PTO Meeting – Parent Volunteer Training, Friday, August 31st 2018

Agenda

1. Presidents’ Welcome

*Jessica Christensen and Lindsey Patel welcomed everyone to the meeting and thanked them for attending and volunteering in the school. They introduced other members of the board including Co-Vice Presidents Dana Martin and Angela Ordway, Treasurer Courtney Sigmund, Assistant Treasurer Kim Lowe and Communications Molly Pierce.*

1. Principal’s Welcome

*Mr Chisausky thanked all parents for the time that they give to Walker and how lucky we are as a school to have such wonderful parents. He stressed several points:*

*Allow extra time to get through new security system and have an ID*

*Important to stay in the area you are supposed to be at (not walking around to visit other classes)*

1. Mrs. Zogas - Nurse  (Safety and District Food Policies)

*Mrs. Zogas went over several new food policies from the district. These files will be posted on walkerpto.com, in the parent resources section*

*All food requests need to be submitted to the school* ***2 weeks*** *before the event*

1. Treasurer Training
	1. No reimbursement for sales tax
	2. Reimbursement requests process

*All reimbursement requests must be submitted within 30 days. Walkerpto.com under parent resources has sales tax form and reimbursement request form.*

*Treasurer will reimburse within 14 days of receiving request.*

*All reimbursement checks must be cashed within 90 days.*

*If a check is lost, requestor will be responsible for the $30 void check fee.*

1. Volunteer Opportunities Overview
	1. MRC Program

*Ms. Belfiore invited all to volunteer in the MRC, no experience necessary. Vivian Freve will be creating a signupgenius with available dates and will include a schedule of when each class visits the MRC.*

* 1. Warrior Challenge

*Amy Phillips will be hosting a volunteer meeting at her house on Wednesday 11/5, all are invited. Lindsey showed the water bottles family will receive when making donations. New items arriving for sale in the store soon!*

* 1. Hot Lunch Program

*Jessica needs parents to volunteer to help serve pizza for hot lunch. See link in Sunday emails to sign up.*

* 1. Run Club

*Dana will need parents to help volunteer at running club to count laps pass out incentive charms. Link to sign up in Sunday night email.*

* 1. Room Parents
		1. Lead Room Parent
			1. Holiday & Valentine’s Day Party, Special Events
			2. No Halloween gift and party food
			3. Have teachers fill out “favorites” and share with parents
			4. Plan mom’s night out
			5. Meal trains
			6. Take away to do list
		2. Room Parents
			1. Support lead in party planning
			2. Assemble and run stations at parties
		3. Class Photographer
			1. Send pictures to yearbook@walkerpto.com
		4. GradeClass Level Treasurer
			1. $3/Student for parties
			2. Organizes end of year teacher gift
		5. Typical Party Itinerary
		6. Special Celebrations
			1. First Grade - Turtle Tea
			2. Second Grade - Family Heritage
			3. Fifth Grade - See below
1. Breakout Session - Room Parent Meetings by grade

1. Upcoming Events/Dates
	1. Recess Run Club - Sept 5th, 12th, 19th, 26th, Oct 3
	2. Hot Lunch - Friday Sept 14th
	3. Warrior Challenge - Friday, September 21st - 4:30-7

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Additional 5th grade Roles/Responsibilities

In addition to Above:

1. Self-Portrait Tiles - coordinate with Hillary to purchase through Artsonia.
2. Robert Crown “Michael and Linda”  Presentation Coordinator - Coordinate with the 5th grade team to arrange a date for the presentation at Walker. The price is set by Robert Crown and the coordinator collects money from the parents. The PTO does not pay for this.
3. Box Tops - A Fifth grade parent works with the 5th grade team to encourage box top collections, registers on the website, and mailing in the box tops. All money earned from Box tops gets sent to the school and is used to purchase the 5th grade legacy gift to the school.   Fifth grade students and teachers decide on a gift to purchase together. Past gifts have been buddy bench, new mural for gym, etc…
4. Camp Edward - Parent who takes on this role with assist teachers with items needed for the trip (snacks/water) and help collect the money.  The date is already determined and approved by the board.
5. 5th grade breakfast - Parents coordinate the end of the year “pancake” breakfast.
6. Graduation Party - Parents organize the end of the year party, determine venue, date, and collect payment. This is not a PTO sponsored event.