

**Waverly Middle School PTO Minutes**  
**Monday, October 2, 2017**

Approval of minutes from last meeting – Crystal Darling

New PTO Board Members – Michelle Connot, President; Joanne Murray and Crystal Darling, Co-Concessions chairs.

Treasurer's Report – \$12,248.86

Principal's Report/Dates:

1. Library Donation was made in April. This is a yearly donation.
2. Rockers from last year's wish list were actually paid for out of school budget.
3. Shop Vac – still waiting for exact cost. Estimated cost is \$150-200. APPROVED purchase.
4. Black Squirrel – not yet billed
5. Pop for True Recognition – administration did not end up using it
6. Tables – PTO approved purchase of 5-6 new folding tables, Mr. Ricenbaw is looking for carts to move those tables (Mr. Ricenbaw will pay for the cart). Purchase will be made after he finds a cart.
7. Chromebooks. Although PTO approved a \$3,000 donation to purchase Chromebooks, that purchase has been delayed while waiting for district to decide what they are going to purchase so that we can possibly combine and receive a bulk purchase discount.
8. Postage Reimbursement for Ruth Schmidt – This may have already been reimbursed through a different fund. Mr. Ricenbaw will check.
9. Mini Vikes Shed – This shed will be used to store not only Mini Vikes gear
10. We are discussing the possibility of having a parent liaison. This individual will be able to provide feedback from parents. School board members will be working on this.

OLD BUSINESS:

- A. Wrap up from last year – reviewed purchases made (covered under principal's report).
- B. We have not been reimbursed for gate yet.

NEW BUSINESS:

- A. Food for P/T Conferences October 24<sup>th</sup>/26<sup>th</sup> – Set up/Cleanup is needed. Those doing set up will need to be at the school by approximately 2:30. Mary & Michelle will decide on menu. Mrs. Hill provided the feedback that Spanish rice & pasta alfredo were probably the least popular items provided for this event in the past. 50 staff members.
- B. Youth Frontiers – Nov 3<sup>rd</sup>. PTO will donate/use expiring popcorn. There are three retreats conducted by Youth Frontiers – kindness, courage & respect. The Foundation pays for it and our 7<sup>th</sup> graders participate in it. PTO donates popcorn for the students on that day. Volunteers needed to start popping corn around 1:30. Approximately 170 kids.
- C. Basketball Concessions – Begins Nov 7<sup>th</sup>. Sign up genius will be sent out 1 ½ - 2 weeks prior to event.
  1. Volleyball concessions had approximately \$100 in sales the first day. There are still open slots for volleyball games. We will send out another request for concession workers on Facebook. Concession co-chairs will contact Sharon/Carrie in the office.
  2. Lock to pop cooler was lost, but Mr. Ricenbaw knows where it is.

3. Suggestion was made to have open concessions on some Fridays so that we can get rid of the expiring popcorn. All present agreed this was a good use of the expiring popcorn. Recommendation was made to notify students in advance so that they can make sure that they have enough money on them the day the concession stand is open.
- D. Dates for PTO Dances – Nov 17<sup>th</sup>, Jan 19<sup>th</sup>, Mar 16<sup>th</sup>
1. Student council sold our pop at the first dance of the year. PTO will be reimbursed \$287 for the pop that was sold.
- E. Veteran's Day – Friday, Nov 10<sup>th</sup> - Approximately 3-4 volunteers needed.
- F. Teacher Wish Lists
1. Brain pop online quiz – renewed last year, valid through Fall of 2018
  2. Sewing Machines – Although PTO recently donated money to help purchase machines, teacher requests a few more due to larger incoming class sizes. Sharon will get quotes.
  3. Replacement Sewing Machine Pedals – these pedals have worn out and/or broken. Approximate cost \$60.
  4. Tables
  5. Chromebooks
  6. Tripod, ipads, green screen and lights for Ms. Finley's newsroom project
  7. Pompei party food \$150-200. APPROVED.
- G. Meeting dates/times
1. New meeting time is 4:30 p.m., 2<sup>nd</sup> Tuesdays of the month
  2. Future meeting dates: Nov 13<sup>th</sup>, Dec 11<sup>th</sup>, Jan 8<sup>th</sup>, Mar 5<sup>th</sup> (1<sup>st</sup> Monday), Apr 9<sup>th</sup>
- H. Miscellaneous
1. New copy machines require a badge for use. Mr. Ricenbaw will get a PTO badge so PTO can make copies. In the interim, see Mr. Ricenbaw or another staff member for assistance.
  2. Agendas/Minutes will continue to be placed on the PTO tab by Mr. Ricenbaw.
  3. Hamlow/WIS is hosting a Mother/Son event and they may need/want to use our popcorn & pop for concessions. They will purchase candy separately and we will buy any unused candy from the Hamlow/WIS PTO.
  4. Yearbooks – Last year the Photography company notified us that they would no longer include yearbooks free of charge. Yearbooks will cost approximately \$5/6 each. Total cost would be approximately \$3,300 for 550 (students & staff). Lindsay Erickson will generate a sample letter selling ad space for \$200/per ad to cover the cost of the yearbooks so that we can continue to provide them to students and staff free of charge. Mr. Ricenbaw will approve letter template before they are sent out.