**Williamsburg Independent School PTO Executive Meeting**

**Tuesday, September 13, 2016**

**Conference Room 5:00 pm**

The meeting was called to order by President Dominique Moses at 5:00 pm.

**In Attendance**: Dominique Moses, Amy Hatcher, Joanna Mahan, Tim Melton, Lisa Cain, Nikki Kysar, and Emily Coleman.

**Reading of the Minutes**: The minutes of the previous meeting held on August 2, 2016 were read and a motion to approve minutes was made by Emily Coleman. The motion was seconded and approved.

**Treasurer’s Report**: The treasurer reported receipts totaling $1087.58 and disbursement totaling $216.04 leaving a balance of $871.54.

**Reports**: Ms. Mahan reported that readifest went very well with good attendance. Staff luncheon provided to the teachers by the PTO was appreciated. Kroger sign ups during readifest did not do well. The lack of space and time for parents to register was not feasible. Parents reported they would sign up on their own. Membership sign ups during readifest was exceptional. Membership dues were also paid in the amount of $71.00.

**Old Business:**

Amazon School Rewards: More information to follow in next month’s meeting.

Back2School Kickstart Kit: Still awaiting arrival of bags for teachers. Dominique did however receive a banner and sample flyers with great information concerning fundraising.

School Website: PTO information is currently updated on the school website.

Tim Melton Reception: Reception to follow tonight’s meeting.

Review of By-Laws: Notice to general membership will take place and vote during the October meeting. Lisa motioned for a 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. Motion seconded and passed.

Attendance Incentives: Lisa motioned that the $2.00 PTO membership fee go directly to help fund this program. Seconded and motion passed. This year’s goal is to bring attendance up to 95%. The higher the attendance the more funding we can get for the school. For each elementary grade that reaches a weekly goal of 95%, popsicles/ice cream will be provided. Each day a class has 100% attendance they get a letter. Spell out “Excellence” and they get pizza. Each student 6-12 who gets 95% attendance gets their name place into a drawing for each 6 week period. Each trimester 100% students get a cookout for grades 6-12 and movie/popcorn for prek-5. PTO will continue to support this program with Ms. Mahan letting Emily know when and what is needed. Nikki will look into getting movie tickets donated to the school for this program. Updates on this program in next month’s meeting.

Fall Festival: Ms. Mahan will be sending out information to each child with information about fall festival. Like in the past, each class room will donate a basket for silent auction as well as donate items as needed on a class room basis. Juniors will be helping with concessions this year. PTO needs Volunteers to help with silent auction and concession as well as any donations toward the silent auction items. For donations Nikki will be checking with the Dollar General Store, Dominique Walmart, and Ms. Mahan IGA. Ms. Mahan will be organizing a new game this year at the fall festival, the pie smash walk, will feature our superintendent Mr. Couch.

**New Business:**

October/November meeting dates: October board meeting will not change. November date may change, board will be updated during October meeting.

Air Conditioner: Air conditioning unit has been fixed and is being monitored by school employees daily. Portable air conditioning units have been place in all upstairs class rooms as well as a few units in downstairs rooms. Mr. Couch reported that during the scheduled September 20, 2016 school board meeting bids will being to be taken for the demolition of the old unit and replacement of a new air conditioning unit. Mr. Couch also reported that he would like the bid process to be completed by January 2017.

Parent Reps: Lisa will continue to contact all parent representatives by text concerning meeting times and dates.

Pickup Procedure: Ms. Mahan reported that the second day of the new pickup procedure went much better than day one. Mr. Melton expressed his concern for the safety of the children while on school premises and his responsibly to get them safely off campus. The goal of the response time for pickup is 15 minutes. Mr. Melton reported signs that will be placed in different parking lots to make the changes visible to parents and caregivers. Students/Parents have received notes, emails, and phone calls repeatedly to explain the changes taking place at WISD.

Volunteer Procedures: Dr. Couch is in the process of putting in place procedures for any volunteer at WISD. More information to follow in next month’s meeting.

Membership Report/Ideas: Nikki will update the board on membership information in next month’s meeting.

Fundraising Report/Ideas: Dominique mentioned a short essay style fundraiser that could potentially allow our school to purchase up to $10,000.00 worth of tablets for students. Also, a shoe drive was also of interest to many members. More information to come in next month’s meeting.

**Announcements**: Fall Festival October 4, Next Meeting October 11, Parent Teacher Conference October 11, and Fall Break October 13-15. Congratulations to Mrs. Joy Williams on winning the PTO basket.

Motion to adjourn was made and seconded. The meeting was closed at 6:04 pm.

Recording Secretary, Amy Hatcher.