

REGULAR MEETING MINUTES

Walden Green PTO

August 22, 2024

1. Call to Order

Brenna called the meeting to order at 12:32pm.

2. Roll Call and Apologies for Absence

Board members – Brenna Wearn (President), Sarah Cammenga (Vice President), Kristina Wozniak (Treasurer), Megan Needham (Secretary), Mark Roessing (School Director), Bethany Selleck, and Ashley Port. Apologies were received from Justin Richards, Jeanette Kulkarni, Andrea Boven, Katie Cutshall, Jennifer Hoolsema and Michele Semlow

3. Approval of Agenda

Brenna motioned to approve the agenda for today's meeting, Bethany seconded and all were in favor.

4. Approval of Minutes

Brenna motions to approve the minutes from the previous regular meeting (May 28, 2024), Megan seconded and all were in favor.

5. Reports

President's Report:

- Lindsey Zona and Renee Kohley have stepped down from the PTO.

Treasurer's report:

- Current bank account balance is \$55,347 with outstanding expense makes a total of spendable monies \$55,292.
- Field trip funds for 2025/26 \$5,000
- \$1336 after school clubs
- ODC & Capstone Programs \$32,000
- \$2,000 operating expenses
- \$1500 auction expenses
- \$6,035 field trips for 2024/25 (\$720 from auction money reallocated for the capstone field trip)

Secretary's Report:

- Nothing to report at this time.

Director's Report:

Highlights from last year: 40th anniversary was a very successful year long celebration, 10 year charter reauthorization, shout-out to pto for a record setting year of fundraisers, and reproductive health for 7th/8th grade began last year.

Enrollment for 2024-2025 school year is 253 up from 237 previous year. Enrollment retention rate is 98%.

Participation in the Coast Guard kids parade was very good and the WG float got a 2nd place trophy!

Summer stem camp at WG was a success.

Fundraisers (and other) PTO sponsored events for the 2024/25 school year:

- WAT to be held on October 4th and will be the same or similar format to last year. Funds raised will go toward specials (music, art and PE).
- Winter Family Fun Event- date TBD
- Paper Pie Book fair will be March 17-21. Proceeds to toward book give-aways throughout the year.
- Auction will be held on April 26, 2025, same format as last year. Funds raised will go toward great room performance renovation.

2025/26 Auction proceeds tentatively will go toward the AMS Montessori conference in Chicago in March of 2027. 2025/26 WAT proceeds will tentatively go toward Outdoor Ed for the 2026/27 school year.

Kristina mentioned that after the 2025/26 school year we will run out of funds for the following year for field trips, this should be something we keep in mind when deciding where proceeds will go. If we make more money than expected at any of our fundraisers we should consider putting the money aside for the 2026/27 field trip funds so teachers know they have some money to use for that year also.

6. Ongoing Business

Monies from the 2024 Family Auction were to benefit Capstone Electives and Outdoor Ed with ODC. Mark has contacted ODC and has estimated a cost of \$13,000/year for this school year and next. This includes ODC coming once a week. The remaining monies are available for Capstone Electives, this total is \$3,000/year for this school year and next.

- ⦿ It is likely that more electives are needed if anyone has any ideas or activity ideas and/or time to volunteer to help. Volunteers may need to be available Thursdays from 11-12 or 12:40-1:40. Ideas mentioned include Foodies club that Renee Kohley ran last year, sewing club by Dani Billmeier, yoga with Bethany, automechanics, and crafting. Ashley mentioned that her husband may be able to teach a coding elective.

Receipts and thank you notes for donors to the 2024 auction need to be finalized.

ACTION- Sarah and Megan to finalize getting the thank you notes sent out to any donor who donated a value of \$100 or more.

The plan for participating in the Coast Guard Kids parade will be on an every other year basis.

Back to school picnic is coming up and the PTO usually provides watermelon to offer the community. Instead of asking the community for help with this, the PTO members will provide cut up watermelon. Brenna and Sarah thought that there should be a sign up table at the picnic for people wanting to volunteer and be involved with PTO events. It was also discussed that PTO representatives could wear their PTO shirts and mingle and introduce themselves to new families. It was also suggested and agreed that a Facebook page specifically for the PTO to look for volunteers and communicate to families about events. Here we can post volunteer opportunities that the PTO can use a hand along with other communications.

ACTION- each of the PTO members who were at this meeting (Brenna, Kristina, Bethany, Sarah, Ashley and Megan) agreed to bring one cut up watermelon to the picnic in a throw away container.

ACTION: Sarah and Megan will start and manage a new private group for WGM PTO for the 2024-25 school year.

Sign up went out for back to school breakfast.

ACTION: PTO volunteers needed to help with setup the staff breakfast Monday-Thursday at 8am.

7. New Business

Back to school pickup line help needed to get volunteers opening car doors and get families accustomed to the procedures for drop off and pickup.

ACTION: Sarah will make a sign up genius for people to sign up for the time slots for the first week of school (Tuesday-Friday).

During the weeks of the school year which the PTO facilitates food donations from families for the staff at WG, some help may be needed. On the week's that April R. does not necessarily stay all day because she doesn't work the afternoon, such as conferences, Vickie (or potentially others) have been staying late to clean up the leftover food and dishes each day. Mark mentioned that April R. is able to do the cleanup on the weeks that she works the full days such as PD days or staff appreciation week.

ACTION: In the future for the Thursday/Friday of conferences we will facilitate volunteers to come in and clean up the kitchen.

Also, there may be a need for a way to save the leftovers for the staff to enjoy at a later time so that food is not being wasted.

ACTION: Consideration of food storage solutions to help with clean up and saving leftovers.

Committees needed to be formed for the 2024-25 school year (Kristina would like to be involved in all these groups as much as she can. Please communicate details with her when she cannot be involved so that she is aware of what is coming up for financial reasons):

WAT: Brenna will lead, others interested in being involved are Katie, Jennifer, Megan, and Ashley.

Winter Family Fun event (possibly do the same format as last year at Pigeon Creek): Sarah will unless someone else wants to handle this.

Adopt-a-family fundraiser (helping families within our school get needs/want for Christmas): Bethany, Sarah, Megan, Ashley

After school clubs

Auction: Megan will lead, Bethany will help along with Sarah. (If there is interest in someone working along with Megan to learn and be able to take lead next year please let Megan know)

Electives committee or parent liaison to help Ms. Beth facilitate electives and/or field trips.

ACTION: PTO members not present at this meeting, please consider joining one (or more) of these committees.

Brenna motioned to approve and seconded by Bethany, all were in favor of \$300 (\$291 from last year's remainder and \$9 from the general fund) from the GHACF grant be paid to Amy VanderLaan, band and orchestra teacher, as an after school club to help out with her out of pocket expenses.

ACTION: Brenna will let Amy know she will be receiving funds from the PTO. A check will be written and Brenna will get the check to Amy.

Approval of the 2024/25, Brenna motions to approve, Bethany seconds, all were in favor.

Sarah mentioned that she thinks it would be fun to start a yearbook at the school. This could contain ads/sponsors from inside our school families. Mark said that they tried a yearbook in the past. Mark will talk to Sarah (teacher) about adding this to something the students start, possibly as a committee. This could be a possible elective but with changes every 9 weeks it could be hard to facilitate in this way.

Sarah also mentioned having a Christmas shop that the kids can shop at at school to buy items for their families. There are companies that come in and facilitate this at no cost to us. Could be a fundraiser, or

not, depending on how we'd like to set it up. It was also mentioned that we could wrap these items at school. Bethany mentioned that a lot of teachers make things in class to give to their parents/ families.

8. Questions/Comments from Community

As no parents not on the board were present no questions or comments from parents were 'called for'.

9. Next Meeting

September 17th, 6:00pm at Odd Side Ales in the back room, if available.

10. Adjournment

Brenna put forward the motion to adjourn the meeting at 1:49pm, Kristina seconded and the motion was passed unanimously.