

WILLOW BROOK PTO

Meeting 11/03/09 Willow Brook Library



Jenny Meyer, PTO President, called the meeting to order at 6:40 pm. Approximately 22 were in attendance, 17 signed attendance sheet.

Welcome / Introductions – Jenny Meyer thanked all the parents for coming, and explained that Linda Shead, PTO Vice-President was unable to attend this meeting due to a previous obligation.

Approval of Minutes – Laura Sunderman submitted October '09 minutes for approval. Mr. Aaron requested that minutes be amended to include a thank you to Mrs. Tucker for her service on the School Improvement team. Rebecca Janger motioned for approval, seconded by Tamika Carter. Motion passed.

Treasurer's Report – Stephanie Reynolds presented the Treasurer's Report for approval. Stephanie pointed out that the Room Party money had been collected at a little over 50% participation, which is a typical amount. A motion to approve the report was made by Renee Killian and seconded by Cindy Rowold. Motion passed.

Principal's Report –

Mr. Aaron reviewed the upcoming calendar. The following additions/reminders were mentioned:

- 11th – 2 pm K-3 Character Awards Assembly (parents are welcome)
- 11th – 2:45 pm 4-5 Principal's Honor Roll, Honor Roll, On a Roll (parents are welcome)
- 9th – 12th Book Fair – Mrs. Bober is requesting volunteers, sign-up sheet available
- Veteran's Day – Veterans will come and speak with students, kids are sending postcards to military
- 19th – 3rd and 4th Grade Musical – Mrs. Pasley requested to know who heads the Hospitality Committee

Mr. Aaron explained the requirements for Perfect Attendance and Exemplary Attendance.

5th Grade students had approached Mr. Aaron asking if they could write a petition to request more food at lunch. Mr. Aaron directed the students to speak to Linda (cafeteria manager). As a result, 5th grade students are now allowed to purchase an additional entree for \$1.50, cash only.

Parents were encouraged to complete the School Improvement team's website questionnaire. Several comments were made about the website, and Mr. Aaron again encouraged parents to put their comments on the questionnaire.

Staff Report – Mrs. Maria Farmer was unable to attend due to illness.

Event Wrap-up –

- Silent Auction – Melissa Jones conveyed details from Linda Shead. There were 53 items at Fall Festival with a profit of at least \$2000 before deducting supply costs. 14 items remain for Trivia Night and a small mailing will be sent out if needed to solicit more items. Special thank you to Maria del Cid and family for all their help with the auction. Side note – Mr. Aaron had an idea for an auction item of front row seating or special parking for school events.
- Fund Raiser – Melissa Jones gave specifics for fund raiser distribution. The final numbers are not quite ready; overall the fund raiser was a successful and fairly smooth event. Jenny Meyer stated that since this was a new fund raiser this year, we may consider getting feedback through a survey to determine if we want to continue using Mr. Z's for our fund raiser.
- Trunk or Treat – Samara Henry gave details from the event. There were 80 cars and 20 booths. A few items to consider for next year included a way to better utilize the circle drive by having lighting of some sort. Two gifts are still needed for the winners of the Best Decorated Vehicle. Jenny Meyer asked Melissa Jones to check with Linda Shead to see if there were any gift cards available for these prizes. The two Best Costume winners were each given a \$5 gift card to a bookstore. One parent commented that smaller vehicles would be better suited for the spaces in the back and wondered if it would be possible to make note of vehicle size on the sign-up form.

***PTO OFFICERS: Jenny Meyer-President, Linda Shead-Vice President
Stephanie Reynolds-Treasurer, Laura Sunderman-Secretary***

Event Wrap-up – (continued)

- 50th Anniversary Celebration – We were unable to purchase the cups due to short supply and time constraints. We may need to determine another time to use this gift idea. One parent suggested a photo cd, but there may be too many legalities to make it a viable choice. Anyone with other suggestions should present them at the PTO meeting or email to the PTO email address.

Upcoming Events –

- Skate Night – this Thursday, November 5th
- No school this Friday, November 6th
- Fund Raiser pick up is this Wednesday, November 4th from 3-6pm
- Sock Hop – Friday, November 20th – forms will be sent home this Thursday. \$1/person, \$5/family. In need of volunteers to work in 45 minute shifts.
- Staff Appreciation will be a catered dinner this year.

*Reminder from Nichole Whiteford to send flyers to the PTO email address in advance to be included on the website. Julie Harder will include flyers on the bulletin board if they are sent to her.

Ongoing Items –

- Box Tops / Campbell's - Cindy Rowold shared details from an email sent by Kelly Wilson. The Box Tops total collected from the contest was \$503.00, added to the \$240.00 collected over the summer for a total of \$743.50. Campbell's Labels For Education totals are still being calculated and Kelly thinks there will be enough raised to allow the gym teachers to purchase items from the catalog. One parent requested that another flyer be sent out letting families know what exactly they are supposed to clip and turn in. Cindy indicated that she would try to send a flyer out again with those details.
- Website – Jenny Meyer encouraged parents to check out the PTO website and commended Nichole Whiteford for doing a great job with the site development.
- Help needed! Chairperson is needed for Trivia Night and for 5th Grade Activities – contact Jenny Meyer for more details or to volunteer.
- Theater Production – Linda Shead has proposed to bring a traveling theater to Willow Brook to perform for the entire student body. A few organizations were considered, and the selected production is “Jeremy and the Lie” presented by the Black Repertory Theater. The cost would be high, but funds are available in the student improvement budget. Discussion followed with concerns about the time taken from class, the content of the production, and the cost. Melissa Jones made a motion to approve spending funds in the PTO budget to pay the costs for the production, as well as a motion to book the production to be held at Willow Brook. Motion was seconded by Nichole Whiteford. Jenny Meyer took an oral vote and approval was unanimous.

Additional Items – Jenny Meyer opened the meeting for any questions. Discussion followed regarding paperwork sent home and other options for receiving information, the possibility of having the Buzz Book placed on the website or in some form of electronic medium, whether a reminder could be sent out for all PTO events, and the possibility of using a color-code system for all paperwork that is sent home.

Adjournment – Jenny Meyer adjourned the meeting at 7:43pm.

Meeting Minutes submitted by:
Laura Sunderman, PTO Secretary

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