

Woolslair PTO Minutes December 13th, 2022

Attendance: Amy, Heather L, Erin, Annette, Sonja, Sarah, Nicole S

1. Review of Winter Social
 - a. Thanks to all who helped
 - b. New contacts/interest generated
 - c. Comments for future events/next year
 - i. Things that went well
 1. Nice to be in one space
 2. Great decorations
 3. Fun activities
 4. 'Felt like us' comment from parent
 - ii. Things to think about in the future/future events
 1. Is there a way to turn of door alarms through end of event
 2. Overlap with afterschool neighborhood alliance – mindful of sharing the space with them, giving enough notice
 3. Keep track of attendance somehow
2. Unanimous adoption of Bylaws:
<https://docs.google.com/document/d/10mzYO3qUuzQUQsozMRnzVI9ud1gCxEfg0qCxpPqXmSk/edit>
3. Unanimous vote to get nonprofit status
 - a. 501(c)(3)
 - b. Benefits: protect officers from personal liability, donations are tax deductible, apply for grants, google business access
 - c. Amy will begin process to become 501(c)3
4. Positions – each position listed below was unanimously voted by group
 - a. President: Erin Childs
 - b. Vice President: Nicole Simonian
 - c. Secretary: Sarah Zangle
 - d. Treasurer: Amy Byerly
 - e. Event Planning and Fundraising Coordinator
 - i. Position unfilled so will be split between officers
 - ii. Amy and Sarah (Fundraising); Nicole (Event planning)
5. Weekly emails
 - a. Board will choose a software program to use for weekly emails
 - i. Sending email out will be split between Sarah and Nicole
 - ii. Contact list to be updated off of google contact list
 - b. Content
 - i. School days (day 1-6 cycle, any closures or half days)
 - ii. Follow up pictures from events of past week
 - iii. School needs/volunteer opportunities
 - iv. PTO announcements
6. Teacher lunch/goody bags for training on Dec 16
 - a. Nicole to do bag set up
 - b. Amy, Erin, Sarah to make sweet treats
 - c. Budgeted from the school budget

- d. Set up by Annette, Sarah and Nicole on Friday
- 7. End of year dance help, Friday, December 23rd
 - a. Timing
 - i. Setup 12:17-1:30
 - ii. First dance for K-2 1:30-2:35
 - iii. Second Dance for 3-5 2:35 to end of school day
 - b. Volunteers
 - i. Set up – 3 people
 - ii. First dance chaperones
 - iii. Second dance chaperones
 - c. Decorations
 - i. Lights – sarah
 - ii. Candy canes
 - 1. School noodles
 - 2. Electrical tape – sarah
 - iii. Photo op area
 - 1. Snowflakes
 - 2. Blue cloth with winter scene – Sonja
 - 3. Photo masks – Erin C
 - d. Arts and Crafts
 - i. First dance: markers and coloring pages
 - ii. Second dance: markers and coloring pages
- 8. Bingo: Date set for Feb 23rd
 - a. Held in school
 - b. Sell dinner at Bingo
 - c. Focus on fun/social gathering
- 9. Updates on ongoing fundraisers
 - a. Sarris: 600 as of Tuesday night
 - b. Coupon book: real perks
 - i. Amy moving forward with prototype
 - ii. Estimation of 10-12,000 profit for the year
 - iii. Eventually will need to sign up local businesses
 - 1. Liberty
 - 2. Butler
 - 3. Penn
 - iv. Unanimous vote to move forward with this fundraiser
- 10. Bookkeeping system:
 - a. PTO today system 129/year
 - b. Unanimous vote to move forward with PTO today system
- 11. PTO insurance
 - a. Vote to have a max budget of 535/year on insurance
 - b. Amy and Erin to investigate other insurance options
- 12. Carnegie Science Center scholarship opportunities
 - a. Mrs. Laurent and Mrs. Safran have contact at science center
 - b. Possibility to coordinate free services through the science center for Woolslair
- 13. Discussion of Steam club partnering with outside/suburb school – Sarah to investigate