**Unity West PTO Meeting**

Tuesday, September 11, 2018

**Call Meeting to Order** – Meeting started at 6:30 p.m.

**Introductions** – Connie Langley, Denise Jayne, Coartney Siuts, Anna McCormick, Cristin Gaines, Amy Lighty, Jen Gumbel-Paeth, Jeri Bass, Lisa Cheely, Tessa Prosser, Amy Benedict, Mrs. Reichert, Mary Powers, Stephanie Hackett, Annie White, Jessica Robbins, Mary Anne Brocker Curry

**Officers’ Reports**

* President: Connie Langley
	+ PTO Audit – Audit was performed by Connie Langley, Anna McCormick and Coartney Siuts on September 9, 2018. Dates covered in the audit were June 1, 2017 – May 31, 2018. There are a list of recommendations made as a result of the audit, which are listed in the audit book and are available if anyone would like to read them. The notice of deposit form and request for funds/reimbursement forms have been updated, per the audit. These forms will be available at the PTO meetings as well as in the Unity West office.
	+ 2018/2019 Budget – Budget appropriations have been assigned to each PTO activity based on the amounts spent and earned from 2017-2018. If each committee head can please look over the dollar amount and let the board know if the amount is sufficient.
	+ Schwan’s Campaign – September 5 – October 20 – 20% product and 40% eGift Card sales

October 20 – January 19 – 5% product sales

As of last night $47 earned.

* President-Elect: Anna McCormick
* Secretary: Denise Jayne
* Approval of minutes – Lisa Cheely approve the minutes from the August meeting; Cristin Gaines seconded the motion.
* Treasurer: Coartney Siuts
* Approval of Treasurer’s report – Approval of treasurer’s report: ending balance is $27,882.93. Lisa Cheely approved the treasurer’s report; Cristin Gaines seconded the motion.

**Committee Reports**

* Open House (Aug 16): Lisa Cheely – Kona Ice gave the school a $75 donation.
* Feedback from K – 1st grade (Mrs. Bass) – K and 1st did not like the event overall but also do not want to see the event go to 2 days instead of the one day. The students were not able to show their work since school had not started and were not able to show them their daily routine or take them around the building and show them the music room, library etc. 2nd grade also agreed that the event should be one night and not two.
* Feedback from 3rd – 5th grade (Mrs. Robbins) – 3rd grade really liked the event. The teachers were able to talk to the parents and it was helpful with the drop-off of supplies. 4th and 5th grade did not say whether they liked the event or not.
* Feedback from parents that attended the event said it was hard to communicate to the teacher what the expectations are of the student with the limited amount of time and interaction due to everything going on and everyone else around. It would be helpful if there could still be classroom meetings brought back for 2019-2020.
* The vendors were very pleased with the event and have asked about coming back next year. One more food truck, other than pizza and hot dogs would be nice to add to the event. The thought of having music playing outside would be nice for next year. Also need to add signs that the gym is open for seating.
* Fundraiser (Sept 6 – Sept 19): Officers – forms are due on September 19th.
	+ Kicked off on September 6th and runs until September 19th
	+ As of last night $1,437.50 in online sales.

Achiever days 9/11, 9/14, and 9/18 (still in need of one volunteer for 9/18)

* + Level 1 (1 item or $5 donation) – keychain
	+ Level 2 (6 items or $25 donation) – extra long pencil
	+ Level 3 (12 items or $50 donation) – 2 pieces of candy
	+ Level 4 (18 items or $75 donation) – Variety Pass
	+ Level 5 (24 items or $100 donation) – Extra recess pass
	+ Level 6 (30 items or $125 donation) – Pizza party with Mrs. Reichert
	+ Jason donated some extra prizes to be raffled off. Anyone who turns in an Achiever coupon is eligible
		- Art Set
		- Virtual Reality goggles
		- 2lb Rice Krispy Treat
		- Remote Control Minion
* Top class per grade will receive a movie/popcorn/PJ party
* Top seller per class will receive an 8” pleaser coupon
* VIP experience: Limo ride and Kona Ice (15 items)
* Delivery October 24th

 Pickup 3pm – 6pm

 Will need 3-4 volunteers to help unload truck (1-3)

Will need 3-4 volunteers for each shift for pickup (shift 1: 3- 4:30, Shift 2: 4:30 – 6:00)

* Holiday Shoppe: Discontinued for 2018-19
* Trivia Night/Silent Auction: Sharon Baxley / Connie Langley & Denise Jayne - date of event will be early February and will be on a Friday night.
* Unity East & Unity West Skateland Night: Lisa Cheely contacted Unity East and they are planning to hold the event again in March 2019. Skateland has been reserved.
* T-shirts (Feb/Mar): Melissa Reedy / Anna McCormick – no report
* Family Movie Night: Denise Jayne – Movie night will be on Friday, November 9th, and we will show the movie Incredibles 2.
* Scholastic Book Fair (Oct 15-18): Anna McCormick
	+ Book fair will be held in the Unity West Library October 15 – October 20, 2018. Student Preview Days will be Monday, October 15th, and Tuesday, October 16th. The fair will be open to all on Wednesday, October 17, from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 6:00 p.m., Thursday, October 18th (parent/teacher conference) from 7:30 a.m. to 9:00 p.m. and on Saturday, October 20th, from 10:00 a.m. – 12:00 p.m.
	+ Anna found out that a free costume comes with the cost of the book fair, so if we are interested in having someone dress up to promote the book fair we are welcome.
* Teacher Appreciation: Amy Benedict / Mary Powers – There are over 50 + teachers and staff at Unity West that are to be included in the “teacher appreciation” event. With this in mind, and because is it Amy’s first year, we feel that the budget should be increased. All in favor of increasing the budget raised their hands in a vote. 17 in favor of the increase; 0 were not in favor of the increase
* Talent Show: This event will be held during the 2018-19 school year and will most likely be in April/May of 2019 along with the Fine Arts Festival. We are in need of a chair for this event.
* Rocket 5K (April 5): Melissa Reedy / Anna McCormick – no report
* Fun Day (May 23?): Dy-Ana Skibbe / Jess Robbines – Mrs. Robbins is interested in having a professional face painter come to Fun Day and paint faces rather than volunteers. The company that she has spoke to will waive the mileage fee and the charge is $85 per hour / per artist and they feel that 3 face painters would suffice.
	+ A few ideas for next year Fun Day is to have more structure on the indoor activities, have a quiet space where students can “hang out” and socialize with their friends, or just draw and color. Offer a shady space outdoors for the watermelon station or just a place where students can go and see under the shade out by the playground. Mrs. Robbins has 2 tents that she is willing to bring and set-up for the day.
* Apparel: Dy-Ana Skibbe / Cristin Gaines – Apparel wrapped up 1st online sale. We were short on some shirts so we had to purchase a few for the cabinet. We are considering another sale later on this year maybe around parent/teacher conference. We will continue to push selling apparel online.
* Box Tops: Susan Carrington – contest for the month of September will be wrapping up at the end of the month. The winners get to ride in the homecoming parade on October 5th.
* Accelerated Reader: Tori Stierwalt / Stephanie Berkey - an overview of what AR is will be sent to Mrs. Reichert to include in the West Weekly.
* Public Relations / Bulletin Board: Lisa Cheely / Anna McCormick – changes to website to include updates.
* Restaurant (Fundraising) Night: Lisa Cheely/Annie White – Monicals restaurant night will be held on October 18 and March 21. Annie is thinking of holding a restaurant day with Buffalo Wild Wings. They offer 15% on a Monday/Wednesday all day. Applebees fundraiser will be held on March 30.

**Teacher Reports**

* K – 2 – Mrs. Bass talked about Open House earlier this evening.
* 3 – 5 – 4th grade is getting into a routine and using google classroom. They are also using Keyboard without tears and it seems to be going well.

3rd grade was able to use the leftover classroom money from field trips to purchase technology for the classrooms.

**Principals’ Reports**

* Floyd Fisher
* Lanee Reichert – As it was stated earlier the students in 3rd and 4th are using Keyboard without tears, it is a free program. 2nd through 5th grade are being introduced to IStation. This is a pilot program and students may have access from home.

Conference sign-ups will look a little different this year but will still be online and free to the school to use. The old program was going to cost this year.

PBIS monthly celebration this month is on September 27th, and is when the HS students come over and have a field day.

There is school on Friday, March 21st, there is NO School on Friday, September 28th.

**Old Business**

**New Business**

* National Bulling Prevention Month (October) – Denise Jayne – Stomp Out Bullying Month is in October There is a public speaker that I would like us to consider bringing to campus to speak to the students. There is already a school assembly in October, so we can look at him coming in the spring.
* Committee Chair Documentation – Connie Langley – There is not a lot of documentation on paper about each PTO activity and what is done to plan and oversee each event. For each committee head or member, please document what you are doing, when you are doing it after the event has ended so we have guidelines to show to a volunteer or may or may not want to be a part of that event. We will be able to pass this information on each year and update as needed.
* Audit pointed out lack of controls/documentation
* Need to have guidelines to post to Social Media; who are the admins/posting guidelines. Who can approve and why do we approve them? What type of content should be posted on facebook page.
	+ PTO related items only
	+ Unity West related items only
	+ Local community events
	+ Education related events/information
* Public Relations is not in the bylaws, do we need to add them?
* Halloween Classroom Parties/Parade: costumes will not be allowed on Halloween this school year and there will not be a parade. The school will be focusing on STEM related activities as a whole and in the individual classrooms. It is up to each classroom as to what kind of party they will have this year, but every class is planning some sort of activity.

**Adjourn Meeting** Next meeting will be on Tuesday, October 9, 2018

Meeting was adjourned at 8:28 p.m. Lisa Cheely motioned to adjourn the meeting; Cristin Gaines seconded the motion.