**PTO**

**Webster Middle School - Parent Teacher Organization**

**Minutes to approve from**

**Webster PTO Meeting – December 17, 2019**

**7:00pm**

**Webster Middle School**

* Call to Order – 7:05pm
* Attendees: Sarah Enwald, Tony DeRosa, CJ Plante, Melanie Plante, Jennifer Robinson, Wendy Rytman and Tanya Nass
* Approval of November 2019 minutes – Motion to approve: Melanie Plante, 2nd motion: Jennifer Robinson
* President’s Report
  + Registration/Membership update – keep getting new members, roughly 85-90 members now
  + TSU/Acacia Tutoring– Tutoring at The Student Union in Cedarburg. Sarah proposed having the February PTO meeting there, would have to be on a Monday night because they tutor on Tuesdays.
* Principal’s & Assistant Principal’s Report – Chorus and Band concerts happened last week. This week, they will reach out to players of March Madness for donations and parents’ time, forms due after break. Teams will be made, students can buy shirts to support specific team. Webster Madness logo will be on the shirts. Students voted on logo. Parent Engagement Series (Screenagers followup) is next month, January 23rd.
* Committee Reports
  + Recap of Book Fair - $821.38 was made! Possibility of another one in February during spring conferences (2/27).
  + Recap of Turkey Trot – Wendy Rytman said it was a successful event, over 1,000 items were donated! It worked well that everyone came out together, hot cocoa went well (there were 6 prepared – fill half with hot water, or do three ¾ filled and dump them in. Fill with marshmallows ahead of time. Bought cocoa at Costco on sale, cups from Walmart, free shipping).
  + Recap of Magazine Sale/Glow party – still waiting for final numbers.
  + 7th Grade MSO Event – Karen Miorin is handling this. It is this Thursday.
  + January Little Caesars Pizza Sale – Wendy Rytman, SuperBowl is 2/2, so distribution is 1/29, 2-6pm. Last day to place order – 1/21. Launch this 1/6. Need volunteers for 1/29 to help distribute orders.
  + 8th Grade Career Fair – tentative date is 2/12. Beth Frei will be looking for volunteers. Tony will follow up with her.
  + Webster Madness – forms from student players due 1/6. Shirt ordering after that, then we will find volunteers. Possible 50/50 Raffle? Need a license for this. CJ will look into it.
  + Amazon Smile – We have been receiving money from Amazon. Cori is changing the name to Webster Middle School instead of Transitional School. Wendy has the NEW password and can help Cori.
  + Additional fundraisers – Sarah would like to launch the foodie flight passbook. It is $25, looks like a passport, mostly local restaurants, etc. We would get 50% of this. We could sell at March Madness, etc. The 2020 books are not out yet.
  + Website research – Cori is looking for a different database and website. We have until 6/15 to research this.
  + STEAM Fair – Ms Rogahn, Teddy Krol and Allison Kriegel will run this in April
* 2019-2020 Budget Update – CJ went over the budget spreadsheet. We are targeting to have $4,000 left at the end of the year.
* New Business (Open)
  + Sarah made a form for the committees to fill out after events to help future committees in planning
  + We should make a thank you form for vendors for tax purposes. Jennifer will look into if we have one, and make one if we don’t have one. Tony will ask the district as well.
* Next meeting: Tuesday, January 21, 2019, 7pm at Webster Middle School

Meeting adjourned at 8:24pm. Motion to adjourn: Sarah Enwald, 2nd motion: Jennifer Robinson