTO was able to give the school over \$18,000.

Ms. Payne presented the proposed 2017-2018 budget. The PTO received a \$5,000 grant from Target that will be used to help fund the Accelerated Reader (AR), United Streaming, and Brain Pop subscriptions. After paying for school expenses including field trips, assemblies, art room stipend, and potential author visit, the PTO has budgeted \$11,500 to allocate to additional requests. It was moved and seconded to approve the proposed 2017-2018 budget as presented. The motion was approved by voice vote without objection.

The Allocations Committee will meet on Tuesday, September 12, at 7:00 p.m. in the Wheatland Library to review funding requests. Contact Ms. Payne if interested in serving on the committee.

Ms. Payne reminded coordinators of the PTO's reimbursement policy. Coordinators must complete the reimbursement form and submit it with receipts.

## **Coordinators Reports**

### **signup.com and Supply Needs: Carolyn Matthews and Traci Swindler**

The PTO continues to have a group signup.com account, which allows all PTO-related signups to be in one place. Instructions on how to use it have been sent to coordinators.

Teachers can contact the PTO about smaller classroom supply needs, which we put on signup.com for parents to help. To check what is needed, go to <http://signup.com/go/WheatlandSupplyNeeds>

### **New Families: Natalie Ellis**

The New Families program was new last year. Parents liked the welcome baskets they received. Not many new parents requested to be paired with an existing family, so we are not continuing that this year. Ms. Ellis has talked with Ms. Adwell, the new counselor, and will continue to reach out to new families.

### **Weekly Warrior: Cristy Philips**

The *Weekly Warrior* is sent out as early on Wednesdays as possible. Items for inclusion in the *Warrior* need to be submitted by noon on Tuesday. Please send photos from class

and school events for possible inclusion. Email submissions to [PTOWeeklyWarrior@gmail.com](mailto:PTOWeeklyWarrior@gmail.com).

### **Family Directory: Traci Swinder for Karen Maskell**

Ms. Maskell will send home paper copies of the directory form to parents who have not yet submitted their information. The directory will be sent out in the *Weekly Warrior* soon.

### **Box Tops: Michelle Wallace and Megan Wiedenmann**

The PTO collects General Mills Box Tops and Tyson Project A+ Labels. Box Tops submissions were down last year, perhaps because of changes in which products have Box Tops and/or the switch to the Box Tops App for bonuses. Instructions will be sent out in the *Warrior* on using the app.

Students who bring in 200 Box Tops and Labels during the school 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/Scrip/Amazon: Melissa Schumacher and Carolyn Matthews**

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 (you no longer have to re-register every year):

1. Sign in at [www.dillons.com/communityrewards](http://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".

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.

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](http://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, you will be prompted to select your charity – choose “Wheatland Elementary Parent Teacher Organization”.

*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.*

### **Warrior Dash: Janna McConnaughay and Traci Swindler**

The Warrior Dash is Friday, October 6, 2017, and is the PTO's largest fundraiser; last year, we raised nearly \$20,000 before expenses. 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 weeks of class time.

Kids get prizes for various fundraising levels. There is also a classroom competition for the top three classes based on percentage of participation. Many volunteers are needed. Look for information in the *Weekly Warrior*, and signups will be on signups.com.

### **Spirit Wear: Jena Chacko**

This is our second year using Gear for You for spirit wear. We do not pay for inventory upfront and have no excess inventory. Ordering is completely online with an ordering window; shirts are then delivered to school. The designs are the same this year; new designs are planned for next year. We had 61 orders, with a profit of over \$500, in the first ordering window this year. Watch the *Weekly Warrior* and Peachjar for information on the next ordering window.

Spirit wear sales are a fundraiser for PTO. 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, September 30. This year's theme is 50 & Fabulous. Wheatland is entered in the parade, and we have a flatbed trailer. 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 and

volunteers to help sort candy into bags before the parade. Signups will be available on [signup.com](http://signup.com).

**Book Fair: Amy Voegeli**

The Scholastic book fair is October 12-19. 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 will be available on [signup.com](http://signup.com).

**Room Parents: Angela Tofteland**

All Lead Room Parent spots have been filled. Like last year, we are not assigning support staff to classrooms.

**Staff Celebrations: Traci Swindler for Rachel James**

Last year, the PTO had monthly celebrations for staff birthdays and gave out gift cards to staff at Thanksgiving. Similar activities will happen this year.

**Holiday Hugs: Carrie Arnett**

Teachers fill out information about their favorite things to help with those who wish to give gifts. Ms. Arnett will be compiling this information soon. A link will be available in the *Weekly Warrior*.

**Open Positions**

There are a few open PTO Coordinator positions: Family Fun Night Concessions and Family Fun Night Games. [FFN Coordinator, FFN Baskets/Auction, and Wheatland Supply Needs were filled after the meeting.]

**New Business**

The PTO calendar will be updated soon to include restaurant nights and Imagine That Toys give back week.

There being no further business, the meeting was adjourned at 8:24 p.m.

Respectfully submitted,

*/s Carolyn L. Matthews*

Carolyn Matthews, Secretary