

# MINUTES

## Wilson Elementary School PTG

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*Tuesday, September 14, 2021 7:06 pm | Meeting Called to Order by Carly Howarth  
Minutes Submitted by Kendra Kimball Chapman*

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### PTG Officers in Attendance

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Carly Howarth, President

Carly Pickering, Vice-President

Katie Glazier, Treasurer

Tonja Brown, Outreach Secretary

Kendra Kimball Chapman, Secretary

### Approval of Minutes

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The June minutes were reviewed. Motion to approve by Josie Dix, seconded by Katie Glazier. All in favor of approval.

### Treasurer's Report – Katie Glazier

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- Last year our total income was just over \$19,000. Our expenses were just over \$39,000. This is pretty standard for a non-auction year.
- This year we are starting with just over \$37,000. We anticipate we'll end the year with approximately \$34,000. We really have no idea how much we'll make from the fund run so these are conservative estimates.
- Question from Zoom: What is the Community Fund?
  - Supports Wilson Families in need. Requests are typically made through Melissa Alfstad
  - Typically \$1,000 annually. Last year we also accepted donations specifically for the fund so we ended up with about \$1400.
- Question from Josie Dix: Did we lose money on Centennial Tshirts?
  - No. It was a big expense but it was all covered by Tshirt sales. Every student got an affordable tshirt. We have additional shirts for kinders and new students (\$3/each discounted price). We also have some remaining merchandise to sell at pure profit.
- Events – the presented budget plans for a normal year of events.
- A few categories removed: Assemblies, Author Visits, and Field Trips. These line items have been in the budget but have been unused for a few years. We can add them back if needed.
- Credit Card Fees: a pretty significant expense last year. We will add a convenience fee to every purchase going forward so we can eliminate this expense.
- Classroom Supplies for Teachers: We gift money to teachers for classroom supplies. The amount varies from year to year depending on needs and auction profits. Katie suggests we give \$200 this year. Teachers can always come to us to ask for more.
  - Josie suggests that we award money on a volunteer merit system. The more parents volunteer, the more their classroom teacher gets.
    - Several members express concern that this would not be equitable.

- We do need receipts this year. Teachers will be given checks by the end of the month. Recipients will need to turn in receipts or return unused money by the end of the school year.
- All purchases are approved but please leave items at Wilson if you move to another school.
- Question: what is the scholarship fund? \$1,500 (awarded in amounts up to \$500) to Wilson alumni as they're graduating high school and preparing for college.
- Hospitality Expenses: Coffee on the first day of school, staff appreciation lunches, etc. Additional money is available for the principal to buy meals for staff during Learning Improvement Days.
- Dave Gilbert moves to approve the budget. Courtney Malone seconds. All are in favor. Teachers will receive \$200 this school year.

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## Old Business

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- CAC Report – Kaitlyn Hunt
  - Zoom/In Person format is creating technical complications. Kaitlyn will present her report next month.
- Outreach Update – Tonja Brown
  - Paw Prints: Monthly newsletter with event updates. Please contribute.
  - New PTG Website: We are in the process of building our own website.
  - Invitation: Please share with us if you have a great community building idea. We are open to growing!
- Pizza in the Park – Carly Pickering
  - Success! We had way more people than we expected. The turnout was similar to a “normal” year. We basically broke even with the event which is always the goal. This event is not intended to be a fundraiser.
- Mural Project - Carly Howarth: It's all done. Thanks to Alex Boyce.
- Brick Engraving – Carly Howarth: The company is backed up due to supply chain issues. Bricks purchased last year will hopefully be completed by winter.
- Directory – Josie Dix: Josie is working on this. Please make sure your information is correct with the office. This effort pays for itself through ad purchase.

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## New Business

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- Chair Positions for this year:
  - Book Bingo – Stephanie Gronholz
  - Tech Liason – Dave Gilbert
  - Carnival – Josie Dix and Courtney Malone
  - Brick Sales – Josie Dix
  - Talent Show – Jennifer Holcomb and Courtney Malone
  - Pizza in the Park – Carly Howarth
  - Monster Mash - Benedettis
  - Art Night – Bridget Sarfino
  - Pancake Breakfast – Alex Evans
  - School Directory – Josie Dix
  - 2022-2023 PTG Treasurer – Dave Gilbert will shadow Katie this year in preparation
  - CAC Liason – Sara Rodgers and Alex Evans – thank you for volunteering to take over!
  - New PTG Website – Ryan Serghini – thank you for volunteering!

- Co-chairs for the next auction – Emily Ketchel and ???
- Parent Night Out: Is there interest? Since we are not holding an auction this year, how can we build community for parents? Daryl Geffken offers to work on a Parent Night Out. Thanks, Daryl!
- Policies and Procedures: We'll add CAC chair to the document. No questions or suggestions offered from the community. Motion to approve by Kendra Chapman. Carly Pickering seconds. All are in favor.
- New Online Forms – Tonja Brown
  - Agenda Request Form: Must be submitted by 1<sup>st</sup> Tuesday of the month.
  - Funds Request Form: Must be submitted by the 1<sup>st</sup> Tuesday of the month for the item to be discussed at the current month's meeting. If the request is pressing and for under \$500, the executive board can vote to approve. If it not urgent, we will likely hold until the next month so everyone can vote on it.
  - Links to forms will be on our website and in PawPrints
- Ken Hermanson Updates:
  - We can have volunteers this year. Must be fully vaccinated in order to volunteer. Bring the hard copy of your vaccine card to the office for submission.
  - Field Trips are back. They must follow all current Covid protocols. There will be an additional Covid Waiver form for parents to sign.
  - Wildcat Walk Fund Run:
    - This style of fundraiser is prevalent on the South Hill. Neighborhood schools are making \$20,000 – 40, 0000/ year.
    - October 15<sup>th</sup>, during the school day in Cannon Hill Park.
    - Coming soon: Explanation, details, electronic format for funds, etc.
    - Volunteers are not needed at this time but please stay tuned.

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### Next Meeting

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Tuesday, October 12, 2021 at 7:00 pm

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### Meeting Adjourned

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8:16 pm by Carly Howarth.