

# VWES PTO Meeting Minutes

May 8 | 6:30pm

Meeting Location: VWES Cafeteria

## Board Members and Chairs

**Nakisha Procope**, President | **Beth Harwell**, Vice President | **Danielle Giudice**, Treasurer | **Tiffany Finn**, Secretary | **Beth Harwell**, Membership | **Jennifer Austin**, Spirit Wear | **Erin Lospenuso**, Social Media | **Ashley Reddick**, Dine Out Night | **Katherine Gross**, Corporate Sponsors | **Andre Procope**, Spirit Rock

## Board Members and Chairs In Attendance

**Nakisha Procope**, President | **Beth Harwell**, Vice President | **Danielle Giudice**, Treasurer | **Jennifer Austin**, Spirit Wear | **Erin Lospenuso**, Social Media

## Call to Order: Nakisha, 6:32p

- **President's Report-** Nakisha
  - Welcome
  - Student Council
    - Nakisha will be the Student Council Committee Chair.
    - Need additional committee members.
    - Will be meeting with Dr. Ramey to discuss election logistics and parent responsibilities
  - Nakisha will be resigning as President. Nakisha made a motion to install Erin Lospenuso as President for the 2023-2024 school year. All voted in favor. Erin Lospenuso will serve as the 2023-2024 PTO President. PTO will hold a transition meeting over the summer.
  - Open Committee Chair positions for 2023-2024 school year:
    - Hospitality Chair
    - Dine Out Night Chair
    - Corporate Business Partner Chair
    - Membership Chair
    - School Dance Chair
    - Room Parent Chair
- **Vice President's Report-** Beth
  - Membership
    - 101 members
    - Reminder that next year members will need to re-sign up to be part of the PTO next year
  - Fundraising
    - Bright SchoolKitz

- Info should be sent out by next week. Initial pricing for class supply lists will be until May 25, and then prices will go up on May 26th.
    - Board Votes to move forward with Charleston Wrap as the fall fundraiser (to replace Attractions Books).
    - Boosterthon
      - Re-signed for 2024; Kick off Wed March 20, Event Thurs March 26
  - Adventure Air
    - Offers a free pass for students with all A's
    - Dr. Ramey will send the information out to parents of students with all A's at the end of the year
  - Looking into Book Vending Machine Program for the school
- **Treasurer's Report-** Danielle
- **Committee Reports**
  - **Dine Out Nights** - Ashley
    - May 17,18: High Seas Golf
  - **Spirit Wear** - Jennifer
    - Kindergarten and 4th Grade Yard signs are now up on the site
      - \$15 for non-custom, \$20 for custom
      - Pickup on May 9th 7-9 @ WC Parking lot by Tennis Course, PM Car rider line
      - Ordering will be open through May 10<sup>th</sup>, any orders placed after the initial closing will be ready for pickup in the VWES front office on May 17<sup>th</sup>
      - We need to promote the signs earlier next year and let Kinder and 4<sup>th</sup> Grade teachers know so that they can include the info in their weekly newsletters
    - No School Store on May 10th
  - **Hospitality**
    - Kinder & 4th Grade Celebrations
      - PTO will decorate the gym on May 24<sup>th</sup>, and refresh on May 25<sup>th</sup>
      - Food/Drink SignUpGenius have been sent to 4th/Kinder teachers and sent out to parents
      - 4th/Kinder teachers will be reaching out to Room Moms to help with the celebrations
      - Board voted to hire Carolina Social Booths for the celebrations. We will have two booths set up both days.
- **Old Business**
  - STEAM Showcase- PTO set up the school store
  - Field Days April 20-21
    - Suggestion for more water activities
    - Suggestion to reach out to fire dept about a water hose

- Staff Appreciation Week May 1st-5th
- Boosterthon
  - \$55,144 profit (\$690 outstanding)
  - \$5,091 corporate matching
  - Will be meeting in executive session to discuss purchasing “Campus Beautification” items (benches with shade, picnic tables, mulch for gaga pit, extending concrete)
- ByLaws amended and will be added to PTO website
- 4th graders and 4th grade teachers/admin have received their graduation t-shirts as a gift from the PTO
- Chess Club
  - A PTO member has expressed interest in leading a Chess Club for VWES, but that has been tabled until we have a staff member willing to take a role in the club.
- **Q&A**
  - Need to send a survey out asking:
    - What’s the best way for the PTO to get information to you?
    - What type of items do you want at the school store?
    - What type of meetings work best? AM, PM, FB Live?
  - How do we leverage Kindergarten parents?
    - Suggestion of a Kinder Coffee Day for parents interested in helping with PTO
- **Adjournment: Nakisha, 7:14p**
- **Executive Session**
  - Action Items
    - Boosterthon
      - Checks have been given to teachers- teachers receive 10% of the profited funds raised in their class to spend on School related materials
      - Camp-out on roof- need to follow up with Administration
      - Follow-up Corp Matching emails- Danielle following up with Donation Matching
      - Allocating funds to Campus Beautification- \$45,000 allotted to Beautification
        - Following up with Admin to move forward with purchases:
          - Benches, Tables, Shade Covering, Gaga Pit, extending concrete
    - 2023-2024 Budget
      - Danielle to start working on the budget and then send to board for modifications.
    - Volunteer Approvals
    - Principals Fund in Budget
    - Picture Day Volunteer Helpers

- Next year- vote on large item fundraising spending for 2024  
Boosterthon
- Tentative 2023-2024 Calendar:

### August 2023

Bright School Kitz  
 Teacher Welcome Back  
 Staff Bday Bundt Cakes  
 Open House- School Store  
 First Day of School  
 Student Council  
 Dine Out Night  
 PTO Meeting

### September 2023

Fall Picture Day  
 Dine Out Night  
 Large Fundraiser  
 School Store  
 T-Shirt Contest  
 Teacher Conference Meal  
 PTO Meeting

### October 2023

Dine Out Night  
 School Dance-School Store  
 PTO Meeting

### November 2023

Pies for Teachers  
 Dine Out Night  
 School Store  
 PTO Newsletter  
 PTO Meeting

### December 2023

Police Officer Gifts  
 Frosty's Fair  
 Dine Out Night  
 School Store  
 Staff Holiday Gift  
 Lunch for Bus Drivers \*IL Collab  
 PTO Meeting

### January 2024

Dine Out Night  
 Art Show- School Store  
 Penny Wars  
 PTO Meeting

### February 2024

Spring Picture Day  
 Dine Out Night  
 School Store  
 Lunch for Bus Drivers \*IL Collab  
 PTO Newsletter  
 Teacher Conference Meal  
 PTO Meeting

### March 2024

Boosterthon  
 Fun Run  
 Dine Out Night  
 School Store  
 Stock Transportation Office?  
 PTO Meeting

### April 2024

STEAM Showcase- School Store  
 Dine Out Night  
 Movie Night  
 Grad Yard Signs for Sale  
 4<sup>th</sup> Grade Shirts  
 Field Days  
 PTO Meeting

### May 2024

Staff Appreciation Week  
 Dine Out Night  
 School Store  
 PTO Newsletter  
 PTO Meeting  
 4<sup>th</sup> Grade Celebration  
 Kindergarten Celebration  
 Last Day of School

President  
 Vice President  
 Treasurer  
 Secretary

Fundraising  
 Dine Out  
 Hospitality  
 Spirit Rock  
 Membership  
 Corp Business  
 Spirit Wear  
 Social Media