



KWES PTO GENERAL MEETING MINUTES

Meeting Date: Tuesday, May 16, 2023 @ 6:30 p.m.

Meeting Location: Hybrid via Zoom link and at Kyle Wilson Elementary School, 5710 Liberty Hill Ct

BOARD MEMBERS Present: Tracy Woodhead, President | Ashley Shelley, Vice President | Mary Griffin, Treasurer | Karen Manzano, Corresponding Secretary | Jennifer Clinton, Recording Secretary

Call to Order/ Welcome

- Tracy called the meeting to order at 6:31pm. –Motion seconded by Jennifer.

Approval of Minutes

- Motion made by to approve minutes from 04/18/2023 General Meeting. --Motion seconded by Mary.

Treasurer's Report – Mary Griffin

- Mary reported for this month:
 - About \$18,000 currently in the bank
 - Anticipate paying out about \$8500 over the next month for various expenses
 - ✓ Field trips, literacy project, Art Club, and teacher mini-grants
 - Mary expects to have about \$9500 remaining at year's end
 - ✓ \$5000 allocated for 2023-24 PTO start-up costs
 - ✓ Remaining \$4500 at discretion of 2023-24 PTO Board
- Mary mentioned final Spirit Night of the year is Wednesday, May 17 from 5-9:00pm at Nando's Peri Peri
 - Will donate 40% of sales to KWES PTO
- Looking for volunteers to perform annual audit in July
 - Need at least two people
 - Cannot be a PTO Board member
 - Does not have to be a PTO member; however, prefer some association with the school and PTO
 - Email the PTO Board with any questions or volunteers

President's Report – Tracy Woodhead

- Staff Appreciation Week
 - Tracy expressed gratitude for all involved
 - ✓ SAW Chair Jen Clinton and volunteers Ms. Williams, Ms. Conway, and Ms Romero
 - ✓ Families who donated food items for the staff
 - Chalk the Walk was a huge success – lots of photos taken before it rained!
 - Appreciation notes were a huge hit – handed out to the staff in individual envelopes
 - ✓ Also received coupons from Statements the Salon, Auntie Anne's Pretzels, AutoBell Car Wash
 - ✓ Yard Card Celebrations LLC with a beautiful yard sign
- PTO supporting students during SOL exams
 - Water bottles, mints, and popsicles provided to grades 3-5 on test days
 - Popsicles provided to grades K-2 to help them deal with schedule changes
- Recap of 2022-2023 KWES PTO
 - Five after-school events
 - ✓ (2) Bingo Nights; (1) Movie Night; Pancake Breakfast & Vendor Fair; Wilson Walk for Fitness
 - Read-a-Thon
 - Informational PTO general meetings
 - ✓ First ever "Tech Talk" sponsored by PTO Today and Trend Micro
 - ✓ Prince William County Parks & Recreation: summer camps & programs
 - Before and after school clubs – five this year!

- Paid for field trips
- Purchased five picnic tables for outdoor classroom and general use
- Eight successful Spirit Nights – including 1st all-day book fair at Barnes & Noble in December
- Giving Tree donations to the community
- Staff appreciation events
 - ✓ Numerous surprises for staff throughout the year
 - ✓ Multiple stocking the lounge events
 - ✓ Valentine’s Day treats and appreciation notes
 - ✓ PI Day
 - ✓ HERO Helpers in the office
- Literacy event – PTO purchasing books for student enrichment
- Sixth family event: School dance on June 2 at 6:30pm
 - ✓ Free to attend
 - ✓ Theme: “Floating into summer” – will have root beer floats for all attendees
 - ✓ All volunteers invited to attend
- KWES PTO is a member of PTO Today who collaborates with various companies
 - ✓ Tracy entered KWES into a number of raffles that won and benefitted the school
 - 500 Back-To-School packs that were handed out during BTS night
 - 500 Fruit Snacks packs – handed out to attendees during Movie Night
 - Technology Package worth over \$350
 - ❖ Includes Lenovo Chrome Book, Roblox and Fortnite gift-cards, and a Trend Micro security software package for 1 year
 - ❖ All volunteers will be automatically entered into a raffle to win this package
- On behalf of the PTO, Tracy thanked all who volunteered or were involved this past year
 - Already seeking volunteers for next year – PTO cannot function without help
 - Contact the PTO Board with any comments, questions, feedback.

Committee Reports

- Staff Appreciation Week [SAW] – *Jennifer Clinton*
 - Jennifer expressed gratitude to the Board, administration, and families who helped out with SAW.
 - Thanks to local companies who donated coupons, services, or products:
 - ✓ Mary’s Flower Shop; Yard Card Celebrations, LLC; Statements the Salon; Auntie Anne’s Pretzels; Auto Bell Car Wash; Wawa; Aldi; Mission BBQ
 - Activities during the week included:
 - ✓ Chalk the Walk; Snack Cart with appreciation envelopes and carnations; Stock the Lounges; Mission BBQ catered lunch; succulent/lucky bamboo plant gifts
 - Administration secured 2 massage chairs for the lounge through an awarded grant.
 - Photos and video posted on social media from the week’s events
- Spirit Nights
 - Last month’s Spirit Night at Chipotle earned \$391 – Thank you to all who came out!
 - Nando’s at Stonebridge tomorrow night!

Principals’ Report – Ms. Candace Boles

- Ms. Libby unavailable tonight; Ms. Boles filling in
- Huge shout-out to the PTO for this amazing eventful year
 - Recognized the time and energy into all the small and large events including the Wilson Walk, Staff Appreciation Week
 - Gratitude for the water, mints and popsicles to take care of our students during SOLs
 - Thanks to the parents for having students here on time and ready to take tests.
 - Currently not sharing scores with parents until all testing is complete
 - Students with scores of 375-399 eligible to retake SOLs; scheduled for May 30-June 8
 - Parents with 5th grade children, if they score 500 or higher they will be eligible to take the Iowa Algebra Aptitude Test on June 2. Parents will be notified after SOL results are released.
 - Shout out to parents, career day coming up on May 30 – lots of parent volunteers, schedule emailed out to parents yesterday.

- School dance on June 2 to end out the school year.

Teacher's Report – Ms. Kozar & Ms. Yungk

- Ms. Kozar thanked PTO on behalf of 1st grade team for their support and financial assistance this year.
- Ms. Yungk expressed thanks for Staff Appreciation Week events, especially the appreciation cards.
- Ms. Yungk also thanked PTO for gifting her and four other teachers with proceeds from the Barnes & Noble Spirit Day. Teachers who read at this event were allowed to pick out books for their classroom which Tracy started delivering last week. Kids were reportedly very excited!

New Business

- 2023-2024 KWES PTO Board Elections – Run by outgoing Board officer Jen Clinton
- Jennifer introduced the nominee for each office and invited meeting attendees to vote either via Zoom online poll or via paper ballot for in-person attendees. Attendees also encouraged to write-in their vote.
 - Nominations for President: Tracy Woodhead
 - ✓ Tracy received total of 13 votes; no write-ins
 - ✓ Tracy Woodhead pronounced new President
 - Nominations for Vice President: Ashley Shelley; no write-ins
 - ✓ Ashley received total of 13 votes; no write-ins
 - ✓ Ashley pronounced the new Vice President
 - Nominations for Treasurer: Mary Griffin; no write-ins
 - ✓ Mary received total of 13 votes; no write-ins
 - ✓ Mary pronounced the new Treasurer
 - Nominations for Corresponding Secretary: no nominations received
 - ✓ No votes nor write-ins received
 - ✓ Position will remain open until filled.
 - Nominations for Recording Secretary: Candice Smalley; no write-ins
 - ✓ Candice received total 9 votes; no write-ins
 - ✓ Candice pronounced the new Recording Secretary
- Congratulations and best of luck to our 2023-24 KWES PTO Board Officers!

Adjournment

- Announcements
 - Spirit Night tomorrow night at Nando's in Stonebridge from 5-9:00pm
 - Art Show next Monday 5/22/23
 - ✓ Ms. Tice in need of help to display student art work; volunteers invited to come by any day after school this week to help out!
 - School dance on June 2 at 6:30pm
 - ✓ All volunteers invited to attend; one lucky volunteer will win our technology package.
 - ✓ Please look out for SignUp Genius for donation and volunteer needs.
- Calendar of Events:
 - May 17 @ 5:00pm-9:00pm – Spirit Night at Nando's at Stonebridge
 - May 22 @ 6:00-8:00pm – Student Art Show
 - June 2 @ 6:30-7:30pm – School dance & volunteer appreciation event
 - June 13 – 5th grade promotion ceremony at Saunders Middle School
 - June 14 – 5th grade picnic
 - June 15 – Last day of school
 - August 3 – Kindergarten open house
- Tracy made motion to close meeting at 7:08pm. –Motion seconded by Ashley.