

Walnut Hills Elementary PTO
Meeting Minutes – March 1, 2022

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Attendees –

Dr. Gregory Carenza, Allison Augsburg, Kami Petitgoue, Justine Fustino, Amanda Wiemann, Tara Bollback, Jane Huss, Leslie Whalin, Tina Pollpeter, Michelle Townsend, Hally Wubbena, Wendy Skuya, Kari Mayo, Lisa Wylam

Agenda –

- I. Welcome
- II. Committee Updates
- III. Budget
- IV. Dr. Carenza Building Update
- V. Food Drive
- VI. Elections
- VII. Minutes Review and Approval
- VIII. Adjournment

Minutes –

- I. Welcome - Meeting began at 6:15pm with welcome from Kami Petitgoue.
- II. Minutes Review and Approval
WHE Exec Board circulated the Minutes from the previous general meeting via email with the Agenda for tonight's meeting. No updates requested. Michelle Townsend moved to approve the Minutes; Leslie Whalin seconded the motion. Minutes approved as posted. As always, Minutes are available at www.WalnutHillsPTOWaukee.com.
- III. Committee Updates
 - a. Book Fair—Tara Bollback gave an update on the Book Fair. Going to be in Library again. Flyers being sent home contain a QR code that doesn't work. Discussion was had on how to deal with this and it was decided the correct code would be emailed home and posted on Facebook. Need plastic bags. If you have them, please send with your child to give to Ms. Emerick. Need more volunteers. Please check sign-up genius.
 - b. Spirit Night Out—update provided by Kami Petitgoue-Chic-Fil-A on March 10 from 5-8pm.
 - c. Spirit Wear—Amanda Wiemann said spring sale will start on March 28, 2022 and end on April 8, 2022. Prices have increased due to COVID. Delivery times could also be impacted

- d. Conference Meals – Leslie Whalin said the SignUp Genius for donations went out at the beginning of the week. Breakfast will be provided on Saturday morning. She has planned a meal from Chipotle for Tuesday evening.
 - e. Teacher Appreciation – Leslie Whalin advised that the Committee was focused on Teacher Appreciation Week in early May and would have more info about this year's theme and plan after Spring Break. Also, teachers were given Valentine's themed treats in February. Teacher contest: guess the poundage of food collected for Food Drive.
 - f. Yearbook – Kami Petitgoue reported that Renee Oiler is working to finalize the yearbook, and a draft had been circulated for review. It should be finalized soon. Yearbook sales will occur after Spring Break.
 - g. School Supplies—Leslie Whalin said the district was going to include name brand calculators next school year vs. the ones currently in boxes as they were breaking easily. Also, still working on headphone issue and thinking about opting out for next year and allowing parents to purchase ear buds separately.
 - h. Fun Run—Movie Update—Michelle Townsend said the movie is planned for May 7 at NW High School Football Field. We have option of full concession stand or limited. Movie choice will be sent to FASP to narrow down and then kids can vote on their choice in Mrs. Welch's computer class. Rain date May 27.
- IV. Budget – Kami Petitgoue (Erica McGowan wasn't able to attend) See below for full financials.
- i. Kami Petitgoue shared the budget prepared by Erica with the group.
 - ii. Leslie Whalin shared a grant request was submitted for the Spring party for each class to make welcome rocks and create a rock garden. Kami Petitgoue stated this didn't really fall under the criteria for a grant request. Since the PTO didn't have any grant requests this school year, Michelle Townsend suggested the PTO move the already approved budgeted funds for grants to classroom parties in the amount of \$972.42. Motion was approved unanimously.
- V. Dr. Carenza Building Update.
- a. Updated group on teachers leaving and joining WHE next school year
 - b. Not sure whether snow day will be made up.
 - c. Discussed renovation plans for school this summer. Teachers are expected to pack up their classrooms. Discussion centered on how PTO can support/assist teachers with packing and payment of storage space/PODS. Michelle Townsend said she would contact the Foundation to see if they could assist.
- VI. Food Drive—Leslie Whalin updated the group on how successful the food drive was and we brought in over 750 pounds of food.
- VII. Elections – 2022-2022 Planning

Leslie Whalin advised nomination forms would be sent out after Spring Break. All responses are anonymous. The PTO needs your input! More information on committees and volunteer opportunities will follow elections!

VIII. Adjournment. Meeting adjourned at 7:07pm.

2021-2022						
Category	2021-2022 BUDGET			2021-2022 ACTUAL		
	Income	Expense	Net	Income	Expense	Net
Fundraising Programs						
Fun Run	55,000.00	9,000.00	46,000.00	57,208.90	7,383.01	49,825.89
Yard Sign				1,100.00	383.50	716.50
School Supplies	1,800.00	-	1,800.00	1,098.90	-	1,098.90
Fundraiser - Community Spirit Nights	3,500.00	-	3,500.00	3,491.67	-	3,491.67
Direct Donation	-	-	-	-	-	-
Spirit Wear	1,500.00	50.00	1,450.00	1,400.00	-	1,400.00
Give Backs to the School						
Book Fair	-	150.00	(150.00)	1,040.25	105.84	934.41
Conference Meals	-	900.00	(900.00)	-	490.00	(490.00)
Fine Arts - Talking Canvas	-	200.00	(200.00)	-	39.33	(39.33)
Foundation & Grants	-	4,000.00	(4,000.00)	-	-	-
Music Field Trips	1,000.00	-	1,000.00	-	-	-
Love Joy/EDI	-	1,000.00	(1,000.00)	312.50	-	312.50
STEAM FEST	-	200.00	(200.00)	-	-	-
Striders	-	750.00	(750.00)	-	231.24	(231.24)
Teacher Appreciation	-	850.00	(850.00)	-	122.02	(122.02)
Yearbook	1,500.00	100.00	1,400.00	77.27	-	77.27
Miscellaneous	-	-	-	28.75	195.65	(166.90)
School Donation	-	-	-	-	40,830.00	(40,830.00)
Spring Fling	-	1,000.00	(1,000.00)	-	-	-
Teacher Reimbursement	-	10,000.00	(10,000.00)	-	4,487.87	(4,487.87)
Held in Trust						
Garden Warriors		706.77	(706.77)			-
Total	63,300.00	29,906.77	33,393.23	65,758.24	54,268.46	11,489.78

Items to Note:

Fundraising Programs/Give Back to School
Fun Run: \$254 of employee match.
Spirit Night Out: Kue'd: \$175, Marcos: \$100, Rusty Taco: \$1,100 = \$1,375 total
Teacher Appreciation: \$68.11
Teacher Reimbursements: \$306.55
Supply Boxes: \$17.46 reimbursement from company

Held in Trust
Garden Warriors & 5th Grade Legacy - Held in trust on behalf of these programs
\$ 706.77

Carry Over Balance 35,540.96

Book Balance 47,030.74

Checking 34,760.73

Money Market 12,854.80

CD -

Bank Balance 47,615.53

Variance (584.79)

Outstanding Checks (584.79)

Variance 0.00

O/S Items	
Check #	Amount
3564*	(200.00)
3687	(184.79)
3695	(100.00)
3699	(100.00)
0	-
0	-
0	-

Total (584.79)