

## Lake Whitney Elementary

Executive Board 2020-2021 - May 8, 2020

### **Members in attendance:**

Rita Paxton - Co-President for 2019-2020

New Board members:

Co-Presidents – Elvan Smile & Jennifer Stanich

1<sup>st</sup> VP Fundraising/Financial – Kelly Cicero

2nd VP Volunteers/Events - Colleen Czacharowski

Treasurer – Jennifer Grassi

Secretary – Jen Gerry

Rita Paxton called the meeting to order at 4:55pm. (Usually we have to motion to approve the minutes from the previous meeting - someone approves and someone seconds. All approved.)

### **Principal's Greeting/Report:**

Mrs. Prince was not present.

### **President's Report:**

Rita congratulated and welcomed the new board. The new board members are Elvan Smail and Jennifer Stanich are Co-Presidents, Jennifer Grassi - Treasurer, Jennifer Gerry - Secretary, Kelly Cicero - 1st VP, Colleen Czacharowski - 2nd VP

She proceeded with giving directions about the meeting.

Two weeks ago the Co-Presidents and Rita should have been a Calendar meeting with Mrs. Prince and Kim Smirti. It will take place later in the summer due to Covid19 uncertainty. Almost all positions of the PTO board are filled, we are missing - Spirit night, PR, Memory Book and Website persons. She continues with describing every Exec Board members' responsibilities and the PTO Board members roles.

**Co-Presidents – Elvan & Jennifer**, the way Jenna and I did it we each took a VP and their events and provided whatever support they needed. The great thing about 2 presidents if 1 is unavailable the other is there. Especially when Jennifer gets into holiday shop that will take up a lot of time. Jenna and I managed membership as well. Last year we did a flat \$10, we tried to push \$15 included a planner and then any additional planner was its regular \$5. Cash or check, the fees for school pay are crazy for such a small amount of money. We also have the square available. You also need to make sure we stay on top of forms that must be turned in throughout the year filled out by presidents and taxes. We need to have the Audit done after June 30th.

**Questions:** No questions.

**1<sup>st</sup> VP – Kelly** you are responsible for all the events that bring in money. We have always had the fundraising under this position. This year going to an ask so should not need to find a chair, you and the exec board can handle the counting and incentives. Touch base with all your chairs and co-chairs and make sure they are all on

task and if they need you to do anything for them or get them additional help. Rita also suggested we put the ask letter in first day folders.

**Questions:** No questions.

**VP – Colleen** you get all the volunteers and family fun events and room parents. You work closely with Karen to get all the information for additions. Touch base with your chairs regularly to make sure they are on task and or need help with volunteers. Colleen needs to work closely with Karen Hewett.

**Questions:** No questions.

**Treasurer** – Jennifer, you will work close with Elvan and she mastered this position. She is your best resource. Checks come in and checks go out. Invoices and receipts must be turned in with correct check request form. I will let Elvan go over the rest with you. I have places Amazon Smile as the treasurer's responsibility as well since the only thing to be done is receive a check and deposit. Box Tops have become a bit tedious.

**Questions:** No questions.

**Secretary** – Jen, you get to take notes at all the meetings. For PTO Meetings you must submit the previous minutes for approval before meeting. Do not feel pressured if you cannot make it to a meeting another person on Exec Board can take the notes and Mrs. Prince does a lovely job at taking notes too.

**Questions:** No questions.

#### **PTO Boards:**

Katherine Cramer is Accounts Receivable and a wiz at school pay. We need to find someone for her ASAP because she does not want to do this all year and it gives her a whole year to get someone ready since she will not be here next year.

Most of the chairs have stayed for 1 more year as for many of us it is our last year so do not wait till last minute to recruit. Getting new chairs should be done throughout the year so they can participate in the current event and take over for the following year so get your chairs to help with this as well. They may have people they are working with that would be fantastic to take on the lead.

These past couple of years have been a challenge in getting volunteers so when planning events make sure they do not get so big and out of control because we just do not have the manpower to manage it.

#### **Kelly's List:**

**Website/Facebook:** I will work on website and FB. Website we need to decide if we want to keep it or just go to social media and Remind. Karen is working on getting us an Instagram page. All posts must be approved, and we want to make sure the content posted is appropriate. At times we have had parents post situations or issues and PTO page is not the platform for those discussions.

**School Supplies:** Stephanie is great, and she has Jennifer Youmans that will take over next year.

**Spirit Nights:** We are only hosting these quarterly, unless there is a special event that we need to add. We need a Chair. It was mentioned that in the past we were happy with Little greek , Burger Fi and Uno's also we are looking for a good Pizza restaurant to have the spirit night with. John's and Slitters were mentioned.

**Teacher Wishlist:** Jennifer Grassi will continue.

**Spirit Wear:** Tracy Ozim has set this up. She has a second grader so she will be around for a while. With all the insanity this year we have decided not to change the shirts this year. We can sell what we have in the closet and

order what is needed. You also have a whole lot of other items she can put the log on, sweatshirts, tumblers, etc. We will order as needed. We can collect order form on the first day of school if we don't have them in stock.

**Holiday Shop:** Jennifer Stanich

**Memory Book:** We need someone to take pictures at the events.

**Birthday Book Club:** Jen Gerry

#### **Colleen's List:**

**Room Parents:** Check in with Karen as to how this year will be handled.

**Welcome Back Picnic:** Last year was such a success and well received but we do not know what the beginning of school is going to look like so again keep in touch with Karen.

**Hospitality/Teacher Appreciation/Teacher Snacks:** Angela Baublitz is new to this roll, but I put her in contact with Megan and she is filling her in on these events. Welcome back Breakfast/Lunch for teachers. Last year we did box lunches from Mike's Subs and they were great because they had so much training going on, we are happy to do the same thing again this year. Teacher Appreciation week was moved last year to the week of Valentine since we gift the teacher \$100 GC to Amazon. Monthly afternoon teacher meeting snack, in the past they have become very elaborate and very time consuming, we are looking for more grab and go snacks, bars, whole fruit, yogurt, etc.

**Welcome Committee:** Jen Grecco will continue but it is her last year.

**Pastries with Parents:** Laura Triplett will be back.

**Grandparents Event:** This is one that happens early in the year we might want to consider moving it to the end of the year. I was told Alecia Gravitz wanted to take it over, I have reached out to her but no response.

**Sweetheart Dance:** Christina Fitzsimons has this covered. She has a great team and she is said that she will do it till Molly finished at LWE, so you have 3 more years.

**Art Night:** Charlotte Badgley and Jen Grecco will be back again. Last year we really dialed it back it was great. Most of the event is organized by Mrs. Smith so it is especially important that you reach out to her and make sure you are all on the same page.

**Spring Carnival:** Kristy Neville will be back for her final carnival and she has people that have expressed interest in taking over when she is gone. The deposit for last years carnival is being used for this year since it was cancelled.

**Public Relations:** We need someone for this. We just need to get pictures out to the newspaper showing our events and activities. Perhaps we can combine Memory Book and this position. The Board agreed that is a good idea. We will discussing this on our next meeting.

**Upcoming Events:** There will be a meeting with Mrs Prince to set the Calendar.

**New Business:** We talked about 5 grade Celebration and the donation we made last year. Rita cleared up for everyone the difference between DEF and PTO fundraisers. DEF is a separate entity that raises money for the nurse and school equipment through Golf Tournament, Gala, Bucks for Bandages and Fun Run. PTO raises money through Membership and Fall Fundraiser (this year will be an ask) to pay for events and donations we make to the school. It was suggested to schedule conjoining PTO board meeting and SAC and respectively DEF meeting after each other.

Meeting adjourned at 6:24 pm. Next meeting was not set.