**Olympia West PTO**

**Tuesday August 21, 2018 - Meeting Minutes**

**Clothing order**

* JC Print Screening- Kim getting logo for approval, $3 proceed/item (can increase)

Minutes: We wanted to provide a fall clothing order to students and parents to help them

 stock up on Oly gear, but weren't going to have it be as extensive as our typical Spring

 order. Decided to keep the order small like originally planned and check with Signs of

 Success to see if they have the time to get the orders done for us given our tight time frame.

 Holly is reaching out to Chris and will be working with him on clothing choices and pricing.

 Goal is to have items delivered by October 1. We still plan to do the larger spring order as

 well.

**School Suppy Kits**

* Delivered before school with only one hiccup

Minutes: One parent ordered the wrong kit, but the school had an extra one we received as a sample thatjust happened to be the one she needed so we traded kits with her. The other issue was a Fedex shipping label problem. They fixed it and delivered the kit a day or two before it was needed. We decided to supply the kits again next year so Joni will submit the necessary form that is needed to secure a 10% discount for the 2019-2020 school year.

**Volunteer Sign Up**

* We can use the spreadsheet from previous years.
* Do we need to add anything to it?

Minutes: No new items to add

**Art to Remember**

* Artwork will begin 8/27
* Sends artwork 9/17
* Order forms at school 9/26 Wed (need to be sent home by 9/28)
* Order Deadline: 10/9 (orders sent in by 10/12)

Minutes: Angie is running with this one.

**Scripts**

* Marketing ideas to make more successful this year?

Minutes: Advertise it more . . . Facebook blast on Oly West and PTO pages. Include it in one or several of Lisa's "Weekly Email Updates". We'll ask Sarah to provide Lisa with the details.

**Family Reading Night**

* Date?
* Gift Card Needed

Minutes: The date for the event is Thursday, November 15. The speaker will be here during the day and then come back that night too.

**Benches/bottle caps**

* Delayed due to Kim’s schedule
* Benches will be picked up on 9/24 and delivered on 9/26

Minutes: We will no longer be collecting bottle caps as a school fundraiser. Our goal was to get benches for each community (Hopedale, Armington, and Minier), and we have met that goal. Plus we received enough to get a picnic table and another bench for Oly West. And Mrs. Goff was able to use some extra caps that we had last year at her expense to provide a bench to the high school. We'll continue to accept bottle caps if people have them and want to turn them in and we will be giving them to Tim Siebert, who turns them in to make recycled wheel chairs.

**Butterfly Garden**

* Updates Jenny?
* Date teachers want rock at school?
* Plan to get rock laid in garden?

Minutes: Teachers are aware that something is coming, but do not know any real details. Lisa asked that we firm up the plan so we can give details to faculty and Scott Thornton. Scott will need to approve the plan. Smaller rocks for flower/sun/spiral designs. Treated mulch is necessary if we do mulch. Thinking of using river rock. Sharon Schwartzentruber would be a great resource. She was here when it was planted and knows what is in it. Goal for this year is to get rock down and friendship path started. Jenny working on firming up the plan.

Other topics around garden: Can we transplant some caterpillars. Jenny working with someone from board of Sugar Creek Funks Grove. Down the road add additional plants and label them, so students can enjoy learning about what grows in central Illinois. It would be good to get a group together to help maintain the butterfly garden this fall and next spring. The local churches did a good job of helping to clean it up, but now we need to maintain it.

**Important Dates**

* Book Fairs: Minutes-Sasha running the fall book fair again. October 18-26
* ESP (Education Support Personnel) day: Minutes-Nov 15 (third Thursay). We recognize bus drivers and aids on a different day than ESP.
* Grandparent’s Day: Minutes-October 26
* Conferences: Minutes-October 22 & 23
* Family Fun Night Auction: Minutes-Sasha will lead this again this year
* Christmas Concert at OHS (6:30 pm). December 11

**Color Run**

* 10/20
* Kick-Off Date:
* Ready to start sending out marketing via Facebook, email, newsletter, and webpage
* Need to get forms ready to be sent home… can someone make copies?
* Start planning volunteer needs

Minutes:

* Registration is open.
* Nicole will be adding it to Facebook.
* We're not going to ask for sponsorships or pledges from businesses. We'll still do student sponsors.
* Holly will check with IGA on water donations
* We'll use the same route as last year. Randi to check with Darell. Someone will need to go to board meeting and present. This needs to be done right away.
* Kick off - Lisa will contact coach Eric Lions possibly. August 31, coach Lions and football players will be here.
* Send info sheet home with students
* Send registration sheet home with students, Tuesday, September 4
* Maybe have someone lead Zumba or some sort of warm up before race.
* We'll need portable microphone set.
* Kim following up on sample packet.

**Meeting Dates**

* Tuesday, September 11 @ 5:00
* Tuesday, October 9 @
* Tuesday, November 13 @
* Tuesday, December 10 @ . . . . we won't meet in December unless necessary
* Tuesday, January 8 @
* Tuesday, February 12 @
* Tuesday, March 12 @
* Thursday, April 9 @
* Tuesday, May 14 @