**Williamsburg Independent Parent Teacher Organization**

**PTO Agenda—October 24, 2017**

**Welcome from PTO President** Tammi Bird at 6:05pm.

**Presentation of Minutes from September** submittedby Angela Dunn and reviewed by all present with no objections.

**Treasurer’s Report** presented Emily Coleman stating a current balance of $850.

**Old Business**

Review of by-laws – Review of by-laws – Tammi discussed updating the by-laws as follows:

\* Adding the variation of names used by the Williamsburg City School Parent Teacher Organization to the by-laws to clarify for future use. Suggested adding: Williamsburg PTO and Williamsburg Independent PTO.

\* Suggested that we omit the wording of “incorporated” and “articles of organization” from by-laws, anywhere listed, as we are not incorporated and that particular wording does not apply.

\* Changing all wording pertaining to Board of Directors, to read Executive Board.

\* Section VI – Meetings: according to Open Meetings Law that we did not need a separate meeting for Executive Board from the regular monthly PTO meeting. Tammi suggested we incorporate the meetings into one (1) meeting.

\* Section VIII – Duties of VP of Membership to add the wording “if applicable” to the duty “shall coordinate background checks for volunteers.

\* Section VIII – Duties of Treasurer to delete “Shall attend meetings of the membership as dictated by the laws of the organization” as it is listed 2 times as a duty.

\* Section IX - Board – to correct the typographical errors concerning number wording to correlate with the number listed in respect to the terms of years served. For example, *Members of the Executive Board shall serve no more than* ***Three (3)*** *consecutive terms*.

These suggestions/updates are available for review for no less than 30 days and will be scheduled to be voted on at the December PTO meeting for corrections/updates.

Attendance Incentives – The appropriate way to donate money to the school to cover attendance incentives was discussed. Because the school cannot deposit the donation check into general funds, then turn around, and write a check back out for those incentives. Emily made a motion that the PTO continue to write a check for those donations as needed; however, the school keep the money in the form of petty cash. So as, the PTO still has record of what the donation was written to/for and the school will be responsible for keeping the paperwork on their end. Angela Dunn seconded the motion.

- During the Executive Board Meeting Lisa had made a motion that the PTO purchase a 1000 piece trinket kit from Oriental Trading to be used for Reading Incentives for the younger grades. The cost of the kit is $149.99. Emily seconded the motion. This was discussed and explained further to those in attendance at the regular PTO Meeting.

PTO email ([WilliamsburgIndependentPTO@gmail.com](mailto:WilliamsburgIndependentPTO@gmail.com)) is now up, and running and available for all parents, family, community, teachers to use to correspond with the PTO.

Birthday Announcement fundraiser - Dominique stated that this fundraiser is doing well. We have raised $90 to date. Shawna does request that we communicate that a 2-week notice on birthdates would be best. - Lisa asked if Juniors & Seniors could use the marquee to ask people to Prom. Mr. Melton will ask Dr. Coach to see if we are allowed to do this as part of our fundraiser.

Fall Festival Needs -Walmart donated $50 gift card to the PTO to be used for hotdogs/buns, drinks, etc. Tammi will also ask IGA if they could donate as well. Joanna still needs parent volunteers to work the concession stand the night of the Fall Festival, Nov. 2nd from 3:45 - 7:15. Joanna has asked Mrs. Mack to pass the word to the Juniors needing volunteer hours, I (Angela Dunn) added to the junior parents message board that we have also requesting any parents or juniors still needing hours that this is a good opportunity do volunteer. Angie Bowlin will add this to the PTO Facebook page asking for more parent volunteers.

**New Business**

PTO Meeting Schedule – It was discussed combining the Executive Board Meeting and regular PTO meeting into one (1) meeting. This is set to vote in the December PTO Meeting.

PTO Treasurer – Emily informed the board that she needs to step down as Treasurer due to increased workload at her job. Tammi appointed Dominique to the position of Treasurer. She will incorporate these duties along with the duties of VP of Membership. Lisa made a motion to approve this appointment and Angie Bowlin seconded the motion.

Pizza Hut Presentation – Shannon Barman from Pizza gave a presentation on how Williamsburg Pizza Hut would like to collaborate with Williamsburg PTO on the reading incentive program.

Some ideas and suggestions Shannon had included: Super hero themed incentives where PH employees dressed up like Super heroes and read or encouraged the kids. Superhero bracelet as a reminder to read {the cost $6.99 for 25}. Valentines goody bags for most improved or hardest working readers. Dr. Seuss day – PH employees dress up like Dr. Seuss and read to the kids. For grades, 4-6th have a Glow your Imagination party where they get to make their own glow in the dark shirts. For the older MS/HS, aged kids work with the city officials and police force and set up a book themed scavenger hunt. Zombie or Thriller themed walk for the older kids who increased their reading.

Pizza Hut has also offered to do bake sales at PH monthly and asked if the PTO would help with the baking and all donations would go to the reading incentive. PH has scheduled a come out and support the Williamsburg PTO night, scheduled for December 4th. Williamsburg PTO will get 15% of sales plus all tips and can have a bake sale that night as well.

The motion was given by Lisa to coordinate with the Williamsburg Pizza Hut and Angie Bowlin seconded the motion.

**Announcements**

Next Executive Board Meeting: November 14th, 2017, 6 p.m.

**Adjournment**

Motion to adjourn was given by Lisa and seconded by Emily.