

# Meeting agenda - Westwood Elementary PTO

## Monday, October 25, 2021

### 7pm

Attendees: Kristi, Tijana, Steph, Megan, Teija, Karis, Amber and Kayla

1. Welcome and introductions - Kristi
  - District parent advisory meetings held monthly
  - Community Forums to address issues that arise in the district
  - Do we want Dr. Pruitt to attend a PTO meeting – not needed at this time.
    - o Watch district website.
    - o Looking for volunteers for subcommittee advisory meetings.
  
2. Principal Report - Mr. Martin
  - Thanks for the snack cart for professional learning day and conference meals!
  - Baseball diamond update: talked with operations
    - o Could put down bases, but advised to focus on beautification efforts to front building and grounds
      - Examples: Landscaping, movable planters, rock scape, etc.
    - o Possible idea: Incentivizing school clean up with landscaping – kids that participate get coupon to DQ, etc.
  - Student and Family Experience Action Team had our first meeting on October 11<sup>th</sup>.
    - o Purpose/Why: This fall a parent and school Leader in Me action team was developed to focus on the following within the Westwood home and school community:
      - Student and family experience, Connection, Belonging, Unity, Social Atmosphere
    - o Overall Goals: build on strengths, identify specific inequities, and ways to improve.
    - o Reach out to Joel Martin if interested in joining and/or if you just want to learn more.
  - ACHS WW Spirit Night is set for Friday, January 21<sup>st</sup> from 6-7:30
    - o A group can sing the national anthem at 6pm
    - o ACHS will do something at halftime of the girls game to celebrate WW students
    - o Will provide more information when we have clarity on details
      - How do we get tickets
      - What are kids to do at half time
      - Popcorn/snack
  
3. Committee Reports
  - Communications - Stephanie
    - o Working to update our PTO website. What would you like to see featured?
    - o Do we use website. Do we need it anymore?
      - Steph to look into usage and stats of the site
      - Possible to look into what other PTOs are doing.
    - o Steph's suggestions are to always point social posts, newsletters or email communications to the site for more information. Even social comments can drive

parents back to the site for questions on yearbook, challenge photos, teacher favorites, etc.

- This limits the amount of places we need to publish.
- Do we expand social media for those that don't use FB? No.
  
- Homeroom Parents - Abbie/Megan
  - Any issues?
    - Some classes didn't have any of the homeroom parents help/volunteer to help plan. A teacher had to use own personal money for the class.
    - Other classes didn't respond when asked for donation or specific amount of money to let homeroom parent plan.
    - Have teacher send out a message from the homeroom parent to all parents in class.
  - If you haven't signed up yet as a homeroom parent
    - Add message on site or on newsletter when space is available:
      - Do you want to be added as a homeroom parent? Here's how to get involved.
    - Other idea: Onboarding for new parents?
      - Could we create a flyer for any new families that come in after school starts (when parents miss meet the teacher night or first PTO meeting)
        - List of resources of what they can get involved in
        - Website, FB group information, etc.
  
- Spirit Nights - Lindsey
  - Fong's - went extremely well. Raised \$1,019!
  - Little Caesar's - Nov 30 and Feb 8
  - Which Wich - April 12
  - Kona Ice – planned for last day of school
  
- Family Sporting events - Jessica
  - Iowa Wild game on Dec. 4
    - Need link for ticket information
  - Funky Zebras on Dec 9
    - 4-7pm WW private shopping night
  - Jags bball game - January 21<sup>st</sup> from 6-7:30
  
- Box Tops - Kristi
  - Continue to submit receipts and box top codes.
  
- Spirit Wear - Stephanie
  - Order from QB studios –
    - Link is on website and featured in newsletters
    - Send out vote for parents on FB to help pick style/color choices?
    - Thought for holidays: put together bundles for helping sell water bottles and warm gear together?
  
- Books and Bagels - Brielle/Miranda/Teija
  - Event was October 16
  - Donut holes ran out right away – kids loved it

- Thinking about Spring event to order only donut holes.
  - Ms. Dunkin – busiest it has been in 5 years!
    - Money raised at this event goes back to purchasing and updating books within the library.
- Trunk or Treat - Kassandra/Amber
  - Event was October 22 from 5:30 - 7:30
  - Massive crowd of people
  - 218 students that completed the sign up for the drawing
    - Drew names out and contacted for prizes
  - 25 families and businesses signed up for trunks
- Yearbook - Karis/Amber/Lindsey
  - Order forms coming home this week!
  - Email sent on how to upload pictures to Jostens' website
    - Upload very easy to do. Keep promoting, especially on FB comments between parents.
  - 5<sup>th</sup> grade flyers: as of tonight, 7 designs today + 1 poem have been turned in.
- Teacher appreciation - Abbie/Alissa
  - Future ideas coming into the winter months:
    - Coffee/Cider truck as a snack
    - Popcorn from lotta-pop
  - Coordinate more days with Mrs. Morgan (social committee at WW with teachers)
- Display Case – Alissa
  - Updated and looks great!
- Warrior Challenge – Kristi
  - Way above expectations for amount raised.
  - 475 students participated.
  - Slime and eye blacks handed out.
  - Pennants are being produced and due to shipping delays, will not arrive until 11/11.
  - Ideas for next year: contest to have kids design new obstacle options for next year
    - Some items were broken or starting to get boring after 5-6 years of kids using. Would be good to have new ideas or look into building a couple new options for next year.
  - **Glow party dates still TBD.**
  - Sign-up genius link to send out in Nov newsletter: if anyone wants to order WW Warrior Challenge t-shirts:  
<https://www.signupgenius.com/go/4090F4AADA929A0F85-warrior3>
- Family events - Teija/Jaimie
  - B&B, Urban Air, carnival/fun night in the spring
    - \$150 to rent entire theatre, Pick any movie
    - Could use EventBrite to help sign up info and RSVP to know how many families will come and how many theatres to rent out.
    - Possibly do over a school break? (holiday timing or spring break)

- Date still TBD
- Roller Skating @ Skate North/Skateland
  - Nov 21<sup>st</sup> – 2-5pm
  - Choosing non-fundraiser option: \$10
  - Good turnout last year – maybe 40 attended?
  - Parents that don't want to skate don't have to pay.
- Carnival
  - Help planning with a larger team to decide how big
  - Would like to do larger inflatables/activities in gym, and have smaller carnival games or activities spread throughout the school as classroom themes
  - Tug of war, parachute, Plinko board are all in PTO closet.
  - If larger: plan for Spring (April/May) timing
  - Likely on a Saturday for more family participation
  - Food: Popcorn, cotton candy, hot dogs (could Hyvee/Fareway donate food?)
  - Hire out: Face painting, Balloon animals : Mr. J (teacher at NE)
  - Silver cord volunteer option for help?
  - Could need a budget of \$2000
- Urban Air: *possible – but keep on hold as we look into other options*
  - Public option: Mon-thurs – only allow 150 -- \$21 per person (socks + 2 pizza + water)
  - Or rent out entire space : just WW kids -- 2 hours 3500. 300 jumpers
    - Need preregistration to know how many would come.
    - If over 300 jumpers, recommended to have extra hour (+\$700) to avoid longer lines.
    - Cannot be on school breaks/ no school day
- NOTE: pool is \$1500 to rent out for 2 hours.
- Other ideas for events:
  - Snow tubing day (sleepy hallow or frog park)

#### 4. Treasurer Report - Tijana

- Presentation of the 2021-2022 budget
  - Additions/Removals of proposed line items
  - Changes reflected on budget:
    - Updated total amount from student pledges
    - Library funds (\$1000 increased to \$3000)
- Current account status
  - Equity line item for overall PTO budget: *possible to rename current budget line item.*
    - Recommendation to do what we can to absorb costs on case by case basis when students/families are unable to participate and/or may be in need of assistance to engage in PTO/WW events.
    - It could also help with equitable access to educational opportunities.
    - Idea brought up for all events where payment is needed:
    - Have messaging in event communication added to include:
    - If you need assistance and want to participate – who do we need to have the families contact someone in the school system to ask for help?

- Line item in budget today is called WW Family in need support. *We could rename this to have Equity in title.*
- Group discussion/brainstorming on how much is used for family events, teacher appreciation, class parties etc.

## 5. Other

- Class parties - 12/21 and 2/11.
  - When will we know about volunteers being allowed? Planning to assume we will not be allowed in school. Will need to have homeroom parents think about parties similar to the Fall.
  - Coordinate a play date with each grade (homeroom parent to-dos)
    - Have all homeroom parents from the grades reach out and try to plan a grade wide meet up at a park or sledding area in winter
- Gift cards for teachers – morale is at an all-time low.
  - All OK to grab gift cards -- \$50 each for restaurants
  - Teacher wish list fund will not be used at this time.
  - Amazon wishlists – sent out from Teachers
    - Things that they run out of and need in classrooms
    - Usually pens, markers, wipes, Kleenex boxes, etc.
  - Teacher favorites
    - Listed somewhere on facebook and in PTO emails
    - Steph will reorganize with what can be found and place on PTO website.
- Casey's Cash for Classrooms
  - Submitting funds for the 'Beautification of Westwood'
    - Can include the landscaping and ball field if we want
    - Asking for the max amount so that we can start to think about a 3-year plan
- Printing company - please use PC Printers on Delaware
- Book donations: Implement program next year.
  - Promote the idea of donating books or money to purchase books in the library.
  - Messages within the book covers might say: In celebration of. In memory of. Donated by.

## 6. Open Forum

## 7. Next meeting: January 24 at 7pm at Westwood