



## **WINDOM ELEMENTARY PTO MEETING MINUTES 9/13/18**

Attendees: P. Johnson, J. Smith, L. Haggerty, S. Besecker, J. Robison, C. Shields, K. Keller, R. Banks, A. Hayhurst, K. Nicholson, K. Dash, J. Spoto, D. Jakel, J. Manavalan, A. Ramey.

### **PTO Correspondence**

The PTO received thank you notes from the following: Mrs. Bender for the retirement gift card and all that we do; Phys. Ed. Teachers Mrs. Lew, Mr. VanRemmen, and Mr. Philips for the Teacher Appreciation Luncheon in June; Mrs. Schaner for the retirement gift certificate; Mrs. Artmeier for all that we do; and the K class from 2017-18 who made a thank you booklet for Mr. Morten's visits throughout the year. Each classroom was represented in photos and a hand-drawn note. District Office thanked us for the donation we made that would allow us to install new playground equipment at Windom. Lastly, we received a thank you letter from Orchard Park Police Dept. Chief Mark Pacholec and Officer Kristen Mazur for our donation to the DARE program.

### **Reports**

Treasurer: Kevin Dash – Report dated 9/13/18 for July/August 2018

Monthly Treasurer's Report for July/August 2018			
	Checking Account	Savings Account	Total
Beginning Balance	\$18,090.79	\$21.61	\$18,112.40
Income			
Tops Fundraiser	\$105.65		
<b>TOTAL INCOME</b>	<b>\$105.65</b>	<b>\$0.00</b>	<b>\$105.65</b>
Expense			
DARE Program	\$1,000.00		
Miscellaneous	\$10.99		
Faculty Breakfast	\$20.31		
<b>TOTAL EXPENSE</b>	<b>\$1,031.30</b>	<b>\$0.00</b>	<b>\$1,031.30</b>
Ending Balance	\$17,165.14	\$21.61	\$17,186.75
Net Income (Loss)			-\$925.65

Principal: Mr. Johnson – Based on the money we raised from the June 2018 Fun Run, the PTO was able to allocate money towards new playground equipment. The Board accepted a donation we made to OPCSD in July 2018. The funds are now with Windom and we can get the process of ordering and installing underway. As of now, we're looking at a spring install. We have the option to pick colors for the playground equipment. The first Character Education assembly kicked off on Monday, Sept 10 with performances by Mike the Magician. Open Houses are from 6-8 p.m. on Thu. September 13 for grades K-2, and Thu. September 20 for grades 3-5. The evening Book Fair and Literary/Co-Curricular event is on September 27. K has been celebrating color days these last two weeks with Mr. Johnson enthusiastically participating in the fun.

Teacher: Mrs. Besecker reporting – On behalf of all the teachers and staff, she thanked the PTO for the Welcome Back Breakfast. She also wanted to welcome the many new faces that were present for the PTO meeting and thanked them for coming.

### **PTO Updates**

Faculty Welcome Back Breakfast: PTO provided the food from Panera and the quantity of items ordered was perfect. The teachers were very appreciative of this event.

Welcome Back Packets: A total of 115 packets were assembled, which were intended for Kindergarten and new students only. An electronic version of the packet was distributed via email and posted on the Windom PTO website and Virtual Backpack. The only paper copy that was sent home was the PTO Membership form. Staff also received their welcome back packets electronically. We will continue segmenting the welcome back packet distribution in this manner since it significantly cuts down on paper, time, and money.

Student T-Shirts: We were so pleased to work with Mrs. McGrath last year that we will contact her again this year to fulfill our order. We are sticking to the WE logo screen print we used last year. New slogans are being considered over the course of this year so perhaps the shirt slogan will be a little different for next year's shirts. Generally teachers will keep the same color shirts for their classes as last year. If a teacher has moved a grade, they can pick a new color for their class. Additionally, we will price out a different type of fabric that would dry faster such as polyester (we typically get 100% cotton). This would come in handy during field days when the kids get wet from water activities. In terms of collecting shirt sizes per class, the PTO will work with the teachers in the same manner as last year. We will also see if we might be able to get Spiritwear done through Mrs. McGrath.

Imagine It Recycling: We will continue to collect ink cartridges, however we need to get a replacement collection bin as there is not one currently in the foyer. We will promote this more as an easy way to earn money for Windom.

Fundraising Updates/Changes: We will continue to pursue restaurant fundraisers as these are very easy to plan and promote, and they tend to be well supported by families. Barnes & Noble will happen just before Valentine's Day and right after our Box Tops contest. The Chipotle fundraiser is currently in the works for fall – date TBD. Our Fundraising Coordinator is open to new ideas so please contact her at [christymsot@gmail.com](mailto:christymsot@gmail.com) if you have any suggestions. Some other ideas that came up during the meeting include TCBY, Rachel's Mediterranean, Five Below (before the holidays), and a Buffalo Bills fundraiser.

Windom Beautification: Dumpsters have been moved away from the building and are on the far side of the parking lot now. Garden and planting work has been completed. Buildings & Grounds also replaced the sod near the cafeteria windows with pavers and aesthetic landscaping. Annuals/perennials will be planted in the spring following the Mother's Day Plant Sale. Large garden plants on the east side of building have been ripped out and will be replaced with a new garden bed. Large landscape boulders and trees will eventually replace the fence out front as a safety barricade, and they also add some extra curb appeal.

### **Upcoming/Current Events**

Bus Driver & Student Training – PTO provides refreshments for bus drivers and some staff before they proceed with the student safety training. This will take place in early October. Date TBD.

Membership Drive/Directory – Ends on September 30. Send your form in to school with your donation and then go to [join.myschoolanywhere.com](http://join.myschoolanywhere.com) and use join code **windompto** to receive access to our electronic directory and sign up to volunteer for events. We have started out strong with about \$1500 collected so far. New families who donate this year will get a Windom PTO magnet that has important school contact information.

Picture Day (9/28) – We need volunteers to assist getting students to the camera and keeping them in the proper line before their photo is taken. Signups can be done at [myschoolanywhere.com](http://myschoolanywhere.com). Volunteers get a discount on portraits.

Fall Book Fair (9/26-27) – Students do daytime shopping and can also come back on the evening of 9/27 to shop and meet the co-curricular teachers. Volunteers are needed for set-up, dismantling, and student shopping. Signups can be done at [myschoolanywhere.com](http://myschoolanywhere.com).

Homecoming Parade (9/29) – Mr. Bond spearheaded our participation effort last year by creating a float for Windom. We expect him to do the same this year. The PTO provides funds for candy and other necessary materials. The theme

this year is wild animals. The Carnival will be on 9/29 from 10:30 a.m.-1 p.m. All are welcome to attend and the event is free.

Halloween Dance (10/26) – Friday evening from 5:30-7:30, which is a little earlier than last year. Many volunteers are needed to run this event smoothly. Signups will be available soon in MSA.

Holiday Auction (12/6) – Co-Chairs will meet to discuss next steps. September is actually the time in which to start planning for this huge event.

#### Other Items

Home to School Notepads – As of the 2017-18 school year, these are distributed to K students. It's imperative that these notes get filled out and submitted to your child's teacher if there is any change in your child's pickup schedule and when they are absent from school.

A vote was taken regarding the purchase of special classroom equipment using PTO funds and it was unanimously approved. This is being categorized as a donation, not a wish list item.

Wishlist Items – It was discussed that we consider adopting the use of a "grant request form" for items deemed as teacher wishlist items. A general set of guidelines should be developed to make it clear what types of items we intend to purchase as a PTO.

Speaker system – The rental cost for sound equipment from the 2018 musical will be split between building funds and the musical budget. Going forward, the PTO will consider new charges associated with this. There was some discussion regarding the purchase of a new permanent speaker system by the PTO. The money raised by June's Fun Run would generally go toward one-off/special purchases, and we still have some money left from this fundraiser. However, it is yet to be determined at this time how we will go forward using those funds.

Meeting adjourned at 5:35 p.m.

Respectfully submitted,  
Jennifer Spoto, PTO Secretary