



# A.G. Wright Middle School PTO



## PTO General Membership Meeting

**Date:** December 7, 2022

**Time:** 7:00pm

**Meeting Type:** General Membership Meeting

**Location:** Room M-4

### Board Member Attendees

Tasha Burzynski, President

Brittany Spears, Vice President

Becky Mulder, Treasurer

Jennifer Murdock, Co-Secretary

Kristin Patton, Co-Secretary

Nicole Gioia, Board Member at Large

### School Representative Attendees:

NONE

**PTO Member Attendees:** 3

### Meeting Called to Order

### Agenda

- 1) Minutes approved for prior meeting.
- 2) Old business brought forth from prior meeting: See Information Below
- 3) **Officer's Reports:**

#### **President's Report:**

- In regards to the Model UN Trip and Budget Fund Request, the teacher was notified to contact the PTO if they do not reach their monetary goal after their fundraiser. PTO can offer additional funding for students with financial hardships.

This money will be taken from Emerging Requests.

- The Band is going on a trip and is selling Spirit Wear to support their financial needs, they were also notified to reach out to PTO for additional needs.

This money will be taken from Emerging Requests.

- Will send out an email to ALL staff reminding them of the purpose of FUND requests.  
To be sent in January.

#### **Vice President's Report:**

- See Committee Reports

**Treasurer's Report:**

Account Balance \$25,392.98

Treasurer's Report attached.

- Tiger Bites has been a profitable fundraiser and is close to meeting what was budgeted.
- Money is still allocated to the Principal's Fund, initial request was for tables for the Courtyard. Ms. Hegna is trying to use dedicated SCPS budget money for the tables and will see about another use for the allocated PTO money.
- Focus on allocating money for more items that pertain to ALL students
- Emerging Funds are being used accurately.
- Suggested a Budget meeting in April to allocate for next year's budget. Would like it to be a BUDGET ONLY meeting. Would like to focus on the larger picture and would like a working calendar to use.

**4) Committee Reports:****Tiger Bites:**

Wendi Lane, Chair (not in attendance)

Carisa Bohn, Co-Chair through December 2022 (not in attendance)

**Updates from Ms. Burzynski:**

- Christmas Cakes were ordered and anticipate they will be a profitable item.
- Will Order Ring Pops, Big Candy, Specialty Little Debbie Cakes for February
- Make sure to pay attention to the tiger bite signs on the classroom doors
- Ms. Spears suggests finding a supplement chair

**Staff Appreciation:**

Kate Shifflet, Chair

**Upcoming Events:****12 Days of Winter: December**

Current budget: \$1,000

**Schedule:****Monday 12/5/2022: Winter Game/Announced Door Decorating Contest**

Ms. Hegna coordinates, PTO provides prizes

**Tuesday 12/6/2022: Dunkin' Truck, Dunkin' gave \$5 Gift Cards**

Complimentary from Dunkin' / GES coordinated

**Wednesday 12/7/2022: Popcorn Bar with Toppings**

Worked well, leftover popcorn packaged, a tag was added and given to the Bus Drivers

**Thursday 12/8/2022: Pancake Breakfast**

Staff coordinate and school pays

**Friday 12/9/2022: Panera Bagels and Coffee**

Kate to order Panera delivery

Check has not been received from Keyes Landscaping, PTO to pay

**Monday 12/12/2022: Door Decorating Contest - Winner Announced**

Staff to coordinate, PTO to provide prizes

**PLUS BUS DRIVER APPRECIATION:**

Cookie Donations

Ms. Hegna to take Panera and Shirt Size Orders from the Bus Drivers

**Tuesday 12/13/2022: BBQ Lunch**

Sponsored by SCA

**Wednesday 12/14/2022: Hot Chocolate and Coffee Bar**

PTO to pay, request donations

Staff Party at Buffalo Mo's

Spoke with Ms. Hegna via text, she sent FUND Request for \$800.00

**Motion requested to approve \$800 for appetizers for staff appreciation at Buffalo Mo's.**

**Yes: NINE(9) No: ONE(1)**

**Motion was approved.**

Money to come from Staff Appreciation in the Budget

**Thursday 12/15/2022: Ugly Winter Sweater Contest**

Staff coordinate, PTO provides prizes

**Friday 12/16/2022: Pizza and salad lunch**

PTO to staff and pay

**Monday 12/19/2022: Scavenger Hunt / Game**

Hegna coordinates, PTO provides prizes

**Tuesday 12/20/2022: Gift to all staff (AGW travel mug)**

PTO pays and distributes, play music while delivering

118 - includes all staff, custodians, lunch staff

Custodians (6) add 6 - \$25 gift cards, for custodians

\*Needed to Reorder more Travel Mugs due to including additional staff

**Ms. Shifflet requests an additional \$1000 added to the Staff Appreciation Budget**

- Ms. Shifflet feels that it is a long time from now (until May) to not show appreciation to the teachers and would like to add little items throughout the months for Staff Appreciation.

- During this year, more requests came in for items that were not initially budgeted. Therefore, needing extra funds.

- Due to not having a working calendar at the beginning of the year, unusual years leading up to now (FY20, FY 21 and FY22) and the previous PTO's records being unavailable. It was hard to budget most items. Being that this is the first year that is closer to "normal"; we will be able to budget better for next year.

- Ms. Spears suggests that we find a Business Partner Chair, solely to contact businesses and ask for donations.

**Motion requested to add an additional \$1000 to staff appreciation.**

**Yes: EIGHT (8) No: TWO(2)**

**Motion APPROVED**

### **Spirit Wear**

Jenna Cooper/Heather Withall, Co-Chairs (not in attendance)

#### **Updates from Ms. Burzynski:**

- Online store sent to entire school
- Will order full color AGW Decals from Staples for purchasing and give-a-ways

### **Honors Cafe**

Upcoming Events: January - Hot Cocoa Bar

- Ms. Hegna is not in attendance and we can not finalize.
- Suggest locking down a date now, so that we can plan in advance. This was an issue for the first Honors Cafe.
- Will this be All "A"s or A/B?
- Last Semester 200 students
- Separate by Grade Level
- Propose week of n Jan 23, 2022

### **Chili Cook-Off**

- Kevin Krohner, Chair (not in attendance, but has agreed to chair)

Upcoming Events: February

- Proposed Date: February 10, 2023

### **Spirit Night**

- Ms. Patton will reach out to restaurants and companies in January
- She will also request additional donations when she is out inquiring about Spirit Nights.

## **5. Principal's Report:**

- Mrs. Hegna (not in attendance)
- NONE

## **6. New Business:**

### **Angel Tree Gifts**

- PTO purchased gifts for 2 children (one boy/one girl) at \$250/child

### **Bingo Night**

- Ms. Spears to take lead

### **Bylaws**

- Date still TBD

## **7. Fund Requests:**

Teacher: Leigh Wiegert, Gifted & Talented Specialist

Candy Cane Gram Supplies Request: \$99.96

(2 sets of 144 Specialty Candy Canes)

Purpose: Fundraiser to help with financial assistance for students attending the William & Mary Model UN Trip

Needs: Hotel, Food, Transportation

**APPROVED**

Yes: TEN (10) No: NONE (0)

Teacher: Virginia Conville, Math

Gift Cards

Request: \$100 (10/\$10)

Purpose: Students meeting 45 minute plus 10 point improvement on MAP Testing

**NOT APPROVED**

Yes: NONE (0) No: TEN (10)

Proposed another option to benefit more classes and students

Will ask Ms. Hegna to decide on the Achievement Reward specifications; Tiger Bite Gift Cards to be distributed to students who meet this achievement.

## **8. Items For Next Meeting:**

- Chili Cook-Off
- Honors Cafe
- Bylaws
- Spirit Nights

## **9. Next Meeting Date and Time:** February 1, 2023 at 7:00pm

**Meeting Concluded**