

WESTWOOD PTO

MEMBERS MEETING

MINUTES

Date: October 8, 2020

Time: 12:00 pm on Zoom

Facilitator: PTO President, Christina Schaffert and VP, Michelle DeNigris

In Attendance

18 attendees were present including Board Members: Christina Schaffert-President, Michelle DeNigris-Vice President, Sally Winningham-Secretary, Pam Obratil-Treasurer, Katy Burry-Assistant Treasurer, and Stephanie Wright-PR Representative.

Welcome and News

The 2020-2021 PTO Board Members were introduced, and all attendees welcomed and thanked for joining the second Members meeting of the school year via Zoom. This meeting was held at a new time of day in to hopes to include those that could not make the previous meeting's time. The next meeting will also be at a new time to continue to include as many parents as possible that would like to attend.

Mrs. Nanney will post our "Highlights Reel" (an abbreviated 'Monthly Member Meeting Minutes' flyer) along with any special announcements or reminders in her weekly Smores email publication after today's meeting. Our PR-Rep, Stephanie Wright, will continue to update our Facebook page with new postings and upload new details, minutes and documents to the PTO website. "Monday Munchies" sign up link, marketing material of reoccurring school promotional programs, pictures from the successful "Chalk the Walk" event, acknowledgment of star teacher reps and parent volunteers, along with appreciation in response to the fruitful Fall Mum Buddy fundraiser, were all detailed and posted in our various social media formats by our PR-Rep, Stephanie Wright.

Westwood Elementary Needs/Requests

The PTO sent out virtual surveys school-wide for PTO membership participation and requests for those interested in volunteering as Room Parents, or specific committee members/chairs/co-chairs. 140 families returned membership forms and there was



discussion about how to reach those that did not submit their survey (possible paper copies mailed). The end of September was the time we hoped to have all Room Parents decided, as well as to have contacted all chairs/co-chairs for the committees such as Scholastic Book Fair Committee, Lindsey-Westwood Liaison Committee, and Promotions Committee (Heinen's, Amazon Smile, and BoxTops). The Giant Eagle Promotions is no longer in effect.

It was again suggested to continue to market participation of the above promotions via the Smores Newsletter, Facebook and Website, as it is easy money for the school.

It was requested by teachers Mrs. Redmond (K) and Mrs. Javorek (1st), for the PTO to provide funds for the online Heggerty lessons that the virtual students are using daily in class. It was approved at this meeting for the PTO to pay for two subscriptions at \$39.99/year, which was at a discounted price using a coupon the teachers' both provided.

There has also a request by Mrs. Nanney for some stenciling to be done on the blacktop in the playground area. She was going to look into possibly buying the materials with Student Council funds. There is also a need for small individual activities for the kids to do during recess, especially when winter hits and there is more indoor time.

Students/Teachers/Staff will be issued a PTO funded Westwood Shirt. It was approved in this meeting for \$2500 to be used to pay for the shirts. This is \$500 less than the budgeted \$3000 that we had allotted for the "free" school shirts.

There are still a number of parent volunteer positions still available and needed:

- **Liaison Committee:** Looking for at least three parent volunteers to be liaisons for both schools (Lindsey and Westwood) to help make sure events do not overlap in a negative way and to help connect events that would make more sense to take place together, along with smoothing the way for combining the two PTOs in the future.
- **Scholastic Book Fair Coordinator/Co-Chairs:** Erin Stevenson volunteered to help co-chair this committee and Secretary, Sally Winningham is helping in efforts to connect Angela Farmer (our former Book Fair Coordinator) to those that are willing to help. She has emailed the list of parents who expressed interest in the PTO surveys at the beginning of the year.
- **Promotions Committee members:** Assistant Treasurer, Katy Burry is planning to co-chair this committee and is looking for assistance. She has emailed the list of parents who expressed interest in the PTO surveys at the beginning of the year.
- **Room Parents:** (at least one per teacher, have been decided and those room parents have received word from PTO)

Upcoming Fundraisers and Sales or Community Effort Events

The Fall Mum Buddy Fundraiser raised a little over \$3000 for Westwood PTO, with over 500 mums sold! Appreciation was given to those that helped sell mums for the school, to those that delivered mums not picked-up and to those that worked to set up the event. There were several middle school volunteers that were rewarded with a small gift card by the PTO. There was discussion about holding a Spring sale of hanging baskets with the same Ohio based vendor (JOCO) that was used for the mums, or there may be an opportunity to find a more local vendor given that we have more time to look than at the beginning of the year while decisions were being made about what the PTO was allowed to host.

Other discussion points for upcoming events:

Tentative dates of the Scholastic Book Fair have been changed to 11/2/20 thru 11/6/20. There was a proposal submitted to the District by our PTO to ask permission to house an in-person book fair at the school during these dates. If approved, there will be several precautions taken to assure that the event will meet current health guidelines. We are still awaiting the District's reply. We may entertain an outdoor sale as well as a virtual-only sale, with possibly extending the dates of the sale to match the virtual dates Lindsey Elementary has decided upon (11/2/20 thru 11/15/20). A cashless option will be available in all cases.

Spirit Wear Sale will be ready for early October and we hope to get the school informed of the dates of the sale by the end of next week. The sale will last for a 2-week period and showcase Westwood Elementary as well as West G spirit wear/gear.

Budget

No new announcements regarding budget other than the purchases previously mentioned in these minutes.

New Business/ Announcements

- Teachers resent our PTO form regarding participation in the annual PTO Directory Art Contest that ended Sept. 30th, 2020. Karen Wright, (MVP parent volunteer for September) collected all the artwork to be judged and is tabulating all data input for the directory. Winner of the art contest will be announced soon.
- Teacher Rep MVPs for September were Kathy Todd and Julie Northup for all their help in closing the gap between PTO and the teachers!

- Mrs. Pam Mihalik was recognized by the PTO with a gift card for all her hard work at the beginning of the school year and Mrs. Nanney was gifted mums by the PTO in thanks of her continued hard work and dedication to everyone involved at Westwood.

Committee Reports

- Room parents have been given new guidelines by Mrs. Nanney with regard to Fall Parties. The specifics will be outlined in the next Smore publication from the principal. In general, it was determined that no adult (not even room parents) can attend the Halloween parties (slotted for 2:15pm- 2:45pm on Oct. 29th), a sweet treat is allowed, however all dietary needs of the class must be met, and any supplies donated for the class parties should be dropped off before Oct 21st. All supplies/crafts/treats for virtual parties will be sent home at the next school supply pick up on Oct 23rd. There was some discrepancy about the date of the party and the PTO was asked to check with Mrs. Nanney. PTO is creating a goody bag for each child and items for the bag are still being decided and purchased.

Next Meeting

10/8/2020 | 12pm, Zoom

Motion to adjourn was made at 1:00 p.m. and was passed unanimously.