**Williamsburg Independent Parent Teacher Organization**

**Executive Board Agenda—August 8, 2017**

Welcome from PTO President Tammi Bird at 5:07. Tammi discussed parent representatives for each grade and the need for replacement representation for 8th grade. Teachers were contacted to see who might be a good fit and willing to become the new 8th grade parent representative.

The presentation of Minutes from the May meeting was brought forth by Angela Dunn, as the previous recording secretary, Amy Hatcher, had handed those down for approval. As well, Angela Dunn submitted July’s Executive Board minutes for approval on this same date. No objections to either set of minutes and a motion was made by Emily Coleman that both sets of minutes be approved, and seconded by Joanna Mahan.

Emily Coleman presented the Treasurer’s Report. Emily reported that the PTO spent $3543.96 in the 2016/2017 school year. Deposits were $3398.25 and ended the fiscal year with $871.17. As of today’s meeting, the PTO has $1039.46. Emily advised that she had changed over the electronic viewing access to our new President Tammi Bird.

**Old Business**

Joanna explained that the *PTO Welcome Packet* has went out with all new student packets; as well as with enrollment packets and will be handed out at Readyfest.

Tammi discussed the process in getting a *Tax ID number*. She has contacted a few CPA’s before submitting the TAX ID paperwork, just to make sure our paperwork is entered correctly. Still awaiting on these individuals to advice on how we should proceed.

In order to *review our by-laws*, Tammi handed out several articles from PTO today and asked that we all read their suggestions for improvement before next meeting and then discuss if we need to adjust our by-laws.

In order to determine how much money & donations we would need for *Reading & Attendance Incentives* we reviewed last year’s incentive expenditures. PTO spent on attendance incentive for the 2016/2017 school year $1220. Therefore, everyone agreed that we would need to raise or gather donations for at least $1660 but hoping more along the lines of $2000 for both incentives. The board also agreed that since we were looking at a reading incentive that we should contact Tammi Lowrie for advice on what may be good ideas to focus on and fundraising, since she is head of our Media Center.

When discussing different *means of PTO communications*: We will access One Call. Utilize Facebook to announce important meeting/event info. The board agreed that we should utilize the free, PTO Today email School or Cloud storage service. Tammi is looking more depth as to what we need to do to utilize these free services.

The board received approval to go forth with the *Birthday announcement fundraiser***.** We will set up a box in the front office for people who want to purchase a birthday announcement to be on the electronic sign at the front of the school. We are asking Dominique as VP of member services to oversee this fundraiser. A form will be developed that should be completed in its entirety and left with the $5 fee. These birthday forms will be picked up every 2 weeks, and a list of birthday names will be submitted to the school, prior to entering on the sign. The board also agreed that all proceeds from this fundraiser be used for the Reading Incentives this school year.

Joanna advised that we were not approved for the 21st Century *After School Grant*.

*PTO is sponsoring a Q&A Night* for the upcoming year’s changes, especially since our HS classes will take place at Main Street Baptist Church. This will take place immediately after ReadyFest at 6:30 in the New Main Lobby.

Administration said they would add PTO get *Master Calendar* updates.

**New Business**

The PTO will be at *Readyfest & MS/HS Registration* to collect dues and to encourage more parents and teachers to join PTO. We agreed that at MS registration, Emily would give a few minute presentation on what the PTO did and encourage those parents to get involved. Lisa & Angela would attend HS registration and do the same.

Emily made the motion that PTO again feed the Teachers prior to Ready Fest beginning, suggested at 3:00. Tammi agreed to go and pick up all food trays and supplies needed for feeding the teachers, but also the *needed school supplies for the* *boy & girl backpacks* that the PTO will be giving away at Ready Fest. PTO members present agreed to allot $200 for food and supplies to feed the teachers and $25 to use on school supplies for the backpack to give away. Emily has graciously agreed to donate the backpacks herself.

Facebook Guidelines has been tabled to next meeting.

In *Other News*, Joanna explained that elementary mornings would begin with an assembly this year. In this assembly, the children will hear all the announcements as one group. As well, this time will be utilized for any honors, awards, incentives by the elementary teachers and administration.

Joanna also let the PTO know that Pizza Hut is sponsoring a Book-IT fundraiser to raise money for additional supplies needed here at Williamsburg.

In addition, Williamsburg has begun collaborating with Save-The-Children to offer 2 additional opportunities to our school. Reading Nights and Read to Achieve is in the beginning stages. The goal is to use all proceeds from this to purchase Chrome Books and adding new books to the Media Center. The next meeting concerning this is Friday at 1:00.

Members in attendance agreed to offer Tammy Stephens the remaining shoes from last year’s fundraiser. If she cannot use them then we will donate to Good Will.

**Announcements**

Next Executive Board Meeting: September 12, 2017, 5 p.m.

**Adjournment**

LisaRecommend Adjourning at this time and Joanna seconded it. **-**