**Waukee PTO Meeting – Tuesday, April 12th, 2016**

Attendance:  6 parents and 1 staff member (Adam Shockey, Principal)

**Agenda:**

* Welcome Patty
* Treasurer’s Report Patty
* Adam’s Corner: News from the Principal’s Office Adam
* Old Business: 5th Grade Parent Night, Teacher/Staff App. Week All
* New Business: WMS Night at Granite City Patty
* Upcoming Events: 5th Grade Parent Night, PTO Slate Vote, Teacher/Staff Appreciation Week, and WMS Night at Granite City All

**Treasurer’s Report: Patty Avilez**

* Total available funds $7,747.90 less some incoming expenses for the last conference meal, which have not been submitted. Upcoming expenditures plus carry over will total approximately $7,000.

**Adam’s Corner**

* WMS talent show was a great success. About 20-25 kids participated and talents ranged from singing, to magic, piano, flexibility, trivia game, yo-yo tricks. Great response from student audience!

**Old Business**

* 5th Grade Parent Night 6-7pm April 18th
  + Karen Labenz and Nicole McComas to set up a PTO table
  + PTO informational flyers will be handed out-Karen Labenz to work on note with information on what PTO does and the type of fundraisers for next year.
  + Informational flyer can also be attached to the Warrior Lanes summer bowling program card for current 6th graders.
  + Karen will order and pick up about 150-200 cookies.
* Teacher/Staff Appreciation Week May 2nd-6th
  + Monday , May 2nd– Snack day
    - Karen Labenz to send out Signup-Genius based on snacks from the Fall teacher appreciation day.
    - Will also include pop, water and plastic tablecloths for Tuesday’s lunch.
    - Parent delivery of items from April 18th-April 29th.
    - Signup will also include 45-$10 gift cards donations. This number will enable each staff member to “win” a gift card.
    - Nicole McComas will be available to set up from 7:30-8am.
  + Tuesday , May 3rd – Chik fil-a lunch
    - 4 large orders of chicken strips (75 pieces each at $72.50) with buy-one-get-one free = $145
    - Patty will pick up 2 trays and set up at 11am for first lunch and then pick up another 2 trays for set up at about 11:50am. Staff lunches are 11:20-11:50 and 12:05-12:35.
    - Janis Simmons will order 150 cookies from Waukee Hy-Vee and will pick them up and set up at about 10:30am.
    - Kristin Boeck will pick up 4 fruit trays for $9.99 each and 4 veggie trays for $9.99 each. 2 of each will be set out for each lunch period.
  + Wednesday, May 4th – Morning coffee cart and Hy-Vee breakfast pastries
    - Coffee cart will arrive at 6:30am. Adam will let them in the back door to get equipment inside.
    - Janice Simmons will get cell number for vendor for Adam.
    - Patty Avilez will pick up donated Hy-Vee pastries by 6:30am and deliver and set up.
    - Janis Simmons delivered coffee voucher cards to Adam.
  + Thursday, May 5th – WMS provides meal
  + Friday, May 6th
    - Notes will be put in envelopes and put in teacher boxes.
    - Kristin Boeck will go through the notes to determine if any teacher has less than 3. Adam will get more for any teachers that don’t have many.
    - Karen Labenz will look into what to put on the envelope (quote or note of appreciation)
    - Karen will also write up a note to go out with Monday’s snack day signup that will encourage parents and kids to write notes of appreciation for their teachers.
    - Student videos will be compiled into iMovie by Adam Hasan to share with the teachers and staff.
  + District PTO Slate Vote
    - Discussed need for District Officers. If no officers, then no Waukee PTO!
    - Discussed need for secretary for next year and new officers for the following year at WMS.
* **New Business**
  + WMS Night at Granite City – 20% - Thursday, May 5th was determined to be the best night, although it will be difficult to determine whether it will be good due to sports and other end of the year school activities. Note: May 10th is now the night chosen.
  + Student Activity Funds to be used for:
    - 6th grade carnival on Waukee football stadium area.
    - 7th grade will use funds to package Meals from the Heartland at WMS.
  + Last PTO Meeting will be on May 10th.

**Next PTO Meeting: Tuesday, May 10th at 7pm in the WMS Media Center**