

August 28, 2023

Executive Board VWES PTO Meeting Minutes

BOARD:

President/Social Media: Erin Lospenuso
Vice President/Fundraising: Beth Harwell
Secretary: Tiffany Finn
Treasurer/Spirit Rock: Danielle Giudice

COMMITTEE CHAIRS:

Spirit Wear: Jennifer Austin- not present
Community Business Partner: Lauren Clevenger
Dine Out Nights: Missy Coulter- not present
Hospitality: Nicole Novack
Membership: Josie Bashford- not present
Student Council: Nakisha Procope- not present
Student Events: Brittany Harmon- not present
Room Parent: Yasmin Gallagher
Nominating: Tylee Anderson

Meeting Opened: 11:04am

A Look Back- Erin, President

- THANK YOU TO EVERYONE who spent 5 min or 5 hours with us at the Open House. We made a visual impact on parents, teachers and staff.
- We successfully launched our first "School Store" at the Parent/Student Open House on Thursday 8/17. New items were ordered to refresh the store, welcome new students and staff.
- Rolling racks, hangers and buckets helped merchandise our assortment. We cleared out a ton of sitting snacks and drinks.
- New T-shirt colors were a hit. Ordering direct, and reselling is our most profitable course. Changes forthcoming with Spirit Wear.
- Our NEW Hospitality Chair, Nicole Novak rolled out an amazing breakfast and lunch for our staff with the help of some amazing sponsors-Thank you! The social media posts and thank you cards came in!
- Thank you to Lauren Clevenger who has been hitting the pavement through the Summer to get us funded and locally sponsored!
- PTBoard was launched! A 1 Stop Shop for all things through the PTO maximizing our profits, offering different pay options, even membership!
- We signed up a lot of new parents at Open House and I'm curious about teacher/staff count. We're excited for our new membership chair, Josie Bashford, fostering these relationships by offering different ways they can participate in the school and to provide count totals later in the meeting agenda.- **Ask Ramey to send link to staff**
- Bright School Kitz rolled out. Beth to review later on. Success/Challenges/Learnings
- Campus beautification-Thank you Beth for stewarding quotes, concrete pours and all the other things that are going to visually impact our school and for parents to see where all the money goes. We're looking forward to your updates today!
- Thank you Danielle for getting and keeping us legal and insured and Tiffany for always reminding us what's coming, what's needed and our early riser and the biggest helping hands with her little hands in tow.

30/60/90 Plan

Upcoming 30 Days:

- Goal is to get the lunch room help sign-up sheets formed and out.. Mondays?
- Sell new Croc Charms through PTBoard
- Gather Room Parent info, to get Yasmin off the ground running.
- Schedule Fall/Winter PTO Meetings. Schedule a Morning PTO meeting for stay at home parents.
- Fall Dance-Overarching "plan"
- Signs to be hung of new sponsors by end of September
- Picture Day
- Should the School Store be open PT Night? Other Date?

Upcoming 60 Days:

- Dance Committee Meetings, Supply need runs, organization, prep days, etc.
- Charleston Wrap (instead of coupon books)
- School Store:

Upcoming 90 days or +

- Veterans Day Program (MJ Burd Realty Homes for Hereos)
- Frosty Fair

● Dr. Ramey-Principal

- Follow up about scheduling AnPest for landscaping needs-
 - **Lauren/Erin to schedule- Does Wednesday work?**
- Who is the Sunshine Committee Contact? Kristy Bartlett/4th Grade
 - **Can we reach out to see what they have planned so that we don't overlap on things?**
- What else is wanted/needed for the school with Fundraising Funds? (To be voted on)
 - **Gaga Pit Mat- 2nd priority**
 - **Turf on Activity Field - 3rd priority, 2 year**
 - **Music Instruments- 1st priority**
 - **Book Vending Machine**
- PT Conferences September- 60 people
 - **Need times after Principals Meeting**
- Teacher Representative suggestions- Cauthen, Gerdes, Porter? Open to two, one new, one veteran?
 - **Can we reach out to them to ask if they're interested? Are there any new teachers that might be interested?**
- **Dance**
 - **Time on Oct 14th**
 - **Need officers, metal detectors?**
 - **We can have a DJ, right?**
- **Fire Dept Assembly for K and 1st- Date?**
- **Can you send out an email to Staff about joining the PTO? We'll email it over.**
- **Which Mondays in Sept, Oct, and Nov should we set for Volunteer Lunch duty?**
- **We want to add socks to the spirit wear items we send. Can we do Silly Sock Days? When?**
- **Room Parent Door Contest- When should Yasmin plan on executing this?**

● PTO OFFICERS

- Finalize 23-24 Budget- to be voted on at first regular PTO Meeting

- Finalize 23-24 Calendar- **Done**
- Do all Chairs have access to their emails from prior Chair and One Note?
- Venmo and Paypal have now been set up- **Danielle looking at fee comparisons**
- Membership, spirit wear/apparel, spirit rock, sign up forms are all on PTBoard now
- **COMMUNITY BUSINESS PARTNER COMMITTEE- Lauren Clevenger**
 - **To Date Lauren and team have garnered ~\$8,000 in donations/sponsorship.**
 - **Signs ordered, vendors approving proofs, hoping to hang next week**
 - **Waiting on 3 checks**
- **STUDENT EVENTS COMMITTEE- Brittney Harmon**
 - School Dance
 - Dance Oct 14th
 - 1 session
 - **Officer needed**
 - **Book Photo Booth- Sponsored by Stacey Sauls Group**
 - **Book DJ**
 - **Create Amazon Wish List**
 - **Finalize Invitation/Pricing/#people per student/time**
 - **Farm Donations- Hay Bales/Corn Stalks/ Pumpkins?**
 - **Food**
 - **Games- corn hole**
 - **Volunteer Sign Up**
 - T-Shirt Contest
 - Need to connect with new Art Teacher- **Beth To connect**
 - Reading Buddies-Table for now
 - **Beth to reach out to Tree Tops liaison, Heather Jackson**
 - Work with literacy specialist for training/scheduling with kids
 - Picnic at the end of the year
 - Discuss other opportunities to bring to the school (Fire Dept, Animal Ambassadors, etc)
 - Lauren to connect with Brittany about the Fire Dept coming in for K and 1st
- **HOSPITALITY COMMITTEE- Nicole Novack**
 - Back to School- Huge Success!
 - Breakfast (Stacey Sauls Group Sponsored)
 - Yard Sign- YardeGraph
 - Logo Water Cups & T-shirts for Staff
 - Open House- Huge Success!
 - Lunch (Always Be Kind Coldwell Banker Realty sponsored)
 - PTO Table/School Store/Membership Sign Up
 - Staff Birthdays
 - Megan Brooks will be picking up the cakes each month- cake orders and check have been sent to Nothing Bundt Cakes
 - Sept 26- PT Conferences, **vendor? need time/60 people**
 - Sept 29- National Coffee Day- set up coffee cart, "room service tags", cup stickers, tablecloth, aprons
 - **Erin to order aprons (8); Danielle G to personalize with vinyl, 8 vendors, iced coffee/lids, table clothes, jugs**
- **MEMBERSHIP COMMITTEE- Josie Bashford**
 - **Volunteer Sign Ups** (First to Executive Board, then PTO membership, then general population)
 - Picture Day- Sept 11 -**Tiffany Ordering combs**
 - Monday Lunch Shifts- **need to know dates from Ramey**

- Dance- Connect with Brittany on what she needs
 - Member count: 44
 - How many that signed up on paper form at Open House are still not in the system?
 - How many PTO Executive Board/Committee members have still not signed up?)
 - Staff count: Need to send email to teachers
 - Reminders- must re-sign up every year
 - Executive board/committee members needs to all finish signing up by the first general meeting
 - Have flier to enroll sent out to all students
- **DINE OUT NIGHT COMMITTEE- Missy Coulter**
 - Missy to reach out to Tiffany, she did Dine Out for Intermediate
 - Aug 31, 5-7p- Pelican's Snoballs/Susie Lou
 - Sept 23 – Extreme Ice Center 1:30-3:30
 - Oct 15- Panera?
 - Nov- Greek Grill?
 - Dec- Chipotle?
- **SPIRIT WEAR COMMITTEE- Jennifer Austin**
 - Visions in Vinyl: **Waiting on Pricing of apparel and logos**
 - Manage orders from PTBoard/remaining Staff and Executive Board shirt orders
 - Add 4 additional logo designs for shirts
 - School Store-Figure out who is running the store each month/dates
 - Need to reorder any supplies?
 - Socks- Erin
 - Beanies- Erin
- **ROOM PARENT COMMITTEE- Yasmin Gallagher**
 - Carmen pushing room parents volunteer approval
 - Carmen sending room parent list to Yasmin
 - Room Parent Door Contest-**Have Yasmin, if possible google and put together a one pager with idea suggestions, themes or pics from the internet to inspire room parents and partner with their teacher on a favorite theme.**
 - Ballot, Each grade judge a different grade, prizes?
 - Set Date of this-so not to interfere with the hard work they've already done on their new year doors.
- **STUDENT COUNCIL COMMITTEE- Nakisha Procope**
 - Student Council- Jackson the liaison- **Update?**
 - 3rd Representatives and 4th Officers
 - Recommendation from teacher
 - Referral/Attendance requirement
 - Parent requirement
 - Video Campaigns
 - Voting
- **FUNDRAISING COMMITTEE- Beth Harwell**
 - Fall Fundraiser
 - Charleston Wrap Fundraiser- Sept 13-28th
 - Campus Beautification
 - Concrete Poured
 - Tables/Shade- ordered; waiting for work date
 - Bright SchoolKitz- Done
 - 67 kits sold, \$385.25 for PTO

- 22 were refunded due to SchoolKitz issue; not sure if PTO will receive funds from those
 - Vote for PTO membership on how to use Charleston Wrap Funds and Boosterthon Funds
 - Gaga Pit Mat- **2nd priority- left over from Beautification?**
 - Turf on Activity Field - **3rd priority, 2 year- Boosterthon?**
 - Music Instruments- **1st priority- Charleston Wrap?**
 - Book Vending Machine
 - Fundraising Suggestions
 - **\$5 Handprints on courtyard walls, beatification ceremony when tables/shades arrive**
- **SOCIAL MEDIA COMMITTEE- Erin Losponuso**
 - Sponsor Companies-**work with Lauren on updating logos in Canva**
 - Donation Companies
 - Charleston Wrap- **Beth to send info to Ramey and Erin**
 - Join PTO
 - Dine Out Nights
- **SPIRIT ROCK COMMITTEE- Danielle Guidice**
- **NOMINATING COMMITTEE- Tylee Anderson**

Meeting Adjourned 12:48p