

# WATERFORD ELEMENTARY SCHOOL

## PTO MEETING MINUTES 8/30/22

### Participants

#### OFFICERS PRESENT:

President – Mariah Barrus  
Vice President - Jaime Jenkins  
Treasurer – Tina Sehgal  
Secretary – Monica Horton

STAFF IN ATTENDANCE – Andrew Heironimus

OTHERS IN ATTENDANCE – Tara Briggs, Kate Mahood, Lisa McLaughlin, Amanda Sprague, Whitney Otto, Jen Diffenderfer, Heidi Bickart, Cristen Parks, and Stephanie Thompson

### Handouts

- Waterford Elementary School PTO Aug 2021-Jul 2020 Income & Expense
- Waterford Elementary School PTO Budget vs. Actuals: Budget Overview Aug 2021-Jul 2022 – FY22 P&L
- Waterford Elementary School PTO Budget Overview Aug 2022-Jul 2023

Meeting called to order at 9:41am.

The agenda for the meeting was as follows:

### **1. Welcome and Introductions**

### **2. Budget (Tina)**

1. 5<sup>th</sup> Grade Play budget
  - This year the PTO will match up to \$3,000 that the 5<sup>th</sup> grade class fundraises for the play
2. MITV budget
3. Committee chair responsibilities regarding budget approval (all reimbursements within 30 days of end of event unless notified in advance to Tina)

- Once Committee Chairs have details, they will need to bring a budget to the Board for discussion and approval

### **3. Waterford Fair (dates: 10/7 – 10/9)**

1. Location change
  - PTO Stand will now be located in the grassy field behind the Old School
  - We do not need the stage anymore for the stand
2. Stand and kitchen leads- spread job out by days or even shifts
3. We need to get into shed and organize items so we know what needs to be purchased and what can be trashed
4. Does anyone have a vegan/gluten free chili recipe they love? Will also possibly be adding a salad option to menu this year (using all same ingredients we already have)
  - Heidi has a vegan/gluten free chili recipe she will share
  - Will need a new menu board this year or maybe two?
  - Use a chalkboard with chalkboard pens? Or hang it?
5. Does anyone have iPads we could borrow for the stand?
  - Will also new a Wifi extender
  - Tracy Kirkman has the name of the vendor they use for the Fair to rent iPads

### **4. Has everyone gotten access to new job responsibilities from the previous board?**

1. Leads on new fundraising coordinator? We need to start collecting donations for the fair, if we do not have a fundraising coordinator are there people willing to help collect the items needed?
  - Some participants agreed to help collect certain items needed for the Fair
  - Names were recorded directly on the Fair Donation List

### **5. Meeting date options- day of week and time frames?**

- First Thursday of the month at 9:30am
- Include a virtual/call-in option as well

### **6. Amanda Sprague updates on luncheons - note that all luncheons are responsible for providing own plates, utensils, napkins and drinks**

- 11/16: 5<sup>th</sup> grade
- 12/13: PTO

- 1/18: 4<sup>th</sup> grade
  - 2/7: 3<sup>rd</sup> grade
  - 3/15: 2<sup>nd</sup> grade
  - 4/18: 1<sup>st</sup> grade
  - 5/2: Kindergarten (Breakfast)
  - 5/3: PTO (Luncheon)
- } During Teacher Appreciation Week
- Each class will receive one teacher and one staff member to support for the year
  - There are 12 staff members remaining that the PTO will support

**7. Fundraising opportunity by a new parent to WES**

**8. New or Old Business**

**9. Next Meeting:** September 8th at 9:30 am at the Old School

Meeting was called to an end at 11:12am.