

WESTWOOD PTO

MEMBERS MEETING

MINUTES

Date: September 10, 2020

Time: 6:30 pm on Zoom

Facilitator: PTO President, Christina Schaffert

In Attendance

16 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 first Members meeting of the school year via Zoom. All Member meetings will meet via Zoom this year on the **second Thursday** of each month, with the **first Thursday** of each month reserved for monthly Board Member meetings. Westwood Elementary PTO membership is free for all Parents/Guardians/Teachers & Staff. This year's PTO Board is joined by Teacher Reps: Kathy Todd (K), Julie Northup (1st), and Laura Murray (2nd) as well as Meg Cunningham (Guidance). Westwood PTO works closely with Principal Deborah Nanney who publishes our "Highlights Reel" (an abbreviated 'Monthly Member Meeting Minutes' flyer) along with any special announcements or reminders in her weekly Smores email publication. Our PR-Rep, Stephanie Wright, provides up-to-date postings on our Facebook page and our PTO website.

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 The Giant Eagle Promotions is no longer in effect.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 suggested to continue to push participation of these promotions via the Smores Newsletter, Facebook and Website as it is easy money for the school.

Westwood was approved for another year in the PBIS program and plans to continue with their Positive Behavioral Intervention & Support program and rewards.

It was requested by the Westwood teachers for the PTO to acquire classroom seat sacks for the entire K-2 in-person students. The total amount approved by a unanimous member vote at this meeting for the seat sacks was \$3157.70.

Mask lanyards were also voted upon and approved for each in-person child to receive a lanyard with mask clips to assist in keeping required masks from leaving the students' person, masks being lost, or masks getting dirty. It was decided that the lanyards would need to be left at school daily and teachers would need to work out a consistent routine.

Teachers were approved a budget of \$8/student as their annual allotment for PTO supported funds. It was suggested that teachers submit their receipts to treasurer, Pam Obratil, as the best way to keep track of their total usage. Teacher Reps have been present at the PTO Board meetings with requests concerning break bags. It has currently been decided that parents will be asked to provide the items for their child's break bag to use for indoor recess. Mrs. Nanney has posted suggestions and examples of break bag items in the weekly Smore newsletter.

It was also requested by teachers to renew BrainPop Jr. at a total of \$1200. It is currently paid for and will need a renewal in November. We were able to decrease this total by \$400 from last year due to the lack of need for the regular BrainPop subscription used in 4th grade by Mr. Croff.

We will not be doing Birthday Books this year since the use of the Library and other shared items/activities have been greatly altered with COVID restrictions, along with delay in student rosters given to PTO and the fact that some children had already had their birthday before the information was provided.

Student/Teacher/Staff will be issued a PTO funded Westwood Shirt and requests for parents to provide student sizes were sent in the emailed PTO survey at the beginning of the year. Shirts will cost roughly \$4.75/shirt if we purchase from the same vendor as last year (the same group who works with us on our Spirit Wear products), but we are holding out to see if the West Geauga School District will buy the shirts to help promote togetherness.



“Monday Munchies” is in full swing and we have parent volunteers signed up via the SignUp Genius through January 2021. It is requested that all food/drink items donated for the teachers and left in the teachers’ lounge are store-bought and individually wrapped. This is a way Westwood PTO has chosen to support the teachers and staff on a weekly basis and help boost morale!

There are 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
- Promotions Committee members
- Room Parents (at least one per teacher, including virtual teachers)

Upcoming Fundraisers and Sales or Community Effort Events

“Chalk the Walk” was rescheduled due to rain for this evening (9/10/20) at Westwood Elementary on Caves Rd. Volunteers were asked to join Sally Winningham to help beautify the sidewalk with words of encouragement after their first week back to school! PTO provided the chalk.

“One School, One Book” will likely be a virtual event this year and the use of PTO funds is up in the air. It was suggested that if a book is to be purchased for each student, the PTO would prefer to use Book Fair funds since we have a remainder of \$8253.60 in Scholastic dollars from last year.

It was decided that the “Mum Buddy” Fundraiser will be the replacement fundraiser for the annual Westwood Walk were we generally garner \$15,000 in donations. It was discussed that the mum sale will probably not render as much funds for the PTO but likewise, the need for funds has greatly diminished with the tighter restrictions, on top of the fact that the PTO has a surplus of funds from last year, seeing that the school went virtual in March and many spring events were cancelled, thus money not used.

Other discussion points for upcoming events:

Fall Parties are currently a big question mark. We are awaiting details from Mrs. Nanney on instructions for proper safety. It is expected that only the room parents will be able to attend if parties are allowed.

Tentative dates of Scholastic Book Fair: 10/27/20 thru 11/5/20

Spirit Wear Sale will hopefully be ready for October.

Budget

The budget for the current school year was distributed by Pam Obratil and reviewed by the Board at their last meeting. In tonight's meeting, Michelle DeNigris made a motion to approve the budget which was seconded by Stephanie Wright. All present voted in favor of approving the budget as presented and a full copy of the budget will be available on Westwood PTO's website.

New Business/ Announcements

- Teachers have been asked to send our PTO form for students in all grades (K-2) to participate in the annual PTO Directory Art Contest and to provide the information that they would like to include (or not include) in our directory. This year's theme is *"We are like a box of crayons...together we make a beautiful picture."* The deadline for directory info and/or art submissions is Sept. 30th, 2020.

Committee Reports

- Nothing to report since Committees are currently being formed and organized as our parent volunteer, Karen Wright, sorts through the incoming Parent Volunteer/PTO membership surveys to create our working spreadsheets.

Next Meeting

10/8/2020 | 12pm, Zoom

Motion to adjourn was made at 7:30 p.m. and was passed unanimously.