**Williamsburg Independent Parent Teacher Organization**

**Agenda—September 13, 2016**

**Welcome from PTO President**  Dominique Moses

**Approval of Minutes from May** Amy Hatcher

**Treasurer’s Report** Emily Coleman

**Reports**

* Readifest
	+ Staff Luncheon
	+ Membership Table
		- Sign ups
		- Paid members
	+ Kroger registration
* Kroger Registration

**Old Business**

* Amazon School Rewards
	+ Any info?
* Teacher Lists & Scholastic Reading Program
	+ Any info?
* Back2School Kickstart Kit
	+ Goodie bags and samples for teachers
	+ “Get Involved. Get Happy!” banner – we received the banner and a couple of samples
* Update School Website
* Reception for Mr. Tim Melton – Suggested date: September 13, 2016
* Review of By-Laws
	+ Notice to general membership
	+ Change in “meeting” paragraph, adding a stipulation that if a school event conflicts with a regular meeting night the executive board can vote to change the meeting date.
* Membership Fee $2
	+ This year there will be a membership fee. In order to vote member must pay the fee. Each member who pays fee will be entered into a drawing for a basket.
* Attendance Incentives
	+ This years goal is to bring attendance up to 95%. The higher the attendance the more funding we can get for the school.
	+ For each grade that reaches 95% weekly gets popcicles/ice cream
	+ Each day a class has 100% attendance they get a letter. Spell out “EXCELLENCE” and they get pizza
	+ Each month have a themed attendance day
	+ Each student 6-12 who gets 100% goes into a drawing for each 6 week period. **We need to come up with items**… free meals at local restaurants.. free movie tickets.. Walmart give card… etc 2 per grade (6 week periods end 10/4, \_\_\_\_\_\_, 1/20, \_\_\_\_\_\_, 4/14)
	+ Each trimester 100% students get a cookout for 6-12 and movie/popcorn for prek-5
	+ End of the year each 100% gets $10 per year (same as before)
* Fall Festival
	+ October 4
	+ Concessions
	+ Wreath Auctions

**New Business**

* October/November meeting dates (Suggested October 11/November 9)
* Air conditioner not working correctly. Update on contractors and repairs.
* Parent Reps – Each Executive board member be assigned 2 parent reps to reach out to, remind of meetings, see if they need anything etc? Or have 1 board member be in charge of them all? Need to find a new Kindergarten Rep
* New pickup procedures. How are they doing? Anything we can do to help?
* Volunteer Procedures.
	+ Making application/background check
	+ Training for Volunteers
	+ What would the volunteers do?
* **Membership Report/Ideas?**
	+ Do we have a master list of members from last year? How many members have paid the membership fee? Should we send out a notice about the new membership fee?
	+ Can we place a flyer in the first week of school packets?
* **Fundraiser Report/Ideas?**
	+ Shoe Drive
	+ Cafeteria makeover
	+ $10,000 for tablets

**Announcements**

* Fall Festival October 4
* Next Meeting October 10
* Parent Teacher Conferences October 11
* Fall Break October 13-15

**Adjournment**