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**Meeting Minutes**

Tuesday, August 9, 2022

*(Pending approval September 13, 2022)*

**Meeting called to order @6:32 PM**

**In attendance:** Annie White, Coartney Siuts, Savannah Hatfield, Lanee Reichert, Floyd Fisher, Julie Burkhalter, Alison Henkel, Katy Bierman, Amy Hottman, Mary Powers, Stephanie Grussing, Jess Robbins, Hanah Britt, Stephanie Hacket, & Debbie Davidson **Online:** Amy Cross, Andrea Hawn, Mari Anne Brocker Curry, Megan Cobb, Mike Donovan, Sara Eisenmenger, Staci Kamradt, & Tessa Prosser

**(moved up on agenda) 20th Anniversary of Unity West - recognition of Katy Bierman, Julie Burkhalter, Alison Henkel as well as Teri Payne & Julie Knott**

**Admin Reports - Reichert -** If there are specific topics you would like to discuss, please let her know. New staff: 1st Grade Mulvaney (previously 3rd), Kamradt, & Messman; 3rd: Johnson, Coleman, & Elam; 4th: Skibbe; PE: Vetter; Kitchen: Sara Richardson (Head Cook) & Katie Richardson. Open position for lunchroom supervisor, 2 hours. Let her know if you have safety questions in regards to emergency drills. The staff has been trained by officers; there is a book for K-2nd grade, *I’m Not Scared, I’m Prepared*, and will make the Youtube link available. Our building has safety features, such as 2 exits in most rooms. Subs will be able to use a magnet in the doorframe, so the door can remain locked. Mrs. Reichert noted that most subs know the process for drills since they most likely have been in the building when we have done them). Admin uses calm, non-scary language during the intruder drills. These drills are typically coordinated with our resource officer.Mr. Fisher noted that parents will be notified at least 5 days in advance of the drill, but for safety reasons will not release details. He also noted that admin does not use terminology like “shooter” and instead will use terms like “intruder” or “suspicious person”. Mrs. Reichert covered some of the procedures that will remain in place and others that will revert back to pre-covid procedures. We can have parent volunteers again; they will need to have their ID scanned when they come in. Parents who are briefly checking in/out will still wait in the entry.There will mostly likely be some sort of classroom parties again, but she is not sure how exactly that will be navigated yet. They are still working out some kinks for lunch, but know they will continue to use the new tables (that can also be converted to use as benches), so students will still be facing the same direction while eating. If a parent joins their child for lunch, they will sit at their own table. Students will come in through the middle doors at arrival; K-2 will sit in the hallway, and 3-5 will sit in the gym. We will be able to host concerts again, although parking will remain an issue. Students can bring a lunchbox, they will take it out to recess with them. Surprisingly, there have been fewer lunch boxes left at school with this method.

**Fisher -** Teacher Ease is coming along, and less than 10 students still need to register. There was an issue with class lists being emailed, but that seems to now be resolved, and lists were sent today. This is mostly likely what will be used for announcements, such as the West Weekly.

**Officer Reports**

* President - Annie White - **Open House -** Back to School Night is Monday. Food trucks: Dave’s Dogs, La Paloma, and Kona will be onsite 5-7PM, and classrooms are open 5:30-6:30. Kona will kick back 25% since they’ll be the only cold treat truck. If the weather is nice, tables will be brought outside for families to use. Katy & Paul volunteered to provide music. We can have an info table in the entry. Katy suggested having flyers posted with a QR code so parents could easily scan it and get the Unity and TeacherEase Apps. **Fall Fundraiser Updates -** Jason Eversole was our rep for the Club’s Choice fundraiser and is now with a different company, POP! (Power of Purpose). We will try it out this fall and see how it goes. It is a donation-based fundraiser rather than product-based. We will get 40% profit. Jason will host the kickoff assemblies for K-2 and 3-5 on September 6th, and the fundraiser will run for 2 weeks, with the last official closing day as Friday, September 23. Parents will have “homework” to put in 10 emails in their parent portal. Students will get prizes as soon as the next day. The initial emails will count for all students in the same family, but as prize incentives increase, they are independently earned. All are entered in to win a $250 Amazon gift card, and with 20 emails or more, they are entered in to win a mini-fridge. The “Day of Awesomeness” is for *ALL* students. There are bigger gaps as the prizes get larger, so we will fill the gaps with some familiar prizes (like extra recess). There may also be ways to include whole class prizes. The question brought to the committee was whether to have the “Day of Awesomeness” at the end of the year as Fun Day, or have it in the fall. The committee consensus was to have it in the fall on a half day, such as Homecoming or conferences. Jason will take care of everything and will only need 6-10 parent volunteers.
* President Elect - Any nominations - **none at this time**
* Secretary - Jess Robbins - **Motion to approve May minutes made by Floyd Fisher and seconded by Stephanie Grussing**; **Fun Day review** - there will be a committee of staff to help plan/organize Fun Day, but PTO will still sponsor, and we plan to have parent volunteers.
* Treasurer - Coartney Siuts - **Motion to approve Treasurer’s report made by Julie Burkhalter and seconded by Floyd Fisher.** The committee reviewed the budget, which was amended to remove the expenses for Box Tops/Coke Rewards and Restaurant Fundraising. Mr. Fisher inquired about Skateland, and Jess noted that it was a collaborative event with East PTO pre-COVID, and offered to ask East PTO if it is something they would be interested in doing again. **Motion to approve the budget for 22-23 (with amendments) made by Amy Hottman and seconded by Floyd Fisher.** No one has volunteered to shadow treasurer at this time.

**New Business**

* **Confirmation of 22-23 Committee Chairs**
	+ **Apparel - Stephanie Grussing** **-** Apparel will now be through Body & Sole and online only. Stephanie is hopeful to have information for parents by Back to School Night.
	+ **AR - Heidi Kleiss - Annie White reported** - Heidi is working on the list of prizes
	+ **Book Fair - Hannah Britt** - Confirmed conference dates and will work on coordinating the book fairs as they have been in conjunction with conferences.
	+ Fall Fundraiser - Annie White
	+ Fun Day - Jess Robbins
	+ **Glo-Bingo - Steph Grussing & Amy Hottman** - Date tentatively set for March 25. They will need help organizing/coordinating this event.
	+ **Public Relations - Mari Anne Broker Curry -** Working on updating information on the Unity website; she will need someone to take over the bulletin board.
	+ **Restaurant Fundraisers - Annie White** - Will start with Monical’s and then look into other potential options. Stephanie Grussing suggested Wayside again since they were so generous with Glo-Bingo. Heidi Kliess sent information about Dine to Donate.
	+ **T-Shirts/ Art Contest - Jess Robbins** - Coordinates with Ms. Hanners after winter break. Looking into the possibility of using Krossing Korners Boutique, which is a local business, for the t-shirts.
	+ Silent Auction - *Open Position -* **Mary reported that she has spreadsheets and lots of contact info for the next volunteer willing to take this on; Mrs. Reichert also noted she would help the night of the auction again**
	+ Teacher/Staff Appreciation - *Open Position -* **Amy Cross made some suggestions online about food trucks and agreed to look into it.**
* **Thoughts on bringing Family Movie Night back -** Mrs. Reichert said that we would need to check with Nurse Gateley to get her thoughts. Stephanie Grussing suggested a football field movie night like the FCA had done, and that we could perhaps coordinate with Unity East. She will follow up with that. Jess noted that we may need to look at streaming and offering a free rental rather than purchasing a DVD to give away. Mrs. Reichert also noted that some of the equipment used previously belonged to Mr. Nowlan, so it may be advantageous to wait until the new sound system is figured out.
* **Adaptive Playground Information -** With the drainage issues, it will be expensive to put in the smooth surface, so if we fundraise specifically for the playground, we may want to focus on something like improvements to the sensory garden or investing in an adaptive swing. Annie read the letter from 1st graders last year, who asked us to help build an adaptive playground.
* **Any Other New Business -** Amy Cross posted that Girls on the Run is back this year and more info will be coming soon!

**Old Business**

* **Teachers are greatly appreciative of the extra funds!** Jess shared thank you notes from staff.
* Julie Burkhalter and Debbie Davidson expressed their appreciation of our PTO. Amy Hottman reiterated that teachers should tell us if there is something they need/want since we have funds to help.

**Motion to adjourn @8:10 made by Floyd Fisher, seconded by Stephanie Grussing**

**Next Meeting:** September 13 @ 6:30PM