**Williamsburg Independent Parent Teacher Organization**

**Executive Board Minutes—November 10, 2015**

Meeting was called to order at 6:05 PM by President Tammi Bird.

**In Attendance:** Tammi Bird, Emily Coleman, Lisa Cain, Dr. Couch, Dominique Moses, Ms. Mahan

**Approval of Minutes from October**

Minutes were submitted electronically by Christy Morgan. Lisa Cain made a motion to approve the minutes as submitted, Emily Coleman made a second. The motion to approve the minutes as submitted was approved.

**Treasurer’s Report** Ed McGrath

Ed McGrath submitted an electronic treasurer’s report. The balance as of 11/10/15 was $535.40. Recent deposits included $200 from WEA for the upcoming Breakfast with Santa event.

**Old Business**

**Fall Festival:** Ms. Mahan reported that the event was a huge success. The event raised $2222.11. It was voted that this funding, along with additional PTO fundraising, will go to help support a new digital announcement sign to replace the current marque in front of the school. A new LED sign will be approximately $10,000.

**Teacher Appreciation Luncheon (November 19):** Sign-ups for food will be distributed in the PTO meeting. Emily Coleman will post a request for food and volunteers on Facebook. Ms. Mahan will ensure the room is set up and chairs are ready for the event. The school will provide water to drink. Leftover bottle water from a past event will be used. Tammi Bird will be coordinating massage sign ups with Ms. Mahan.

**Breakfast with Santa (December 5):** Sign-ups for volunteers will be distributed at the PTO meeting.

* ***Event Cost:*** It was voted that it will be $5 per person or a max of $20 per family (4 or more people)
* ***Planning Meeting:*** A final planning meeting will occur on Tuesday, December 1 at 5PM.
* ***Sponsors:*** The following people will approach businesses for sponsors: Ms. Mahan ($1 Tree); Tammi Bird (Andy Croley, Christopher Chiropractor & Walmart); Emily Coleman (Pat White)
* ***Marketing:*** Emily Coleman will develop a flyer for the event and submit it to the board for review and approval. Ms. Mahan will distribute the flyer to the school. Dr. Couch will put the information on Facebook & twitter.
* ***Food:*** Emily Coleman will order the pancake mix and sausage from dining services at UC. Ms. Mahan will check on ordering milk & juice from the school.

**Playground Ground Covering Grant/Funding:** Grant will be due soon. Dr. Couch will let us know if assistance is needed with the grant application. Firestone will be a backup if the grant isn’t approved.

**New Business**

**UNITE Speaker – Carl Varney:** He will speak at the December 8 PTO meeting about the services he can provide. A bigger event in collaboration with the Family Resource Center is in discussion.

**UNITE-Archery Program:** WIS received a grant to start an archery program. This was just approved. Details will be forthcoming.

**Superintendent Screening Committee:** The screening committee must have one parent representative. The motion was made by Lisa Cain that Tammi Bird serve as the parent representative, a second was made by Dominque Moses. The vote was made and passed. Tammi will serve as the parent representative.

**Regular Mthly Meeting Dates, Executive Board:** The motion was made by Lisa Cain and a second by Emily Coleman that the meetings occur at 5PM prior to a PTO meeting. It was approved.

**Announcements**

Next meeting date: December 8 at 5PM.

**Adjournment:** A motion was made by Lisa Cain and seconded by Emily Coleman to adjourn at 5:55PM.

VP Membership: Emily Coleman

In absence of Recording Secretary