**PTO Meeting Minutes**

**April 16, 2018**

Attendees: Monica Hough, Becca Resnick, Lisa Ruth, Karena Wingard, Heather Heisey, Ryan Berardi, Stacey Bernstein, Erin Myers, Yvonne Engroff, Brooke Lute, Lindsey Strauss, Dustin Strauss, Emily Hepfer, Kara Zimmerman, Sara Tucker

1. Welcome & Introductions – Monica
2. Principal Comments – Dr. Berardi
	1. Community Vodcast – Report Cards will be released Friday
	2. Community Forum – Feasibility Study. May 22nd 6:30 – 8:30 p.m. at WMS
	3. Equipment Sales – WSD selling some used iPads & Mac Books. Warwick website, right hand side, Gray Tab- Equipment Sales
	4. Open House – May 1st 6:00 – 8:00 p.m. Open to the Community. Please take time to stop by the Computer Lab for a presentation on the 1:1 initiative (1 device for every student). More information: Warwick website, District Info drop-down tab, Technology tab, [Warwick's Tech Warrior (1:1) Program](https://sites.google.com/warwicksd.org/techwarrior).
3. Teacher Rep. Comments – none
4. Treasurer’s Report – Karena
	1. Changed out contract to only use the budget portion of PTO Manager, will save money on software expense.
	2. Between checking and savings accounts, have $31,486.39.
	3. Boxtops will be a little under budget as a Fundraiser. If you have some, please send them in; every little bit helps. Easy fundraiser that helps the budget.
	4. Race for Ed is now Climber Dash. Opted not to do this year. Plan to do Fall of 2018.
	5. Did a second “sub sale” which raised approx. $1,000, add to “Other fundraisers” so raised almost $2,000 more in this category.
	6. One check for Teacher Gifts still needs to be cashed – Dr. Berardi to follow up.
	7. Musical will most likely be under budget.
	8. Muffins for Mom and Donuts for Dad each slightly over budget, most likely due to buying better food (yogurt, fruit in addition to pastries.) Consider increasing budget for next year.
	9. Reading Celebration is now Barnes and Noble night. Listed in Expenses part of budget, but will generate some income from book and drink sales that evening. Waiting for fundraising check from Barnes & Noble – Becca will follow up.
5. Old Business
	1. Book Fair/Winter Social - Monica
		1. Held in February; Winter Social was an Ice-Cream Sundae bar, went well.
		2. Book Fair - Discussion of the gift certificates that teachers are given to hand to students who won’t have the opportunity to purchase a book; how better to utilize the certificates.
	2. Muffins for Moms – Monica. Ran differently this year. Dads ran it so moms could attend ☺ Also changed the date from May, which is very busy, to March which is a bit calmer.
	3. Barnes and Noble Night – Becca. Feedback was positive. Still waiting to see how much money we earned. Discussion of possibly holding at another location that has more room. Can be crowded, making it hard to see students when they are reading.
	4. Spring Musical – Monica. PTO’s contribution is monetary contribution. Will keep same $ amt. for next year.
	5. Approval of February Minutes.
6. Current Business
	1. Boxtops – Monica. Already discussed in Budget.
	2. Facebook page - Lisa
		1. Discussed starting a “Closed” FB Group for KH PTO. Closed means members need to request to join, and must be approved by a Group Administrator (PTO Officer).
		2. Voted on starting group – vote passed.
		3. “Kissel Hill Elementary PTO” is the Closed Group. Email will go out Wednesday, 4/18 via Black Board Connect announcing it.
		4. Will decide if going forward we need to add the feature of asking a question about student name and Homeroom teacher to get approval to be in group.
	3. Staff Appreciation – Monica. Every day during the week of April 30th have something fun for the teachers, lunch, snacks, etc. Have drawings for “prizes” donated from families and local businesses. Sixth graders write letters about their memories from KH.
	4. Kindergarten Assessments – Monica. Held May 7 & 8. PTO does a small introduction to these meetings.
	5. Carnival – Heather. Held Friday May 18th. Things are moving along. Need a group to volunteer to do grilling. They keep profits from the evening. Sara Tucker to ask Dan if Softball group is interested. Flyers were sent home, about 1/3 of volunteers spots are filled.
	6. Sixth Grade Send-Off Party – Lisa. 4 Elementary schools work together. 1-2 reps per school. Party is Saturday June 2nd 7:30 – 9:30 p.m. at the WMS.
	7. Yearbook – orders are in, and money deposited. Will be distributed earlier this year ☺
	8. Summer book program – Lisa and Monica met with Ms. Kefer and Ms. Leitzel to discuss options.
	9. Nomination of new officers. Monica’s last year is this year. Becca Resnick nominated to move into President role. Nominate Lindsey and Dustin Strauss as Co-VP’s. Lisa Ruth to stay on as Treasurer, Karena stepping down. Heather Heisey to stay on as Secretary.
7. Open Comments - none
8. Last meeting for this school year: May 7th at 6:30 p.m. Will vote on officers.
9. Adjournment