



2022-2023

Officers:

Shannon Winer, President
Meghann Powell, Co-President
Cait Sabato, Vice President
Kim Reitz, Treasurer
Heather Nakagawa, Secretary

Board of Trustees:

Gracie Knutson
Jamie Pate
Kristin Basha
Misty Pavlovic
Paul Beakley
Ryan Edmiston
Stacey Clarken
Susan Fishman

PTO BOARD Meeting Minutes

10/13/22, 6:30pm | Meeting called to order by Shannon Winer

In Attendance

In Person: *refer to sign-in sheet (a few new people)*

Zoom: Brittany Westfall

Welcome: Shannon Winer

- Welcome to our first night PTO meeting of the school year.
- I see some new faces in the crowd, so let's do a couple of PTO members and PTO Officer intros, so you can get to know us and we can get to know you.
 - **Shannon Winer** – CoPresident. I have Mack who is a 4th grader and Miles who is in 8th grade. I've been at Waggoner for a while. I do Art Masterpiece with Meghann and Cait.
 - **Meghann Powell** – CoPresident. I have a 3rd grader and a 6th grader. I handle the PTO communications via the newsletter and social media. I tri-chair Art Masterpiece with Shannon and Cait. I am currently working on our outdoor learning environment.
 - **Cait Sabato** – Vice Preseident. I have a 3rd grader, a 1st grader, and a Preschooler.
 - Heather Nakagawa – Secretary. I have a 3rd grader and a 1st grader.
 - **Susan Fishman**. I have a 5th grader here and 2 older ones at Corona. I am co-chair of Exploration Station.
 - **Brooke Warwick**. I have a 3rd grader named Olivia and I'm the Art teacher here at Waggoner.
- New Face Intros.
 - **Mindy** – I have a son in the Pre-K program here. I want to see how you guys do things. If we can integrate Pre-K stuff, i would love to be involved.
 - **Evan** – My son Theo is in Kindergarten here in Mrs. Bailey's class. This is my 1st PTO meeting. I am on our school garden committee.
- We only have 17 slides tonight (as opposed to the 56 slides from last month), so we will move through these quickly and get everyone home tonight.

Principal's Report: Mr. Tim O'Donnell (on behalf of Mrs. Marcie Romero)

- **Thank You's.** As always, 1st up is our special thank yous.
 - Thank you, Jamie and Ryan, for the breakfast on Monday. (*Teacher's Day*, no school).
 - Big Shout Out to Stacey for once again coordinating our *First Responder's Day*. So great to have the responders come out. The kids had a blast and loved the dogs. Everything went great.
 - *Step It Up* assembly. Funky monkeys have been quite the success... even more than the mini fridge this year. Day of Awesome is coming up next Tuesday.
 - *Day Spring* had their 1st visit to library. Becky, thank you for helping with that. Mrs. Romero read *Pete the Cat and the Missing Cupcakes*.
 - *Custodian Day* for Mr. Bruce. I don't know if all of you know him or have seen him? He's relatively new to us and he's fantastic. He's doing a great job. He absolutely loved custodial day. The kids made him some cool notes and signs and posters. That was really super fun. And of course, the PTO gave him a gift as well.
- **Reminders:**
 - *Parent-Teacher conferences* next week. Wow! This time of year goes by so far.
 - Magical *Trunk or Treat* on the last Friday in October. October 28th.
- **Building Thinking in Classrooms.** We are still working with Becca and working on vertical math. One of our teachers actually found some clear sticky sheets that can go up on the walls. They are erasable and easy to use. We are getting that rolled out with the classrooms.
- **2 Positive Parenting Classes** coming up. November 2nd is Brain Science. November 3rd is Drug Awareness.

Treasurer Report: Shannon Winer, on behalf of Kim Reitz

Kim is not here. I promise you she's real. She hasn't been to a meeting so far this year, but she does exist. People have seen her. We appreciate her. She sent me some notes:

- Reviewed September statement.
- Current balance: \$27,462
- Highlights:
 - Main revenue – Quarterly rebate from Amazon - \$184.56 and T-shirt Sale of \$69.09
 - Main expenses – Teacher instruction supplies and Teacher insurance.
- We are in great shape. Our current balance does not include the check from the Step It Up Fundraiser.

Review & Approve September Meeting Minutes: Heather Nakagawa

- Minutes are available on the PTO Website: <https://waggonerpto.com/meeting-minutes>
- There are also a couple copies at the back of the room.
- Did anybody have any questions about them? No.
- Approved.

- **Step It Up – Cara Walsh-Meaker**

- <https://waggonerpto.com/fall-fundraiser>
- We stepped it up!!!! **Raised: \$29,688**
- **Day of Awesomeness: Tuesday, October 18th, 2022 730am-1030.**
 - If you are interested in volunteering, on Tuesday, please show up.
 - Check in to the office with Mary 1st, get a sticker, then head out to the softball/baseball field. We just need volunteers at each blow-up to help staff the craziness.
- **Reflections on this year's fundraiser.**
 - We have been doing Step It Up since 2019. It is a great fundraiser and has raised more money than any of our previous Fall fundraisers in the past.
 - Last year we raised \$31K. We were hoping to raise the same or more. We raised \$29,688 this year. We were really hoping to make it to \$30K.
 - Here is some of the analysis, which we are going to look deeper into.
 - We had a higher rate of participation. 79.5% Which is extraordinary!
 - There was a group of students to sent 10 emails or more, and raised \$0.
 - It's hard to send out 10 emails and get no donations. We want to look into further to see if perhaps it was just purposeful; to get the golden ticket.
 - The prizes weren't as great this year, so maybe kids weren't as motivated to participate and raise as much money?
 - Maybe kids more kids have siblings entering the school this year or are at KMS and have to split the money between here and there?
 - What was the median donation? Did it differ greatly between grades?
 - Our top earner this year was a Kindergartener!
 - Complaint from participant: they keep increasing the goal without your consent.
- **Recommend keeping this fundraiser.**
 - We have done Step It Up for the past 4 years. It raised all the money we need for the school year. It is very simple and easy for us to manage. What we did for the fundraisers before this required a lot more volunteers/staff and only raised half the money.
 - 2019 – 75% participation, raised just over \$30K
 - 2020 – 50% participation, raised \$27K
 - 2021 – 76% participation, raised just over \$31K
 - 2022 – 79.5% participation, raised almost \$30K
 - In 2019 we had 544 students, and we are now down to 448 students. We dropped almost 100 students and are still raising a similar amount of money.
 - Time it well in our community. We had this before KMS had their fundraiser.

- **Trunk or Treat – FRIDAY, OCTOBER 25TH 5:30pm-7:30pm – Susan Fishman**

- <https://waggonerpto.com/trunk-or-treat>
- If you are new to Waggoner, Trunk or Treat is a night of fun where we ask parents, teachers, whoever to decorate a trunk and hand out candy. You provide the trunk, we'll provide the candy!!! Nothing too scary; no gore.
- We used to have 1 trunk per class, but we opened it up to whoever wants to do one. Last year we did this and had a record number of trunks; 26 trunks.

- We're switching up the schedule this year. We're bringing back the **Parade**. The kids will start with the parade and then go into the **Thriller Dance** with Mrs. Weisberg. Then we'll open it up to the trunk or treating and a couple of other activities:
 - **Scavenger Hunt** and the **Witches Layer**.
- **2 food trucks**; Moonshots (stadiumonwheels.com) and Manooky (roaminghunger.com/manooky)
- SignupGenius email for Trunks, Volunteers, and Candy is being sent out tonight.
- We will have the 'Candy Monster' set up in the front office the last week of October.

- **Teacher PAWsitives – Cara Meaker & Susan Fishman**

- https://docs.google.com/forms/d/e/1FAIpQLScTiPim_0ejt9AnxR_uI9LyvyRrzYQ794-0M6u5LiSCwk92iQ/viewform
- Susan and Cara started a program last year for the teachers. We worked with Tim O'Donnell and created a way for students and parents to give the teachers and staff PAWsitives.
- The flyers for Teacher/Staff PAWsitives were sent home with your students this week. It has a little QR code on it, which you can scan to take you directly to the GoogleDoc. You can fill these out over and over again for your favorite teachers or fill out them for lots of different teachers.
- Tim receives the PAWsitives and reads them to the staff. He pulls names quarterly to win prizes. We have been giving out Harkins cards, Salad & Go cards, and Starbucks cards.
- **We are asking the community for gift cards for these prizes. We give out 5-7 gift cards a quarter.**
- We made a bulletin board where the teachers' mailboxes are to showcase these PAWsitives, so they are reminded of all the awesome things they do and that they are appreciated.

- **Book Fair – Misty Pavlovic**

- <https://waggonerpto.com/book-fair>
- Set up on the 14th; teacher Preview tomorrow after school.
- Runs October 17th-21st
 - Open during lunch and 1 hour after school
- Volunteers – Lot of people have signed up, but we could always use more.
- Not open during conferences for parent shopping. Maybe next year?
- Lots of fun games for kids:
 - Who are the campers?
 - Guess the jar (s'mores materials)
 - Guess the world record
 - Pages in the Stack
 - Book Raffle
- Parents can set up an e-Wallet instead of sending money to school.
- All for Books (people can round up to buy more books for our school)

- **Teacher Appreciation – Shannon Winer**

- <https://waggonerpto.com/teacher-appreciation>
- Monday was Teacher Day (NO SCHOOL) we brought in Chick-fil-A for the teachers.
- Teachers in attendance: It was SO GOOD! Thank you so much!!! It made us SO HAPPY. 😊
- Next week PTO is providing lunches & snacks during Parent-Teacher conference days.
- This is Ryan & Jamie's last year, so Cait Sabato will be chairing this committee next year. She would love help with that, so if anybody's interested, let her know!

- **Art Masterpiece – Cait Sabato**

- <https://waggonerpto.com/art-masterpiece>
- Sign-Up Genius for all Art Masterpiece was sent out for October & November.
- Volunteers do not need to wait to sign up for both months; just go ahead and sign up and in the notes you can say “i would love a helper”
- The days and times are all ‘suggested times’ based on the Teachers computer specials schedule. The exact date will still need to be confirmed with the teacher once you sign up.
- The Amazon WishList is still in the works to replenish supplies. I will send that out soon.
- The supplies have been reorganized in the copy room. Look for the labels on the cabinet/shelves.

- **First Responder’s Day – Stacey Clarcken**

- It was great!!!! Thanks so much to Stacey for your help.
- The kids sang a song.
- Mrs. Warwick allowed each class pick out what they wanted to build. The Art Project was up for a few weeks to allow the kids to all participate. The kids were so proud.
- The responders loved it and enjoyed taking the art with them.

- **School Garden/Newsletter Feedback – Meghan Powell**

School Garden

- A few weeks ago we visited Mirada Elementary. They have 3 school gardens!!! So we really want to do a secret garden here with with gnomes and a calming corner for students and staff.
- Cara and Susan recommended checking out the kindergarten courtyard.
- We did an outside learning space for the older kids, so this would be a great place for the younger kids. It’s also a great place for the the 2nd graders to release their butterflies.
- **Planning.**
 - It’s 1500 square feet. It's not going to be expensive and like in the grand scheme of things, the other outdoor spaces were 6000 square feet to renovate. I think it'll be a really nice place for students to go. It’s small, so the kindergarten teachers can go out with the kids and it isn't like they're run off.
 - Stacey Clarcken, Mrs. Romero, and I met with Todd Nakagawa on the 24th to determine what we could do. The area needs to be graded. We plan on doing partial turf. We want to do it well, but keep it on the cheap; So keep it simple and have room for decorations. The 5th grade permanent art project can go there. We need painted rocks to go around the tree. We can do legacy tiles in there. We’re going to have a couple raised garden beds. Kelly Robb is on board for maintaining and has a lot of ideas for a raised bed garden so the 2nd graders have a place to go when they do their insect unit.
 - Todd sent us the renderings today. I’m going to send them out to the committee. We need to get approved by our groundskeeper. Mrs. Romero reached out to the district about the turf and the locks. We want to see what else can the district help with.
- We just need to figure out financing and how we are going to pay for it. I’m hoping to meet with the committee between now and the November meeting, so I can present a plan and estimate at the November PTO meeting. I feel like if we have a plan and timeline, we will get momentum to get this taken care of.

Newsletter Feedback

- We shifted from weekly emails to once a month emails.
 - Is this good for you?
 - I'm still sending out blasts a day or so before the events.
 - Feedback:
 - The sign-ups should be sent out sooner.
 - Maybe a monthly flyer?
 - Make sure all teachers are sending out PTO info in their weekly newsletters.
 - We can set up auto-emails – for daily and weekly.
 - More reminders. A week & a day before.
 - The events on the calendar are great; just the additional events and signups need to be blasted more often.
 - Maybe continue the monthly and then send out a weekly of what's coming up this week.
 - I have watched the numbers. No matter what, we get 200 people that open the email (+/- 10) The email gets open quicker if i sent them in the evening. They get opened later if i send them out in the morning.
 - Ashley Boca is going to start helping me with Social Media.
 - Attendee volunteered to help take over email blasts/communications chair! YAY!
 - We will continue to follow up quarterly to see if any changes need to be made.
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- **Waggoner Night Out (WNO) – Shannon Winer**
 - <https://waggonerpto.com/wno>
 - Next WNO is ALL DAY on the October 19th at Oregon's
 - November 2nd – PPP from 4pm to 8pm.

 - **Veteran's Day – Shannon Winer**
 - We did a Wall of Honor last year for Veteran's day.
 - The kids each decorated a star to hang up.
 - If you are using pictures on the star, make sure it is a copy; the stars will not be returned.
 - Stars will go home with kids in the next week or so.

Upcoming Meetings & Events

NEXT PTO MEETING

- November 4th – 745am

OCTOBER

- October 17th – 21st – PTO Book Fair
- October 18th – Day of Awesomeness!
- October 19th – WNO @ Oregon's
- October 19 & 20 – Parent-Teacher Conferences
- October 28th – Student of the Month
- October 28th – Trunk or Treat 530pm
- October 15th – [Ms. Kelsey Trainer](#) birthday (5th)
- October 18th – [Ms. Paige Levy](#) birthday (PE)
- October 30th – [Ms. Shelly Howard](#) (5th)

NOVEMBER

- November 2nd – WNO @ PeterPiperPizza 4-8pm
- November 4th – PTO Meeting 745am
- November 7th-11th – School Psychologist Week
- November 11th – Veteran’s Day (NO SCHOOL)
- November 19th – Student of the Month
- November 24th – Turkey Trot
- November 25 & 26 – NO SCHOOL
- November 7th – [Ms. Beth Ladley](#) birthday (IA)
- November 8th – [Ms. Jerri Thompson](#) birthday
- November 26th – [Ms. Laura Kelley](#) birthday (IA)

Stay up-to-date by linking to the PTO Calendar: <https://waggonerpto.com/calendar>

Meeting Adjourned at 7:26 pm

Email us @ ptowaggoner@gmail.com

Visit us @ www.waggonerpto.com

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Minutes reviewed by officers and submitted by Heather Nakagawa