

# October Meeting Minutes

## Washington Elementary PTO 2022-2023

October 25, 2022 / PTO Meeting/ Meeting called by Erin Howell

Board Members: President - Tara Roe / Vice President - Erin Howell / Treasurer - Pauline Puttmann / Assistant Treasurer - Erin Miller/ Secretary - Nikki Kilbane/ ISPTO - Stacey Glatz & Sarah Myers

**Attendees:** Erin Howell, Nikki Kilbane, Stacey Glatz, Katie Rings, Rachael Abouhassan, Lauren Giffin, Dara Chamberlain, Rachel Bruot, Jen Blosser, Jen Morel

### Agenda

1. Committee Updates:

ISPTO - Stacey Glatz, Sarah Myers

-Sarah Myers attended the last meeting that was held at Tolles Career and Technical Center. Sarah was not able to make this meeting so can update about the Tolles visit at the November meeting.

-Stacey passed around a fundraising master sheet from ISPTO that gives ideas of what other Hilliard schools PTO's are doing to raise money.

Room Assistants - Stacey Glatz

-One room assistant reached out to Stacey inquiring about Halloween parties, Stacey directed this parent to contact their teacher to inquire.

-Suggestion for room parents to reach out to their classroom teacher to see if any assistance or coordination is needed at this time. Also room assistance can potentially send an introduction email to the other parents in the classroom introducing themselves and explaining what the room assistance may be reaching out to families regarding over the school year.

-Stacey will also send communication to all room assistants with ideas for what things they may be able to assist with during the school year.

Staff Appreciation - Stacey Glatz

-Two things done during the month of October - Sweet treats and coffee pods and breakfast snacks

Wolfie Way - Stacey Glatz

-September breakfast went well, the next Wolfie Way breakfast for October winners is scheduled for next Friday morning November 4th.

Conference Night Dinners - Pauline Puttmann

-Conference dinner went well

### Publishing Shop - Pauline Puttman

-One session was held to make books and stock materials in the publishing shop. Another work session will be coming if volunteers are interested in helping prep and stock the publishing shop.

### Spirit Wear Sale - Nikki Kilbane

-We made a profit of \$404.00 on the first sale. Conversation about interest in having a sale in January, all meeting participants were interested in a second sale for the second half of the year. If the sale was held right away in January, items ordered would be delivered in mid-February. During this sale see if designs can be changed, or if they will be the same designs offered in the Fall and also if we are able to offer winter hats with a winter sale.

-Idea suggested potentially selling our stock of spirit wear at PTO meetings, or sell our stock during conference night, when parents come in to shop to book fair, also have a spirit wear sale.

-If we want to sell during conference night for February conferences, we may need to take inventory of what we have and make a bulk order before then.

### Washington Gives Back - Nikki Kilbane, Stacey Glatz

-October was the Socktober drive, still going on until the end of the month

-November PTO committee was potentially going to meet with the fifth grade student leadership team to brainstorm ideas for November and beyond projects that students are interested in leading.

-Ideas for future projects discussed: can food drive, brown bag outreach, students making things (not actual items being donated every month) ideas of things students could make - greeting cards for nursing homes, letters and cards to veterans or military personnel, placemats for Lifecare Alliance, digital cards for Nationwide Children's Hospital that staff prints and delivers to patients.

### Winter Luncheon - Tara Roe, Lauren Giffin, Rachel Bruot, Danielle Zakrajsek

-Committee is working to coordinate food, beverages, ordering logistics, invitations, and the role of fifth grade students.

-Question regarding invitation - if there is an invitation template from the past.

Information shared that in the past there was as simple invitation students were given, glued to construction paper and added the name of their guest and time of their lunch. In the past there was a separate form to be turned in with lunch orders. Discussion around an easier way to collect lunch orders and special guest RSVP digitally, possibly sign up genius or a google form.

-Past setup for the event was in the gym with decorations and music, in the past fifth graders escorted guests to the event after helping them pick up their lunches.

-ideas to check the PTO closet or boxes containing decorations from the past. Also discussion around making the lunch choice something easier or offering boxed lunches

possibly contacting a catering company - two suggested: Made From Scratch and Freedom a la Carte.

#### Spirit Nights - Kathleen Waltman

-Looking for a second person to help with this committee , Dara Chamberlain offered to help. Things for this committee to do would be coordinating dine out fundraiser events as well as making or obtaining flyers to share with families for specific events.

#### 2. Treasurer's Update

No report to share this meeting and no major changes since the last meeting

#### 3. Final Items

-Meeting minutes will always be posted online on the PTO website,

-Motion made by Erin Howell to approve the last meeting minutes.

1st: Lauren Giffin

2nd: Katie Rings

All in favor/ no one opposed

-Next PTO meeting will be Tuesday, November 29th at 7:00pm in the IDC.

-Next PTO Event will be the Winter Luncheon on Friday, December 16, 2022.

#### 4. Adjournment (7:30pm)

Motion: Erin Howell

1st- Stacey Glatz

2nd - Katie Rings