

Parkwood Middle School PTO Board Meeting

Tuesday, March 1 at 6:30pm

Executive Board and Committee Chairs

President – Kerri Lowery	Spirit Wear – Jennifer Wheat
Vice President – Neva Helms	Fundraising – Ashley Capone
Treasurer – Angelica Hernandez	Events – Lauren Jenkins
Secretary – Adrienne Jaquith	Teacher Appreciation – Melanie Otwell
Spirit Rock – Stephanie Vill	

Attendees: Kerri Lowery, Neva Helms, Angelica Hernandez, Adrienne Jaquith Stephanie Vill, Lauren Jenkins, Kristi Metz, Robin

- **Meeting called to order at 6:33pm**
  - **Old business (Adrienne)**
    - Kerri Lowery made a motion to approve the February meeting minutes; Angelica Hernandez seconded.
    - Adrienne will start posting monthly financials to PTO website along with meeting minutes
    - February Supply Drive Recap
      - Pictures were provided to Stephanie for posting to FB
      - Email sent to Mrs. Allen and PTO Board with final count of donations; over 5,500 individual items were donated! School administration will determine when/how to distribute the donations. See detailed list of donations at the end of this document.
  - **President Update (Kerri)**
    - Valentine’s Recap (candy grams, snack cart, Love the Bus)
      - Candy grams not as successful as hoped; will repeat next year but make some tweaks
      - Bus Drivers were VERY appreciative; Publix donation fell through so pastries and coffee/hot chocolate was purchased by PTO. THANK YOU TO THE VOLUNTEERS THAT SERVED SNACKS AND COFFEE!
    - 8<sup>th</sup> Grade Trip Sponsor
      - PTO Executive Board approved sponsoring student(s) up to \$225
    - New Staff Welcome Packet
      - PTO will draft a Welcome to PWMS letter for new staff (Adrienne)
      - PTO will provide an item to include in the Welcome Packet – a t-shirt, water bottle or magnet. Details are still being worked out
  - **Vice President Update (Neva)**
    - **Events (Lauren)**
      - **Friday, 3/25 6<sup>th</sup> Grade Social, 4pm-6:30pm (Lauren)**
        - No admission fee; concession items will be \$1-\$2; free popcorn and water; food will be set up on stage to help ease congestion coming into the cafeteria
        - Music in gym; food/games in cafeteria
        - Lauren will create a sign-up genius for volunteers; need at least 4
        - Lauren will ask Admin to create a Canvas announcement for students to indicate interest to attend Social and Parent Volunteer interest
        - Lauren will ask Mrs. Simmons how many SROs are needed for the event based on potential interest
        - Bring large trash bags for clean-up instead of renting trash cans
        - Re-use decorations for 7<sup>th</sup> grade social in April
        - Need 2 cash boxes (Angelica)
      - **7<sup>th</sup> grade event in April; details TBD**
      - **8<sup>th</sup> grade event in May; details TBD**
- **Budget Update (Angelica)**

- Budget overview – see separate document
- **Hospitality/Teacher Appreciation Update (Melanie)**
  - Received a lot of parent donations for the Valentine’s Day Snack Day
  - March 4<sup>th</sup> – St. Patrick’s them Snack day
  - April – repeat popcorn bar (big hit in the fall!)
  - Teacher Appreciation Week (5/2-5/6)
    - 5/2 - Looking for ideas for catering or food truck; signup genius will go out for volunteers
    - 5/3 – ask El Vallarta to donate chips/salsa
    - 5/4 – Mrs. Allen will provide lunch; PTO will provide volunteers for set-up/clean-up/duty free lunch
    - 5/5 – bagel breakfast with free bagels from Bagel Bin
    - 5/6 – looking for ideas for sweat treats (ice cream truck?)
- **Secretary Update (Adrienne)**
  - March birthday cards delivered
  - Adrienne will start asking Mrs. Simmons for staff updates every month to make updates to the birthday list/prize patrol; send updates to Audrey(birthdays) and Kristen Morrissey (Prize Patrol)
- **Round Table**
- **Next meeting is IN PERSON at PWMS Media Center on Tuesday, April 5<sup>th</sup> at 6:30pm.**
- **Adjourned at 7:28pm**

## Miscellaneous

- 6 spiral notebooks

## 6th grade Supplies

Clorox Wipes	4 boxes (3/box)
Colored Paper	4 packs (100 pages/pack; pastel) 1 pack (625 pages; astrobright)
Copy Paper	1 boxes (1500 pages/box)
Glue Sticks	4 boxes (30/box)
Loose Leaf Paper	8 packs (500 pages/pack) 4 packs (150 pages/pack)
Multi-colored Highlighters	7 packs (12/pack)
Paper Mate Colored Flair Pens	2 packs (12/pack; assorted colors)
Pencils	7 boxes (150/box); 1 box (12/box)
Post-It Big Easel Pads (teacher use)	2 Pads
Thin Dry Erase Markers (student use)	108 markers (black and assorted colors)
Tissues	4 boxes (8/box)
Yellow Post-Its (student use)	36 pads

## 7th Grade Supplies

Big Dust Mops for Rooms	2
Big Reports Card Envelopes	1 box (100/box)
Clorox Wipes	5 boxes (3/box)
Colored Pencils	48 packs (12/pack)
Composition "Cow" Notebooks	30 books
Copy Paper	1 box (1500 pages)
Dry Erase Markers	84 (black and assorted colors)
Eraser Caps	12 boxes (144/box)

Glue Sticks	4 boxes (30/box)
Markers	3 boxes (44/box)
Pencils	7 boxes (150/box); 1 box (12/box)
Tape	18 Scotch rolls & 6 refills 18 packing rolls
Tissues	5 boxes (8/box)

## **8th Grade Supplies**

### **PGC**

Expo Markers (Various Colors)	84 (black and assorted colors)
Post It Notes (Small)	36 pads (100/pad)
Post it Chart Paper	

### **Science**

Paper Towels	36 rolls
Pop Tarts	15 boxes
Frozen Strawberries	
Rubbing Alcohol	10 bottles
Pancake Batter	18 pouches
White Vinegar	2 gallons
Baking Soda	2 gallons
Petri Dishes (5 packages of 10 needed)	1 package
2oz Containers (1 Package of 100 Needed)	1 package