

Meeting Minutes
Will Rogers Elementary PTO
September 14, 2023 - 5:45 pm - Will Rogers Multipurpose Room

In Attendance: Michelle, Maggie, Dita, Marittza, Melody, Whitney, Sarah, Mike, Jenny, Cierra, Taylor, Allison, Alicia, Mallory, Erin, Lauryn.

- Welcome & Introductions. Meeting called to order at 5:47. Participants introduced themselves and the grades/ages of children.
- Principal's Remarks (Anissa Angier-Dunn). Principal was unable to attend.
- New Officers & Committees (Michelle Magnusson). Based on an interest survey conducted in April and May 2023, a slate of officers was proposed. This is the same set of officers that would have been approved in May 2023, but that meeting was canceled due to weather. Motion to approve the board officers by Mike, seconded by Whitney, all said aye. Board members as approved are:
 - Michelle Magnusson (President)
 - Brynn Mays (Vice President, Events)
 - Jenny Sloan (Vice President, Fundraising)
 - Mallory Stulce (Vice President, Staff Support)
 - Alicia Hale (Vice President, Staff Appreciation)
 - Allison Jennings (Co-Secretary)
 - Melody Edwards (Co-Secretary)
 - Lauryn Proud (Treasurer)
 - Erin Robichaux (Assistant Treasurer)
- Budget Update (Lauryn Proud). Current Balance: \$35,984.73. \$15,000 of 23-24 budget is funds committed to school projects carried over from last year. School is submitting them and board will review if they are significantly different from what was previously approved (projector/screen, walkie talkies, PK & K playhouses). Lauryn has corrected 2 check mistakes at the bank. Each teacher is eligible for \$350 for classroom supplies that stay at Will Rogers. This amount is significantly higher than other schools and is a recruitment and retention tool. \$2500 paid in teacher reimbursements so far. Not every teacher takes the full \$350, maybe 10-15 do not. Adjusting budget to account for new staff numbers. Having at least \$6,000 reserved for following year allows us to do things at the beginning of the year (spirit wear orders, teacher appreciation, insurance) without having to fundraise first.
- School Support
 - Sponsorships & Teacher Reimbursements (Michelle). New page launched at willrogerspto.com/sponsor. Home of the schoolwide wish lists for items that the school does not have funds to cover (couches, hoses, play kitchens, etc.) Spread the word to donate this way. Donations are 100% tax deductible. New needs will be submitted via a Google form that will be shared with staff.
 - Playground Needs (Taylor Toros). Playground needs more items for kids to play with. Needs: bigger storage box, flags for football, basketball lines, balls, chalk, jump ropes, and ball pump. With the upcoming bond, district is talking about doubling the blacktop. This means we want to wait to paint the proposed map, hopscotch, lines. PTO is discussing installing a track, additional swings, benches with the district. Estimated budget for the needed items is \$200. Open to in kind

donations of items as well. Taylor raised a related need in the lunchroom. Looking for ways to dampen and soften the noise of chatter, \$189 each (felt baffles). These will be placed on schoolwide wishlist for sponsorship. Motion by Jenny to allocate up to \$500 to fund playground needs, with the invitation to return with more details about felt baffles. Appreciation from all about improved environment in lunch room. Action items:

- Taylor will make a sign up for help in the lunchroom and recess (Mallory will help.)
- Taylor and Mallory will work together to gather suggested items and prices into a wishlist for promoting.
- Taylor will explore playing music to help keep things calm.
- School Beautification (Michelle Magnusson for Amanda Bodine). Amanda is preparing a mural of student faces that form a wildcat and working with students to create trees and bears out of paper to decorate walls with adventure theme. PTO is seeking more muralists/artists to decorate areas of new construction.
- Birthday Recognition (Michelle Magnusson). Ms. Angier-Dunn is increasing amount and consistency of birthday recognition. Kids will stand up in wildcat wakeup, get a pencil, baked good in the cafeteria, put up names in the cafeteria on a birthday board. Carina, registrar, can print of names and birthdays. Action items:
 - Cierra will make a pretty bulletin board and highlight student birthdays for each week or month as she decides.
- Monthly Lunch with Grownups (Michelle Magnusson). Staff want to invite parents to participate in lunchtime on the second Friday of each month. PTO has been invited to create a plan of how this will work. Things discussed with staff previously included a sign-up of parents so staff know who/how many to expect per lunchtime, some sort of conversation starts/social skills practice activity. Begin in October. Action items:
 - Melody, Mallory, Maggie, Allison will organize this and get sign off from Mr. Rigsby.
 - Team will partner with Taylor to help monitors know what's going on.
- Staff Appreciation (Alicia Hale). In October, PTO will be doing two meals for conferences (simply falafel, sandwiches). Expanding from one night to two in order to avoid confusion and support school budget (school only has very limited options for funding food).
- PALS Room (Cierra Nance for Courtney Senti) Cierra labeling drawers to assist new PALS volunteers. Still issues with not enough outlets to get all the copy machines and laminator plugged in. Not a construction priority currently but hoping to be fixed in October. PTO can purchase a locking cabinet to store merchandise. PALS volunteers really needed on Thursday mornings to help with Thursday folder preparation. Online signup on LinkTree or talk to Courtney or a board member. Action items:
 - Cierra will make a write up for what PALS is and how to help so we can include it in newsletters and Thursday folders.
- Bike to School & Bike Club (Michelle Magnusson). Presented to City of Edmond Bicycle Committee and they agreed to be a partner in launching Edmond's first Bike Bus/Train. Adult in front, adult in back, kids join the group on their own bike and ride to school along a fixed route in a group for safety. Bicycle

Committee has offered to help promote needs (volunteers, helmets, bicycles, launch and celebration events). Preliminary idea is a bike train on Wednesdays on two routes. Planning an interest survey to families. Launch event will help cover expectations, bike safety, get bikes checked out by bike shop, ABCs of bike safety. Michelle leading route coming from the east, Maggie leading route coming from the west. Planning to move or purchase new bike rack for east side of school. GroupMe to communicate who is on it and how to adjust for weather.

- Michelle is creating interest survey and supporting documents. Volunteers welcome to join.
- Student Store (Michelle Magnusson). April Miller working on incentive plan (for example, we have a word of the week (responsibility) if you're caught doing it, they get rewarded. Some initial discussions of utilizing 4/5th graders to help run the store. Looking for interested parents to support planning and executing.
- Fundraising & Events
- Fall Festival (Lauryn Proud & Jenny Sloan) Tripled amount of silly string purchased. Creating a Venmo linked to a google phone number to accept payments. At Fall Festival, will have four square readers, two cash boxes, PayPal. Planning a cash only line for merch, as well as other payment options. Food will be priced at: \$3 for silly string, \$1.50 a slice of pizza, \$12 for a whole pizza, \$1 for 2oz bag of popcorn, \$0.50 for dessert, water, chips. We will display all merchandise to help drive sales. Fall Festival will include a balloon artist, inflatables with baseball, football, soccer, and ax throwing, face painter, photo booth, silly string on blacktop. We need volunteers to sign up!
- Fall Fundraiser (Jenny Sloan). Fall fundraising campaign begins the week of Sept 25. Goal is \$20k, last year made \$14k. We will use an online platform, essentially a check writing campaign. Raise awareness through spirit days, dress up days, at each level hit, staff will do certain things. Need volunteer for 9/25 and 10/6 to walk the lines as the wildcat - Whitney and Alicia. Marketing in the lunchroom (with a tent) to show how far we've come and marketing / QR codes to show while walking the car line.
- Spirit Items (Erin Robichaux & Jenny Sloan). Croc charms and keychains added to website store.
- Any New Business, Questions, or Suggestions for Next Agenda. None.
- Meeting adjourned. Taylor motioned to dismiss, everyone seconded.

Next Meeting: Oct 5 @ 5:45pm (one week earlier than usual due to Fall Break)