**Waukee PTO Meeting – Tuesday, September 8, 2015**

Attendance:  9 parents and 2 staff members (Adam Shockey, Principal, and Trudy Vande Kamp, 6th grade student counselor)

**Agenda:**

* Welcome, PTO Calendar, Communication Sheri
* School Supply Update Patty
* Treasurer’s Report Patty
* Adam’s Corner: News from the Principal’s Office Adam
* New Business: Volunteers Needed, Additional Activity Sheri/Patty New Family Rep Trudy

**Welcome/PTO Calendar and Open Dates**

PTO VP, Sheri Hasan, welcomed parents and staff to the first PTO meeting of the school year. The PTO Calendar has been updated with dates indicated for PTO activities. We also decided on dates for the Teacher Appreciation Breakfast held both in the fall and the winter. The Fall Breakfast will be on Friday, October 23rd, and the Winter Breakfast will be on Friday, February 5th. Janice Simmons will plan the event in October, and Kari Lang will plan the February event.

In addition, the group discussed the School Supply Drive. This will be a PTO-facilitated supply drive to ask parents to donate school supplies for the school to distribute to students who are not able to purchase needed supplies. The group thought we could hold this event in November and tie it to the Thanksgiving theme of being thankful.

The PTO has already sponsored two activities: Teacher Ice Cream break the week before school started, and a teacher meal the night of Parent Night on September 3rd. We purchased Jimmy John’s sandwiches at a 15% discount for a total of around $120, Hy-Vee donated chips, and Price Chopper donated cookies.

**Communication**

There are several ways parents can stay abreast of what’s going on with the WMS PTO:

* Principal Shockey’s Monday Announcements will contain a section focused on PTO
* Like our WMS PTO Facebook Page: Waukee Middle School – PTO
* PTO website: see PTO link on left navigation bar of the Waukee Middle School page

**School Supply Update**

Patty Avilez, PTO Treasurer, coordinated the School Supply orders for WMS. We had 112 boxes sold (2 grades) vs last year with 174 boxes sold (3 grades). We estimate we’ll receive approximately $2,000 from this school year’s sales to the PTO budget.

There a question about the box not including all supplies, but the two supplies not included, the binder and calculator could also be purchased on the website. There was also a question about what portion of the box goes to support the PTO. Patty wasn’t sure, but was going to check into this.

Parents commented that it is important to share that when purchasing supplies through this program, a portion goes to support the PTO. It would also be a good idea for the boxes to be locked up just in case someone might take one they didn’t purchase. And, asking the student ambassadors to assist in distributing the boxes was a great idea and should be continued.

**Treasurer’s Report**

The estimated PTO balance for the year is $11,947.62; we had a carry-over from last year of $4,432.62, and additional revenue and expense is estimated as follows:

Revenue estimates include:

* School Supply Profit: $3,000\*
* Magazine/Tumbler Sale Profit: $9,000
* Direct Donations: $5,000

Expense estimates include:

* Activity (TBD): $3,000
* Fundraising prize and printing expense: $2,435
* Teacher Appreciation (based on 100 staff): $1,050
* Conference Meals (based on 100 staff): $850
* PTO Administrative: $150
* Estimated carry-over to next school year: $2,000

\* The actual amount for supplies is estimated at $2,000 based on 112 boxes sold.

**Fundraiser: Magazine/Tumbler/Direct Donation:**

Patty is also serving as our Fundraising Chair and shared the highlights of this year’s fundraiser. We are again going to do the magazine sales and direct donations, but this year, are also adding licensed themes and Waukee Warriors tumblers. Additional highlights:

* Event kicks off on the 14th with a student assembly. Students will receive information about the fundraiser and a postcard packet.
* The postcard packet turn-in will be on the 15th.
* On Friday, the 18th, there will be a Power Hour on the 18th where students will call listed names of family, neighbors, friends to ask them to commit to buying an item(s).
* On Monday, we will collect additional email lists, and
* The event will wrap up with all orders and money due on Tuesday, Sept. 21st.
* Direct donations also receive prizes, with each $10 counting as 1 order.
* The majority of the fundraising dollars goes to purchase needed technology for the school (iPads, projector mounts, etc.).

It is really important we have enough volunteers to assist with this event on Tuesday for postcard packet turn-in to give prizes, to assist with the Power Hour on Friday, and then on Monday and Tuesday of the following week to collect emails, orders, and give prizes. Please sign up here: <http://www.signupgenius.com/go/20f0d4caaa92fa20-waukee1>

**Adam’s Corner: News from the Principal’s Office**

Adam reported that the Parent Night was a huge success, and he’s received a lot of positive feedback from parents. The PTO agreed saying both teachers and student ambassadors did a great job. Almost 50% of the school signed up to attend. The staff decided to do this given we’ve lost one full day of conferences as a result of the late start to school.

There will be another Parent Night in January on the 21st when students’ schedules change, and the core teachers will then focus on their curriculum for the second half of the year.

Adam added more about the ambassador program stating that 6th graders apply at the end of the year for multiple leadership roles. There are 98 students who took on leadership roles this year.

**Volunteers Needed**

The PTO will need volunteers for Conference Meals on Thursday, November 5th and Thursday, February 25th. One idea for this event that went over well at Waukee Elementary was a potato bar. Emily Colwell volunteered to find out where potatoes were purchased.

In addition, we need a volunteer to assist the WMS Librarian, Kelly Reinhold, with the Book Fair, which will need to be set up October 30th, and runs the week of Conferences.

**Additional Activity**

Similar to the elementary school events, the PTO discussed whether we wanted to do an additional event for the students and families at WMS. Ideas included: a fun run, a tailgate maybe aligned with a basketball or track event, etc.

The fun run idea came initially from considering whether we wanted to do a different fundraiser this year. We decided not to and to stick with the magazine sales as we know this can be successful. However, maybe a fun run without the fundraising component could be an option. Patty mentioned it’s about $3,000 for shirts for 700 students.

Another option considered was a Field Day where the Purple and Gold teams could compete against each other and include staff. The group decided to think more on this topic and bring it up again at the next PTO meeting.

There were several other topics discussed:

* Bus behavior seems to be a concern. If parents have an issue, Adam encouraged them to call the school.
* Emily Colwell is on the Boundary Committee and mentioned the upcoming public forum on October 15th in the Prairieview Media Center. Final recommendations go to the Board in December.

**New Family Representative**

Trudy Vande Kamp, 6th Grade Counselor, reviewed the program they facilitate to welcome students new to the Waukee school district. They select current students through an interview process to serve as mentors to welcome new students. The first new student event starts before open house. Mentors are assigned who show new students around the building and answer questions. They also plan quarterly events throughout the year: scavenger hunt, cookie decorating, etc. Mentors also check in on the new students. In addition, School Counselors connect with their families to make sure things are going well.

Trudy was wondering if there’s also a place for PTO to do something for these new families. There are currently around 40 new families to the District, and we will continue to get new students throughout the year.

For example, South Middle School and North Middle School have partnered to hold an event in the past where they shared a folder of resources and contacts, activities, things about the YMCA, etc. Would we want to do this? With most information on line, we could refer to this information, but offer a parent letter to direct them to what’s available. Maybe the PTO could put this together?

Another idea was Coffee at Caribou or Panera to host new families. The group decided to first survey new parents to find out where their interests lie and to ask what would be most helpful to them. Karen Labenz volunteered to draft the survey, and it will be sent out on behalf of the PTO. Then, based on the information received, the PTO can determine next steps.

Next PTO Meeting: Tuesday, October 13th at 7pm in the WMS Media Center